

## TIME SCHEDULES

Regular Schedule				2 Hour Early Out Schedule			
Period	Time	Total Time	Passing	Period	Time	Total Time	Passing
1	8:00 - 8:49	:49	:04	1	8:00 - 8:34	:34	:04
2	8:53 - 9:42	:49	:04	2	8:38 - 9:12	:34	:04
3	9:46 - 10:35	:49	:04	3	9:16- 9:50	:34	:04
4	10:39 - 11:28	:49	:04	4	9:54 - 10:28	:34	:04
5 A Lunch	11:28 - 11:53	:25		5 (ALL)	10:32 - 11:06	:34	:04
5 A Class	11:57 - 12:50	:53		6	11:10 - 11:44	:34	:04
5 B Lunch	11:53 - 12:18	:25		7	11:48 - 12:22	:34	:04
5 B Class	11:32 - 11:53	:21		8	12:26 - 1:00	:34	
	12:20 - 12:50	:30		Lunch (ALL)	1:00 - 1:30		
5 C Lunch	12:25 - 12:50	:25					
5 C Class	11:32 - 12:25	:53					
6	12:54 - 1:43	:49	:04	1 Hour Early Out Schedule			
7	1:47 - 2:36	:49	:04	Period	Time	Total Time	Passing
8	2:40 - 3:30	:50		1	8:00-8:47	:47	:04
				2	8:51-9:38	:47	:04
				3	9:42-10:29	:47	:04
				4	10:33-11:20	:47	:04
				5 A Lunch	11:20 - 11:45	:25	
				5 A Class	11:47- 12:39	:52	
				5 B Lunch	11:45 - 12:10	:25	
				5 B Class	11:24 - 11:45	:21	
					12:12 - 12:39	:27	
				5 C Lunch	12:14 - 12:39	:25	
				5 C Class	11:24 - 12:14	:50	
				6	12:39 - 1:14	:35	:04
				7	1:18-1:52	:34	:04
				8	1:56-2:30	:34	
2 Hour Late Start							
Period	Time	Total Time	Passing				
1	10:00 - 10:23	:23	:04				
2	10:27 - 10:50	:23	:04				
3	10:54 - 11:18	:24	:04				
4	11:22 - 11:46	:24					
5 A Lunch	11:46 - 12:11	:25					
5 A Class	12:13- 1:09	:53					
5 B Lunch	12:11 - 12:36	:25					
5 B Class	11:50 - 12:11	:21					
	12:38 - 1:09	:31					
5 C Lunch	12:44 - 1:09	:25					
5 C Class	11:50 - 12:44	:54					
6	1:13 - 1:56	:43	:04				
7	2:00 - 2:43	:43	:04				
8	2:47 - 3:30	:43					

