

**Center Point Urbana Elementary
Parent/Student Handbook
2011-2012**

8/9/11



EQUITY NOTIFICATION

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

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

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

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

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

DEAR PARENTS:

WELCOME to the finest K-5 elementary school in Iowa!

Our emphasis on a comprehensive curriculum, positive attitudes, strong values, and children make the Center Point Urbana Elementary School a learning center which is committed to quality.

Our veteran instructional staff works hard to create experiences which will make school a challenging and growing place for children.

Our parents have a tradition of being supportive of the school's efforts with two- way communication being a vital link to the entire education process. Your child's progress is dependent upon how well we communicate.

In this partnership between the school district and you in educating your child, we expect you to discuss the contents of this student handbook with your child. Many of these items may be new to children. You, as the parent, are the one best equipped to discuss the items with your child. We hope this handbook serves as a useful tool to you as you become more involved in our school. We encourage you to become informed and to feel free to contact us if you have comments or questions.

Center Point Urbana PreK-5 Staff
Ann Wooldridge, PK-2 Principal
Jon Hasleiet, 3-5 Principal

DESCRIPTION OF THE SCHOOL

Center Point-Urbana is a merged community school district serving approximately 1600 students in a 90-square mile area approximately 12 miles north of the Cedar Rapids-Marion metro area (120,000 population) and approximately 35 miles south of the Waterloo-Cedar Falls Metro area (125,000 population).

The district is comprised of two incorporated towns - Center Point, with a population of approximately 2,100 and Urbana, with approximately 1,100. Many residents within the district reside on acreages, farms or in rural residences.

When the current high school opened in the fall of 2011, the District transitioned into four buildings and restructured grade levels - CPU Primary School (Grades PreK-2nd) in Center Point, CPU Intermediate School (Grades 3rd-5th) in Urbana, CPU Middle School (Grade 6th-8th) in Center Point, and CPU High School (Grades 9th-12th) in Center Point.

The PreK-2nd students attend classes in a state-of-the-art, early childhood center initially constructed in 1998. An early childhood wing was added in 2003 and a new gymnasium was constructed in 2005. The Primary School houses approximately 500 children, with five to six sections for each grade level. Each self-contained classroom has between 18-20 students attending art, music, guidance, media or physical education every day.

The CPU Intermediate School offers students an opportunity to learn in a program specifically designed to meet their needs and ease transitions from the Primary School level to the CPU Middle School. Six new classrooms were added to the existing building in 2000; four additional classrooms were added in 2003; and the gymnasium was remodeled and a multipurpose room/kitchen was added in 2007. Class size ranges between 20-24 students in each classroom. Third and fourth grade classrooms are self-contained, but may switch teachers for science and social studies. The fifth grade level is departmentalized and the students attend language, math, and science or social studies classes daily. All intermediate students attend art, music, physical education, media and keyboarding classes. The Intermediate School serves approximately 350 students.

JURISDICTIONAL STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the Center Point Office for K-2 students and the Urbana Office for 3-5 students for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

DEFINITIONS

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities," means all school activities in which students are

involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Personnel

GRADE	INSTRUCTOR	SITE
Preschool	Laura Meyer	Urbana
Preschool	Sara Bark	Center Point
Preschool	Heidi McGonegle	Center Point
Preschool	Tina Schellhorn	Center Point
Early Childhood Special Education	Beth Zietlow	Center Point
Early Childhood Special Education	Cynthia Baumgartel	Center Point
Kindergarten	Nancy Schade	Center Point
Kindergarten	Terri Off/Vicki Ross	Center Point
Kindergarten	Suzanne Scheil	Center Point
Kindergarten	Beth Silver	Center Point
Kindergarten	Colleen Fangman	Center Point
Kindergarten	Rachel Kratz	Center Point
First Grade	Lynn Klett	Center Point
First Grade	Linda Beatty/Erica Estling	Center Point
First Grade	Chad Batcheler	Center Point
First Grade	Sara Rieck	Center Point
First Grade	Laura Niec	Center Point
First Grade	Wendi Shaffer	Center Point
Second Grade	Sandy Lacina	Center Point
Second Grade	Beth Costigan	Center Point
Second Grade	Jennifer Takes	Center Point
Second Grade	Carol Elwick	Center Point
Second Grade	Heather Parbs	Center Point
Reading Recovery	Linda Beatty	Center Point
Reading Recovery	Erica Estling	Center Point
Counselor	Jill Jlrak	Center Point
Special Education	Rose Rauch	Center Point
Special Education	Shannon Fleming	Center Point
Speech Services	Melissa Grennan	Urbana/Center Point
Third Grade	Joel Salow	Urbana
Third Grade	Todd Hines	Urbana
Third Grade	Theresa Winterhof	Urbana
Third Grade	Roxanne Koenen	Urbana
Third Grade	Lisa O'Rourke	Urbana
Fourth Grade	Faith Rhinehart	Urbana
Fourth Grade	Mary Beth Maloney	Urbana
Fourth Grade	Deb Donlea/Danielle Kremer	Urbana
Fourth Grade	Josh Meggitt	Urbana
Fourth Grade	Sarah Clymer	Urbana
Fourth Grade	Robin Foster	Urbana
Fifth Grade	Ann Jacobs	Urbana
Fifth Grade	Kayla Squires	Urbana
Fifth Grade	Josh Helmke	Urbana
Fifth Grade	Lew Paine	Urbana
Fifth Grade	Cheryl Nelson	Urbana
PE	Philip Klett	Urbana/Center Point

Art	Diane Nemec	Urbana/Center Point
Music	Annette Zuck	Urbana/Center Point
Media	Sandy Fehl	Urbana/Center Point
Counselor	Troy Pugh	Urbana/Center Point
Title One Reading	Mickey Dunn	Urbana/Center Point
Special Education	Jane Sima	Urbana
Special Education	Kathy Partridge	Urbana
Nurse	Susan Wear	Urbana/Center Point
Behavior Instructional Strategist	Brenda Bassingthwaite	Urbana/Center Point

PARAPROFESSIONALS

Deb Adamson	Shane Steinke
Gidget DeSotel	Monica Zieser
Annette Diveley	Joleen Driessen
Shelly Erger	
Dawn Hepker	Shari Kummerfeldt
Rhonda Kortenkamp	Shannon Manely
Karen Kramer	Kristi Ernberger
Jenni Mayer	Kathy Foxworth
Julia Offerman	Marilyn Wilmert
Nancy Rees	Julie Slaymaker
Jill Schlotfeldt	Danielle Kremer
Regina Smith	
Angie Woods	

OFFICE PERSONNEL

PK-2 Principal Ann Wooldridge

PK-2 Secretary Carol Callahan
3-5 Principal Jon Hasleiet
3-5 Secretary Brenda Tjaden

Highly Qualified Staff

All Center Point Urbana Elementary School District teachers are “highly qualified,” meeting NCLB requirements.

TITLE I Parents Right to Know

Center Point-Urbana Elementary School receives federal funds for Title I, Part A programs. As a parent of a student in a Title I school you have the right to learn about the following qualifications of their child’s teacher: state licensure requirements for the grade level and content areas taught, current licensing status of the child’s teacher, and baccalaureate/graduate certification/degree. Specifically, you have the right to ask for the following information about each of your child’s teachers:

1. Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
2. Whether the teacher is teaching under emergency or provisional status because of special circumstances.
3. Whether the teacher has any advanced degrees and the field of discipline of the teacher’s certification or degree.

If at any time your student has been taught for four (4) or more consecutive weeks by a teacher(s) that is not highly qualified, then you will be notified by the school.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The child study team is responsible for this process. Representatives from the area education agency may also assist the school district in this process.

DISTRICT MISSION STATEMENT

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

SCHOOL ADDRESSES

PK-2nd Attendance Center
Center Point Urbana Elementary
P.O. Box 296, 101 Palo Rd.
Center Point, IA 52213

3rd-5th Attendance Center
Center Point-Urbana Intermediate
202 W. Main Street
Urbana, IA 52213

Ph: 319-849-1102

Phone: 319-443-2426

SCHOOL ORGANIZATION

The Kindergarten through fourth grade classes are organized in self-contained units. The children stay in the classroom for most of their instruction. The fifth grade classrooms are departmentalized based on content. The content areas are reading, math, social studies and science.

Specialists are used for Art, Music, Physical Education, Guidance, and Media. Reading specialists are used for students who qualify for extra support. Title I services are available for K-5th grade. Reading Recovery is available for 1st grade students. Instructional aides are used throughout the school to assist at each grade level.

SCHOOL BOARD

The Board of Directors of the Center Point Urbana Community Schools which was empowered as of Sept. 2010, includes Scott Millikin(President), Carol Engelken, Dan Jones, Mark Boies, and Tammy Carolan. Meetings are held on the third Wednesday of each month at 6:00 p.m. in the District Office. There is an election for school board members every two years in September.

SCHOOL HOURS

K-2nd Grade Hours-Center Point

7:45 Teachers arrive
8:00 Doors open/Breakfast
8:30 School day begins
3:18 Urbana students dismissed
3:20 Center Point walkers dismissed
3:36 Center Point bus students dismissed
3:45 End of teacher workday

3rd-5th Hours-Urbana

7:45 Teachers Arrive
8:00 Doors open/Breakfast
8:25 School Day Begins
3:15 Center Point Bus Riders
3:20 Urbana Walkers Dismissed
3:25 Urbana Bus Riders
3:45 End of teacher workday

ABSENCES

Regular attendance at school is very important. Please help your child develop a commitment for school attendance and for getting to school on time. **If it is necessary for your child to be absent, please call the school office. In addition, send a note to the teacher explaining the reason for missing school. When arriving by 10:00 a.m. or leaving after 2:00 p.m., it does not count as an absence. Please consider this when making appointments for your child.**

ABUSE AND HARRASSMENT OF STUDENTS BY EMPLOYEES

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

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

ACCIDENT AND EMERGENCY INFORMATION

In the event of a serious accident or illness at school, the parents are called. If parents can't be reached, the emergency number is called. Included in fall registration is a form entitled "Every Student, Every Fall" Health report. Please fill out this form indicating an emergency phone number of a neighbor or relative who could be in charge of your child when you cannot be reached. If at any point during the school year this information changes, please notify the school immediately. It is important that we may keep our records up to date.