# CENTERVILLE STUDENT HANDBOOK

## **District Mission Statement**

**All students will learn well, become life-long learners, and contribute positively to society.**

**CHS beliefs are demonstrated by following our Positive Behavior Interventions and Supports (PBIS) Matrix.**



# PBIS MATRIX

	BE RESPECTFUL	BE RESPONSIBLE	MAKE HEALTHY CHOICES
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Be attentive listeners</li> <li>• Be kind, courteous, and patient</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Follow directions and classroom rules</li> <li>• Be prepared and organized</li> </ul>	<ul style="list-style-type: none"> <li>• Be Clean — good hygiene, clean up after yourself and your area</li> <li>• Ask questions or Help when needed</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>• Walk on the right side with the flow of traffic</li> <li>• Respect property of others</li> <li>• Use appropriate language and volume</li> </ul>	<ul style="list-style-type: none"> <li>• Keep lockers locked</li> <li>• See/Say/Hear — If you see something wrong — say something</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain healthy personal space (trash)</li> <li>• Maintain a hazard and drug free environment</li> <li>• Appropriate physical contact</li> </ul>
<b>Cafeteria/ Lunch</b>	<ul style="list-style-type: none"> <li>• Speak appropriately using inside voice</li> <li>• Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Follow lunchroom procedures</li> <li>• Pick up after self/ keep your space clean</li> <li>• Keep food in designated areas</li> <li>• Ask for help when needed</li> </ul>	<ul style="list-style-type: none"> <li>• Use please, thank you and excuse me</li> <li>• Take what you plan to eat</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>• Maintain appropriate physical contact</li> <li>• Use low voice tone &amp; appropriate word choice</li> <li>• Respect the property of others</li> </ul>	<ul style="list-style-type: none"> <li>• Follow posted rules and driver's instruction</li> <li>• See/Hear/Say — If you see something wrong — say something</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated facing forward</li> <li>• Maintain a hazard and drug free environment</li> <li>• Discard garbage in designated areas</li> </ul>
<b>School Events/ Practices/ Assemblies</b>	<ul style="list-style-type: none"> <li>• Exhibit positive attitude and show good sportsmanship</li> <li>• Show appreciation /respect for presenters</li> <li>• Refrain from using electronic devices</li> </ul>	<ul style="list-style-type: none"> <li>• Welcome others — be friendly</li> <li>• Follow expectations for designated event</li> <li>• Show honor in victory and defeat</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after self</li> <li>• Maintain a hazard and drug free environment</li> </ul>
<b>Restroom/ Locker Rooms</b>	<ul style="list-style-type: none"> <li>• Respect space and privacy of others</li> <li>• Use restroom/locker room for intended purposes</li> </ul>	<ul style="list-style-type: none"> <li>• Make it in the toilet</li> <li>• Remember to flush</li> <li>• Report inappropriate behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Wash hands</li> <li>• Remember to throw your trash</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Leave equipment the way that you found it</li> <li>• Use personal &amp; school devices when appropriate &amp; with permission</li> <li>• Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate the same as you would in person</li> <li>• Report inappropriate content</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of what you put on the internet and what sites you visit</li> <li>• Choose a healthy amount of screen time or technology use</li> <li>• Be a good digital citizen</li> </ul>
<b>Office/Nurse</b>	<ul style="list-style-type: none"> <li>• Address staff appropriately (Mr./Miss/Mrs./Ms.)</li> <li>• Use please, thank you and excuse me</li> </ul>	<ul style="list-style-type: none"> <li>• Wait patiently for assistance</li> <li>• Take care of business quickly and return to class</li> </ul>	<ul style="list-style-type: none"> <li>• Make the office aware when you are coming and going from the building</li> <li>• Manage your own behavior</li> </ul>
<b>Library/ Computer Lab</b>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Respect materials &amp; equipment</li> <li>• Leave materials the way you found them or better</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the acceptable internet use policy</li> <li>• See/Hear/Say — If you see something wrong — say something</li> </ul>	<ul style="list-style-type: none"> <li>• Consider yourself and others before you share, send, or save</li> <li>• Maintain a clean workspace</li> <li>• Push in chairs</li> </ul>
<b>Arrival/ Dismissal to and from school grounds</b>	<ul style="list-style-type: none"> <li>• Come into/exit building calmly, quietly and in an orderly fashion</li> <li>• Use appropriate language</li> <li>• Maintain self control</li> </ul>	<ul style="list-style-type: none"> <li>• Report to and stay in designated student areas (lobby, sidewalks)</li> <li>• Leave building only with permission and sign out in the office before leaving</li> </ul>	<ul style="list-style-type: none"> <li>• Discard garbage in designated areas</li> <li>• Maintain a hazard and drug free environment</li> </ul>

## **Jurisdictional Statement**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the 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 are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. 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, or regulation 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 not.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; 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, restrictive study hall, lunch detention, in-school suspension, out-of- school suspension, 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, and regulations 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 associate principal for information about the current enforcement of the policies, rules, or regulations of the school district.

# SCHOOL ATTENDANCE

## **Compulsory Attendance**

Parents within the school district who have children who are over six and under 16 years of age by September 15 in proper physical and mental condition to attend school shall have their children attend the school within the district designated as their child's attendance center. Policy 501.3

## **Attendance Policy**

The Centerville School District attendance policy is based on the fact that something important happens in class every day and that the activity or interaction between teacher and student can never be exactly duplicated.

Parents/guardians are requested to call the school when their student will be absent. If no call is received, the school will attempt to call the parents/guardians of the absent student. If no contact is made between the home and the school during the absence, the student is expected to bring a note to school the first day back signed by the parent/guardian and explaining the reason for the absence.

## **Types of Absence**

When a student is absent from school, the administrator in charge has sole responsibility for assigning the type of absence. A parent's note or phone call only indicates the parent's knowledge of the absence. School records list total absences and do not distinguish between unexcused and excused absences.

## **Excused Absence**

1. Personal illness verified by a doctor's statement
2. Professional appointments, accompanied by an office card indicating the time and date of the appointment
3. Any other absence the administrator deems documented and reasonable, such as serious family crisis or funeral, may be excused due to special circumstances.

## **Unexcused Absence**

Any absence not listed under EXCUSED ABSENCE indicates parents have knowledge of the absence. An unexcused absence carries no penalty until 10 or more unexcused absences are accumulated in a semester. At that point the Centerville Attendance Assurance Program is initiated. All unexcused absences, not verified by a parent or guardian within 24 hours of the absences, will become a truancy unless the Principal has extended the period of notification.

## **Truancy**

Truancy is defined as absence from school without permission of parent or the school. When a student leaves the building without a pink pass, the student will be charged with a truancy. When a student is absent from or leaves a class, but remains in the building, the student will be charged with a class truancy.

**The school administration will make the final determination whether an absence is considered excused, unexcused, or the absence is considered as a truancy regardless of the reason given by the parent.**

Truancy may be subject to disciplinary action as follows:

1st Offense: May be assigned detention and/or suspension, notification of parents.

2nd offense: May be assigned up to three (3) days of In School Suspension, notification of parents.

3rd offense: May be assigned up to five (5) days of In School Suspension or referred to the Board of Education for expulsion.

### **School Absence**

A school absence is when the student attends a school-authorized function or event. The student will be responsible for making arrangements with his/her teachers for completing all work missed during the absence.

### **College Visit Absence**

All college visits should be arranged through the Guidance Office at least one week prior to the day of the proposed visit. Parental permission is required for all college visits. Juniors and Seniors will be allowed two days for college visits each year. The two days will be counted as School Absences. If college visits are not arranged through the Guidance Office or exceed two days, these absences will be designated unexcused absences. Students must meet the admissions requirements of the college they want to visit. No college visits will be allowed after the first week of May without permission from the Principal.

### **Leaving the High School Building**

1. A high school student must secure a pink pass from the office before leaving the building during school hours.
2. All pink pass requests for that day should be made before the end of the first period. Any pink passes issued after first period should be for emergency reasons only.
3. Passes will be granted for the following reasons: illness, professional appointments, or serious family or personal problems. The administration may grant other requests on a case-by-case basis. The high school administration has the authority to allow a student to leave the building when parental permission cannot be obtained.
4. Failure to secure a pink pass will result in a truancy in each of the classes missed. Policy reference 501.11

### **Extra-Curricular Activities/Attendance Requirements**

A student who is going to miss a class for a performance, scheduled contest, program or trip should turn in assignments to the involved teacher in advance or make special arrangements for such assignments with the involved teacher. A student should be in school the entire day of a performance, scheduled contest, program or trip if the student expects to participate. Any exception should be cleared through the administration one day prior to event/activity if possible. Any student removed from a class or study hall or who has been truant for any part of the school day will not be allowed to participate in any extra-curricular activities that day. Policy reference 503.5-R-4

### **Ill in the Restroom**

A student who spends a class period in the restroom because of illness must inform the office. If no communication is made with the office, the absence will be a truancy.

### **Make-up Work**

The student will be given one more day than the total number of days of absence in order to complete the make-up work. All work missed (other than that due to school absences) shall be given credit provided it is completed within the allotted time.

## **Tardies**

1. Any student arriving to class after the bell has stopped ringing is considered tardy.
2. A student who is late for class but arrives within five (5) minutes of the start of the class without a pass is considered tardy. Teachers are responsible for counting student tardy on attendance.
3. A student who arrives after five (5) minutes must have a pass and will be considered absent.

Tardiness will be subject to disciplinary action as follows:

1st Tardy - Teacher marks student tardy on Power School.

2nd Tardy - Teacher marks student tardy on Power School.

3rd Tardy - Teacher marks student tardy on Power School and student is informed of their third tardy.

4th Tardy - Teacher marks the student tardy on Power School.

5th Tardy - Teacher marks the student tardy on Power School. Teacher completes an office discipline referral for lunch detention and forwards it to the office. Parent contact from the Principal or Dean of Students will take place.

7th Tardy - Teacher marks the student tardy on Power School. Teacher completes an office discipline referral for lunch detentions and forwards it to the office. Parent contact from the Principal or Dean of Students will take place.

10th Tardy - Teacher marks the student tardy on Power School. Teacher completes office discipline referral and it is forwarded to the office. Parent contact from the Principal or Dean of Students will take place to arrange for a parent meeting.

## **Excessive Absence Plan**

The Centerville School Board has limited the number of days a student can be absent from school to ten (10) days or the equivalent of ten (10) unexcused days of absence during a semester. Students will be counted as having missed 1/2 day if they miss 2 periods during class periods 1-4 or 2 periods during class periods 5-8. Students are placed in the Centerville Attendance Assurance Program after they reach five (5) unexcused days of absence.