APPOINTMENTS

If you wish to conference with a teacher, please call before 8:30 or after 3:30 in the day. The secretary will take a number at other times so that a teacher can return your call. You may also leave a voice mail message for the teacher.

An appointment can be made to meet with the elementary principal by coming to the elementary school office or by calling the attendance center. The elementary secretary will schedule a time for you to meet with the principal. A reception area has been

provided outside the office for parents and visitors. There are no specific hours set aside for meeting with parents, therefore it is best to call ahead to avoid having to wait. Evening hours are available for parents who work.

ASBESTOS NOTIFICATION

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 ([AHERA](#)) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

ASSEMBLIES

Periodically, assemblies are held. These are educational in nature and cover a variety of topics.

ATTENDANCE POLICY

The Center Point Urbana School District believes that attendance is an essential life-long habit. It also is a way to help students learn as much as possible. The State of Iowa requires all buildings to meet attendance goals that are set by the state. The goal is to have 95% attendance for the entire year. This is less than 8 days of school per year. This goal is established to allow the school and home to work together to create good habits of attendance.

A student who misses 10 days of school will receive a letter from the building principal. This letter is just a reminder about good attendance and offering any assistance to help the student have better attendance in the future.

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

BICYCLES

Children in Kindergarten through second grade are **highly discouraged**, for safety reasons, from riding bicycles to school. Children in grades 3, 4, and 5 will be permitted to ride bicycles with parental knowledge and permission. Once children arrive on school property they are required to park their bike at the bike rack. Children are encouraged to lock their bicycles while parked on school property.

BREAKFAST PROGRAM

A breakfast program is offered every day except late start days at both the Center Point and Urbana sites. Research confirms that students who eat breakfast do better work at school than those who don't. We encourage students who do not have an opportunity to eat breakfast at home to use this program. Finances are handled the same as for the Hot Lunch program.

Students may enter at 8:00 at each location to eat breakfast.

BUILDING, USE OF

If an organization would like to schedule use of the building, arrangements need to be made in advance. Please contact Dan Rosendahl (activities director), for use of gyms and MP room. Please contact Kathy Rogers for use of Pods and classrooms.

BUSES AND OTHER SCHOOL DISTRICT VEHICLES

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.

- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- The good conduct rule is in effect.
- Use of cell phones and other electronic/tech devices.

BUS DISCIPLINE PLAN

PLEASE REFER TO THE DISTRICT-WIDE STUDENT TRANSPORTATION MANUAL.

BUS REGULATIONS

PLEASE REFER TO THE DISTRICT-WIDE STUDENT TRANSPORTATION MANUAL.

BUS LOADING/UNLOADING K-2

Bus loading/unloading will be from the **North Parking Lot**. Parking is NOT allowed in the bus loading area for any vehicle other than a bus. (**Parents** dropping off/picking up children should use the East {front} parking lot.)

BUS LOADING/UNLOADING 3-5

Bus loading/unloading will be from the **South Parking Lot**. Parking is NOT allowed in the bus loading area for any vehicle other than a bus. Parents dropping off/picking up children should use the parking lot to the East of the Building.

Parents of preschool students who attend the CPU Intermediate School Site should pick up and drop off their children in the parking lot to the West of the building.

CAFETERIA

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. If parents provide lunch for their child, the lunch should be nutritious and the only drinks allowed are water, fruit juice or milk.

Each family is provided a lunch account. The lunch account can be paid in person or electronically. The lunch account is expected to have money in it at all times. A negative balance may result your child being provided a sandwich and milk until the account returns to a positive balance.

CARE OF SCHOOL PROPERTY

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

CHANGE OF ADDRESS

It is very important that all attendance center sites be informed immediately of any changes in a family's telephone number, address, email, or the identification of a person who is to be notified in case of emergency.

Please notify the school in advance of a planned move from the Center Point Urbana District and see the procedure for withdrawing students in this handbook.

CHEATING

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating will result in consequences to be determined by the teacher and/or principal.

CHILD CUSTODY

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

CHURCH NIGHT

Wednesday night of every week during the school year has been set aside as Church Night. Activities after 6:00 p.m. are limited.

COMMUNICABLE DISEASES

In order to better protect our students and staff from communicable diseases, a universal precaution procedure has been instituted. Protective barriers will be used by the staff in all cases of care for illness or injury in which there is the possibility of any exchange of body fluids. Students will be taught about and encouraged to use self-care in the cases in which they are capable. All cases of illness and injury at school must be reported to the school nurse at once for follow-up care and notification of parents, coaches and/or administrators.

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chicken pox.

Please inform the school nurse if you think your child has any of the communicable diseases.

CONFERENCES AND REPORT CARDS

Parent conferences are scheduled for all students two times throughout the school year., Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about a child's progress.

In addition to conferences, parents of grades AK-5 receive written reports three times a year. Parents should discuss the progress report with their child. If there are questions, please contact your child's teacher.

COURTESY AT PERFORMANCES

We are looking forward to excellent extra-curricular events at Center Point Urbana Schools. We share the responsibility with you to teach our children appropriate behavior for the activities.

Football Games

Students through 8th grade have to be accompanied by an adult parent. They are responsible for all the students they bring. There will be someone at the gates making sure a student is accompanied by an adult parent.

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

Middle school 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.

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

Students are not to hang out around the concession area. There will be a white line to the east of the concession area that indicates the student is leaving. 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!

What can you do at the home football games!

You may sit and watch the game!

...go to the concession stand!

...cheer with the cheerleaders!

...sit and visit with friends!

You may not run

...be on the opponent's side.

...be around the parked cars.

...play football with any object.

....play TAG.

....climb over the fence.

No one is allowed on the softball field.

The Star Spangled Banner will be played before the Varsity game. You are to stand at attention and face the middle of the field as the flags are brought onto the field and then stand at attention during the anthem facing the middle of the field.

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

High school students must be in the stands. The high school students may go to the concession area but must immediately return to their area.

Students not following the rules will not be allowed at a football game for the rest of the season.

Basketball Games – Students should:

- 1) Be respectful and quiet during the national anthem.
- 2) Watch the game.
- 3) Visit with their friends.
- 4) Support the teams.
- 5) Be respectful and courteous to others.
- 6) Demonstrate good sportsmanship.
 1. Be a positive credit to families, school and community.
 2. Remove hats while at indoor events

Concerts and Plays - Please have your children:

- 1) Sit with parent.
- 2) Applaud in an appropriate manner.
- 3) Please do NOT whistle, call out loudly, leave during the program, etc.

CURRICULUM

The Center Point Urbana School system prides itself on its comprehensive PK-12 curriculum. At the elementary level we pay particular attention to children's developmental levels while stressing the basic (core) subject matters. Teams of teachers work together to continually research and review each curricular area and to make necessary changes which will be of benefit to children's academic progress. In addition, each grade level has developed grade level expectations in reading and math.

Project STRETCH – The CPU School District in cooperation offers an extended learning program called Project STRETCH. The program includes grades 3-5. Through Project STRETCH all 3rd grade students receive in their regular classroom setting specific training and practice in the basic skill of thinking. The CoRT Thinking Program is used to cover different strategies for thinking. The program helps broaden student perception and creativity. It teaches students the art of effective thinking and shows them how to apply this skill to any academic subject, as well as to everyday problems faced outside the classroom.

Ms. Sheldon, the Project STRETCH teacher, can be utilized as a consultant by all teachers K-5. Her role is to assist teachers to plan classroom activities that “stretch” all students' minds, to take groups of students who have similar interests and enrich their learning, to teach a classroom of students so that the teacher can work with special groups, and in other ways give a larger group of students opportunities to expand their learning.

If you have questions concerning Project Stretch, please contact Ms. Sheldon.

Title I Remedial Reading - The Center Point Urbana Elementary School receives federal monies to fund a Title I Remedial Reading Program for those children who need assistance learning how to read. Instruction is given to children in small groups who are experiencing similar types of reading problems. Students qualify for the program based on Iowa Tests of Basic Skills Reading scores, District Assessments and/or teacher recommendation. We encourage parents of children in this program to become actively involved in the reading support process so that proper reinforcement and encouragement can be given at home.

Reading Recovery - Reading Recovery is a supplementary reading and writing program for first grade students who are “at risk” of reading failure. The goal of Reading Recovery is to assist children to read at or above the average level of their first grade peers in the least amount of time. Research has shown that children typically meet this goal in 20 weeks. The long-term goal is that children continue to improve in reading and writing through their regular classroom instruction and independent reading.

Special Education – Special education services are provided to students who qualify. Special education services may start once a child turns three years old. Services are arranged by a qualified teacher, classroom teacher and parents who, together, prepare an Individualized Education Plan (IEP) for each student. A special education teacher provides students with IEPs accommodations to help them be successful in reaching individualized goals.

DISCIPLINE

SEE OUR EXPECTATIONS AS POSTED IN THE BUILDING.

DISMISSAL

Any change in after school routine must be communicated through the office secretary by note or phone by 2:30 each school day. The school secretary will communicate the change to the classroom teacher, who in turn will communicate the change to the child. This practice will better ensure that students arrive to their correct destination safely.

DRESS

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing.

Elementary students are not allowed to wear make-up.

Due to problems with student injury to feet, toes, hands and knees when students wear open toed sandals with no socks, sandals with high heels, strap sandals or flip-flops outside to play, for safety purposes, **these kinds of footwear will not be allowed at recess.**

If you have specific questions, please contact the principal.

Gym shoes (**with light colored soles**) are required for use in physical education classes.

EARLY DISMISSAL FROM SCHOOL

Requests for early dismissal regarding dental or medical appointments are approved. Please send a note to your child's teacher and urge your child to remember the time to report to be picked up. It is not always possible because of the number of activities and other responsibilities, for the classroom teacher to be able to remind the children of their appointments. **Please pick up all Elementary students from the elementary office.** After signing them out, the secretary will notify the teacher of your arrival and your child will meet the adult in the office. Picking up your child in the office will ensure the staff the child is picked up by the person indicated on the note and classroom disruption will be kept to a minimum.

A student who becomes ill at school will be dismissed through the office after parents or emergency people have been contacted and someone has come to pick him/her up. **Under no circumstances are students to leave the building without a note from their parents and without approval from the office.**

EARLY OUT DAYS FOR FACULTY MEETINGS

Early out days are designated on the school calendar. School will generally be let out at 12:45. This time is used for teacher training, curriculum work or staff business meetings. Consult the calendar for specific dates.

ELECTRONIC/TECHNOLOGICAL DEVICES

Students may not possess radios, CD players, televisions, water guns, toys and other similar items on school grounds or at school activities. All communication devices must be off and in the student's book bag during the school day. No device is permitted which allows students to send or receive personal messages that would contribute to cheating, access the Internet, or take pictures. Inappropriate use of a device or a prohibited item will be taken away from the student and returned at a later date. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices are used appropriately.

EMERGENCY DRILLS

Fire drills and tornado drills are held regularly during the year. ***Fire and tornado drills are required by law.*** School districts must have two fire and two tornado drills before December 31 and two fire and two tornado drills after January 1 for a total of eight each school year.

Directions are posted in each classroom. Students are expected to not talk during the drills and to move in an orderly manner.

Arrangements have been made for evacuation of students to the south Methodist Church in Center Point and to the Urbana Catholic Church in Urbana in the event of an actual fire or other disaster. Students will be released from that location to their parents, if conditions are such that the school building cannot be reoccupied.

ENTRANCE AGE, REQUIRED DOCUMENTS

All pupils entering Kindergarten must have reached their fifth birthday in the year of entrance on or before the 15th of September as is specified in the Code of Iowa.

In addition all kindergarten children must have received a recent physical, have on file a copy of the birth certificate, completed immunizations, certificate of dental screening and proof of blood lead test.

EQUAL EDUCATIONAL OPPORTUNITY

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, creed, sexual orientation, gender identity or disability. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. Inquiries 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, or the [Iowa Department of Education](#), Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

ESL - (English as a Second Language Student)

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 ESL 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 program 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 ESL student.

EXCUSES FROM PARTICIPATION

Children are expected to participate in all school activities including P.E., recess, field trips, and after school/late bus outdoor activities if they are sent to school. Therefore, we encourage you to keep your child home if he/she is ill. Parents need to have a doctor letter recommending that the student be excused from P.E. or recess for a period longer than five days. A teacher may keep a child in for recess in order to assist them to complete work resulting from a long absence from school.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

A school district may disclose, without consent, directory type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, a parent may request that the school not disclose this information. If you do not want this information released, please notify the school your child attends and tell the secretary to not release any directory information about your child. Please do this within the first week of school so we know at the beginning of the year whether to share this information with other people. If we do not hear from you, this information will be released. This is in accordance with the Family Educational Rights and Privacy Act.

FIELD TRIPS

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. A field trip permission form will be included in the fall registration process.

FRIDAY FOLDERS

Each student will take home a folder each Friday, which will contain important information for parents. Announcements, report cards, field trip schedules, communication from teachers, etc. will be included. Parents are to examine the information and return the folder on Monday. If you wish to write a note to the teacher, nurse, principal, or other staff member, please include that in the envelope. All contents in the Friday folder should benefit the students and/or the community.

GUIDANCE PROGRAM

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

HEALTH SCREENING

Throughout the year, the school district sponsors health screening. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually

HOMELESS STUDENTS

If your family lives in a shelter, motel, vehicle or campground, on the street, in an abandoned building, trailer or other inadequate accommodations or if you double up with friends or relatives because you cannot find or afford housing, then your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Your children have the right to:

- Attend school no matter where you live or how long you lived there. They must be given access to the same public education, including preschool education, provided to the other children.
- Continue in the school they attended or the school they last attended if that is your choice and is feasible. If the school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal.
- Provide transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian request such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents requires for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Review the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school office or the counselor for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. Someone at the shelter or social services office can also support you.
- Contact the school counselor and provide any information you think will assist the teachers in helping your child adjust to new circumstances
- Ask the school counselor, the shelter provider or a social worker for assistance with clothing and supplies, if needed.
- Center Point-Urbana School District's Liaison for Homeless Education is the building counselor. Feel free to contact them if you need further assistance.

HOMEWORK

Homework is work that is assigned to be done at home to strengthen study skills and support independence with previously taught skills. Homework at all grade levels will be determined by the classroom teachers. Parents should become familiar with each classroom's homework policy and consistently support student's studies. Teachers will share our homework expectations in detail with the families during Parent Information Night and other conferences. Students are expected to make up work in case of illness and family vacations. In case of a family vacation, parents should contact the classroom teacher prior to the vacation so that the make up work can be explained to the parents. Requests for homework due to a student's illness needs to be made at least four hours in advance of the time desired to pick up the homework. This gives ample time for all the students' teachers to more effectively assemble the books and materials needed in order to carry out the request.

HUMAN GROWTH AND DEVELOPMENT

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

ILLEGAL ITEMS FOUND IN STUDENT'S POSSESSION

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

IMMUNIZATIONS

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students are required to pass a TB test prior to attending school. Parents who have questions should contact the office.

INCLEMENT WEATHER

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over **WMT-600** radio and local television stations. The missed day may have to be made up at a later date.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

INITIATIONS, HAZING OR HARRASSMENT

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of 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 includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- 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.

INSPECTION OF EDUCATIONAL MATERIALS

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact Jennifer Burkhart.

INSTRUCTIONAL MEDIA CENTER

All children are scheduled a time in the media center weekly. As the academic hub of our school, the IMC provides many instructional services and activities. Films, instructional TV, story hours, computers, listening centers, and opportunities for research are available in addition to instruction in library methods and high interest activities.

INTERNET USE POLICY

The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

Students will adhere to on-line protocol:

1. Respect all copyright and license agreements.
2. Cite all quotes, references and sources.
3. Remain on the system long enough to get needed information, then exit the system.
4. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

Students should adhere to the following guidelines:

- Others may be able to read or access the mail so private messages should not be sent.
5. Delete unwanted messages immediately.
 6. Use of objectionable language is prohibited.
 7. Always sign messages.
 8. Always acknowledge receipt of a document or file.

Restricted Material - Students will not intentionally access or download any text file or picture or engage in any discussion that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Unauthorized Costs - If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

ILLNESS

"When should I keep my child home?" Here are a few guidelines to follow:

Diarrhea/Vomiting within the last 24 hours—**keep the child home**

Fever 99.8 degrees or higher—**keep child home until fever-free at least 24 hours.**

Please check the temperature in the morning before giving any Tylenol, etc.

Runny Nose 1) due to allergies – **send child to school**

2) due to cold/flu virus with other symptoms such as cough, sore throat, headache, yellow/green drainage from nose – **keep child home**

Pinkeye Highly contagious and presents itself with burning, itching, red eyes with yellow drainage. The eyes may be "stuck shut" in the morning. **Child should be seen by a physician and should be on medication for at least**

24 hours and symptoms subsiding before returning to school.

Rash May be due to many different illnesses and may be contagious. **A physician should be contacted for a diagnosis and permission for your child to return to school.**

Hopefully, these guidelines will be of help to you when trying to decide if you should send your child to school. If you do not have a plan of what to do when your child is sick, we urge you to take care of this matter soon. Careful consideration on your part will help safeguard the health of your child as well as the health of his/her classmates.

INVITATION TO PARTIES

If students have a party outside of school and they don't invite their entire class, please mail these invitations. Thank you's should also be sent in the mail. This will avoid hurt feelings at school. We will not allow distribution of party invitations to just a few students.

LEGAL STATUS OF STUDENT

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record. All official student documents will have the student's legal name on them even if the student uses a different name in school.

LOST AND FOUND

Lost and found articles are turned in at the Elementary Office and periodically these items are displayed. Have your child check at the office to recover lost items or to turn in articles that are found. It is stressed:

- 1) That you encourage your child to be responsible for his personal property.
- 2) That all articles be labeled.
- 3) That valuables and money be left at home.

At the end of each school year all articles from Lost and Found are given to a local charity.

LUNCH

Hot lunch is provided for all students every day at the Center Point Urbana Schools. We encourage all students to eat lunch here at school.

Money is kept on account with the system presently in use. Deposits must be of at least \$10.00 to open the account. Lunch and milk prices will be listed in the September issue of the CPU Pride.

Students are not permitted to borrow from each other's accounts.

For information about free and reduced price lunches, see the September Newsletter or contact the office.

MEDICATION POLICY

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

All medications will be dispensed by the school nurse or other certified personnel.

Non-prescription drugs will be dispensed under the following conditions: 1) If a non-prescription medication must be given at school, it must be sent in it's original container: 2) The medication 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) signature of parent/guardian.

Prescription medications must be kept in the original pharmacist's container, with the original label attached, and must include: a) Name of the pupil; b) Name of the medication; c) Strength and dosage prescribed; d) Name of the physician; e) Name and address of the pharmacy; and f) Date of the prescription.

The proper form and medication should be presented to the school nurse or certified personnel before 8:30 a.m. on the morning it is to be administered.

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: a) the reason for medication; b) the usual dosage; c) the mode of administration; and d) the possible side effects.

A written record of administration of each medication will be maintained. This record will include: a) the students full name; b) the name and strength of medication; c) the dosage and time of administration; and d) the date and name of person administering.

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.

NURSE

A school nurse is on duty full time in our district. 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 contacted.

1. When children who are ill are sent to the nurse, parents will be contacted 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 supplant a visit to your physician's office. We encourage you to seek proper diagnosis and care from your own physician.

OPEN GYM DURING NON-SCHOOL HOURS

Use of gyms during non-school hours will follow the Center Point-Urbana School Policy.

PERSONAL PROPERTY AT SCHOOL

Children are not permitted to bring extra money, electronic devices, toys, trading cards, or other objects from home. Items that are brought from home should be marked so they can be easily identified. The school cannot assume responsibility for the loss or breakage of things brought from home. IF your child brings a cell phone to school, it must be shut off and in their school bag. It cannot be used during the school day or while riding the bus.

PETS

Children are allowed to bring pets to school only with permission from the teacher. Pets should not be transported to and from school on school buses. Any animal brought to school must be housed in a proper cage or container, or restrained in such a way that they cannot harm anyone.

PHYSICAL RESTRAINT OF STUDENTS

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: www.iowa.gov/educate and search for Timeout, Seclusion and Restraint.

POSTING OF INFORMATION

Students who wish to post or distribute information must receive permission from the principal at least 3 days before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

PLAYGROUND FACILITIES DURING NON-SCHOOL HOURS

Playground facilities are public supported and owned. However, before and after school use is the responsibility of the parent, not the school.

SAFETY AT SCHOOL

It is very important that every student feels safe and is safe while going to school, going home at school and during the school day. Students and parents should follow these guidelines.

1. Everyone should conduct themselves safely with the concern of their own and others safety.
2. Students and/or parents should notify a teacher or the administration of any risk of injury to themselves or others.
3. Students should always walk to the right while moving through the hallways and pods.
4. Students should walk on sidewalks or next to the road where there are no sidewalks.
5. Students should cross at crosswalks (at intersections) on their way to and from school always walking across intersections after looking both ways.
6. Problems with other students should be brought to the attention of the classroom teacher, the counselor or the administration if unable to resolve the conflict.

SCHOOL BOARD POLICY

A copy of the Center Point Urbana Community School Board Policy Handbook is available for patrons to review online. We encourage you to contact the school if you need information pertaining to school policy.

SCHOOL EMPLOYEE ABUSE

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

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

SCHOOL PARTIES

Three parties are scheduled for the year –Autumn, Winter and Valentine’s Day. Students may also bring treats for their birthdays. Students who do not wish to participate in these holiday celebrations or activities may be silent or be excused by the child’s classroom teacher.

Please schedule these for milk break or at the very end of the day. The district asks that parents provide treats that are nutritious in value. The CPU District Wellness Policy state that **NO homemade food** of any kind be brought to school due to the increasing percentage of students with food allergies. Please provide healthy, nutritious snacks for your child and their class

Birthday snacks must be brought to school for every child in the room. Please make arrangements with your child’s teacher ahead of time.

SCHOOL VISITATION

The Center Point Urbana Schools are open to all adult visitors. We encourage classroom visitations. Visitors should sign in at office before going into the child’s classroom.

In order that your visit might be more informative, please contact your child’s teacher prior to the visit to determine the day’s activities.

Special invitations will be extended to parents on certain occasions for programs and assemblies. Please check in at the office during these occasions before going to your child’s classroom.

Children not enrolled in the Center Point Urbana Schools are NOT allowed to visit during school hours unless accompanied by an adult with special permission from the principal and teacher.

SEARCH of STUDENTS

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

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 although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student;

- the sex of the student;
- the nature of the infraction; and,
- the emergency requiring the search without delay.

A student's body and/or personal effects (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 district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. 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. A more intrusive search, short of a strip search, of the student's body, handbags, bookbags, etc., 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 an adult 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.

The search and seizure guidelines, as outlined in school board policy, will be followed.

SENDING MONEY TO SCHOOL

Please put any money sent to school in an envelope with your child's name and teacher's name on the outside. Cash and checks can be very easily lost when not placed in a sealed envelope.

SNACK POLICY

In accordance with the new Healthy Kids Act, CPU is being proactive in becoming a healthier school. We would appreciate your help in making this a smooth transition. We ask that you follow the procedures listed below.

Snack: Snack will be milk or juice in the morning or afternoon. Snacks will not be brought in from home. It is a good idea for students to eat a good breakfast in the morning. Breakfast is available at school between 8:00-8:30.

Classroom Parties: Snacks for classroom parties must be healthy in nature. If you would like to bring something and are unsure if it is acceptable, please ask your child's classroom teacher.

Birthday Treats: Students are allowed to bring treats for their birthdays and there are no restrictions on what can be brought. The school does have refrigerator and freezer space available for frozen treats such as ice cream/sherbet cups, popsicles, Jello, or ice cream sandwiches. If the snack requires spoons, please send those as well. We appreciate you helping us with this request.

SCHOOL FEES

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the [Family Investment Program \(FIP\)](#) transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees.

Parents or students who believe they may qualify for temporary financial hardship should contact the building secretary at for a waiver form. This waiver does not carry over from year to year and must be completed annually.

SPECIAL SERVICES

The following special services are available to your child as a student at Center Point Urbana Schools: Speech therapy, Title I Remedial Reading, School Psychologist, Social Worker, and Special Education classes. Other services are provided through Grant Wood Area Education (Agency 10) as needed. At some time during the school year it may be beneficial for teachers and parents to request the help of these especially trained people in order to provide a better educational program for your child. Your written permission is needed for these services.

Standardized Testing

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Students are tested unless they are excused by the principal.

STUDENT FUNDS AND FUNDRAISING

Students may not solicit funds from teachers, employees or other students during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in future fund raising activities being denied.

Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

STUDENT LOCKERS AND DESKS

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

STUDENT PICTURES

Very early in the school year all students will have the opportunity to have their picture taken. Payment for these pictures must be in advance and payment is the responsibility of the guardian or parent. Notification of the day pictures will be taken and price lists will be given to parents and students well in advance of the day set for picture taking. Pictures will be taken of each student for the annual and class composites.

The school contracts with Lifetouch Photography from North English, IA for this service. For information about pictures, parents are asked to call Lifetouch at 1-800-338-7222.

STUDENT RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

The Family Educational Rights and Privacy Act ([FERPA](#)) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
SW, Washington, DC 20202-5901
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

See School Board Policy 506.1 for the district's Juvenile Justice Sharing Agreement. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

TELEPHONE USE DURING THE SCHOOL DAY

Generally, students receiving telephone calls during school hours will not be called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call.

THREATS OF VIOLENCE

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, 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.

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

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic 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.

VANDALISM

Any persons willfully damaging Center Point Urbana School District property will be assessed the total cost of 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.

VISION SCREENING - ANNUAL

Consultants from Grant Wood AEA conduct vision screening for all students in the fall of each year. Notices are sent with students if the results of the screening are other than normal. If you do NOT wish that your child be screened, please send written request to the school nurse to be given to the consultant. If you have any questions, please see the school nurse.

VISITORS AND GUESTS

Visitors to the school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit.

VOLUNTEERS AND TUTORS

We encourage and welcome parent volunteers to help in the classroom, special classes and Media Center. If you are interested in helping at the school on a volunteer basis, please notify the office or your child's homeroom teacher.

All volunteers and tutors are asked to stop in the office and sign in before going to a classroom. All volunteers need to receive a volunteer handbook and complete the "Volunteer Agreement and Disclosure Form" before volunteering anywhere in the building or attend a school sponsored event.

WALKING STUDENTS

Student conduct and safety on the way to and from school should be a matter of concern to the parents. The school will cooperate with parents on these matters. Parents should discuss the safest route to school emphasizing routes that have sidewalks and not trespassing on private property. The district does not believe Palo Road is a safe route to and from school. The district strongly encourages parents to assist their children with finding safe routes to and from school. A school stop sign is provided at the intersection of Washington and Franklin streets to help children cross the highway.

We would like to emphasize that children should NOT arrive at the school before 8:00 a.m. Children are not to enter the building before 8:00.

WINTER CLOTHING

When winter weather occurs, children need to wear warm outer clothing. We go outside for recess unless the wind-chill is zero or below as children need fresh air and exercise. Please see that your child has the following:

- hat/scarf/earmuffs
- mittens/gloves
- boots
- leg coverings (pants, tights, snow pants)
- winter coat

WITHDRAWING A STUDENT

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

1. You will need to sign a form to release your child's cumulative records at the new school they will be attending. Your child's new school will then contact our office to obtain the records.

- 2) Ensure that all books are returned, library fines are paid, and lunch account settled.
 1. Please give us advance notice when possible so that the transitions from our school to your child's next school will occur smoothly.