## **Notification of the Number of Days of Absence**

Parents or guardians will be notified when a student has missed the equivalent of 5 unexcused days of absence from school. Parents or guardians will be notified when a student misses the equivalent of 8 unexcused days of absence. Parents will also be notified when a student misses the equivalent of 10 unexcused days.

## **Notification of the Number of Periods of Absence**

When a student misses 20 unexcused periods of absence in a class, a plan will be developed for the student to earn credit.

## **Centerville Attendance Assurance Program**

Step 1: The parent or guardian will be notified when the student misses the equivalent of 5 days of unexcused absence.

Step 2: The parent or guardian will be notified when the student misses the equivalent of 8 days of unexcused absence. The parent or guardian will also be notified if the student has 3 incidents of truancy. The parent will be requested to meet with the school's administrator and the district's attendance officer.

Step 3: If attendance still remains a problem, the parent or guardian will be notified when the student misses the equivalent of 10 days of unexcused absence or 4 incidents of truancy. The district's attendance officer will notify the Appanoose County Attorney of the above events. If the student is of compulsory attendance age, the County Attorney will appoint a mediator to meet with the parent or guardian and the student. If the student is not of compulsory attendance age, this step will only serve as a notice of the 10 unexcused days or 4 incidents of truancy.

Step 4: The mediator will set up guidelines that must be followed in regards to truancy and attendance. If the guidelines developed are not followed, the attendance officer will refer the situation to the Appanoose County Attorney for prosecution. Policy reference: 501.10

### **Semester Tests**

Two days at the end of each semester are set aside for semester tests. Semester tests are required in all courses. Semester tests will be summative in nature (cover the entire semester's work) and will count no less than 10% or more than 20% of the student's semester grade. In instances of extenuating circumstances as determined by the school administrator, arrangements to take the test at a different date may be made. Students not taking the semester test will receive a grade of zero or "F" for the test.



# STUDENT GUIDELINES

## Academic Letter

Students who maintain a cumulative 3.25 G.P.A. will receive an academic letter. A student must be taking at least 6 classes plus physical education in order to earn a letter.

## Alternative School

Contact the high school principal if you would like more information.

## Auditorium Seating

Each student will be assigned a seat in the auditorium by his/her homeroom teacher. This is where the student will sit during assemblies and pep rallies, unless instructed to do differently.

## Books

All textbooks are the property of the school and are checked out to students for their use. The student is responsible for the damage and or loss of the checked out book. Fines may be assessed for damages, and the student is expected to pay for the book if it is lost or destroyed. Policy reference 502.2, 503.3

## Cafeteria

Lunches may be purchased and eaten in the cafeteria. All students are responsible for placing trash in the trash cans provided, both inside and outside the building. **Juniors and Seniors may eat lunch away from school with written parental permission. Freshmen and Sophomores will eat in the cafeteria.** Students who choose to eat their lunches away from the building may not bring food back into the building upon their return to school. It is the responsibility of the student whose lunch account shows a negative balance to bring the account to a zero balance before the student can graduate.

## Lunch Expectations

At CHS we believe that having an organized, well-supervised lunch in which students and staff understand their roles and expectations helps to provide a stable learning environment.

1. Students will eat during their assigned lunch period.
2. **ALL** food purchased in the cafeteria must stay in the cafeteria. This includes lunch AND breakfast
3. Freshmen and sophomores are expected to eat lunch in the high school cafeteria.
  - a. Students are **NOT** allowed to order food and have it delivered to the school. Example - ordering pizza from Casey's or Pizza Hut...NO FOOD DELIVERIES REGARDLESS OF GRADE.
4. Juniors and seniors have the open campus option for lunch, however, food and drink is **NOT** to be brought back into the school building.
  - a. Student entering the school with food or drink from lunch will be expected to throw it away. Ice cream, milk shakes, malts, canned beverages without lids, beverages with a lid and straw (fountain drink), etc. are not allowed in school and must be thrown away.
6. During lunch, student traffic on the south cafeteria stairs will be one-way down towards the cafeteria. The north cafeteria stairs will also only be one-way up out of the cafeteria. **NO FOOD OR DRINK COMES UP OUT OF THE CAFETERIA.**
7. If a student chooses to leave the lunch room during their lunch, they may spend the rest of their lunch period in the gymnasium, in front of the gymnasium, or in the grass in front of the gymnasium. Students are not allowed in any of the academic areas during lunch (tech wing, science wing, 1st floor, 2nd floor, or 3rd floor). If students need to use the restroom, they may use the men's or women's restroom in the first floor hallway.

8. Juniors or Seniors who choose to utilize open campus for lunch are expected to enter the building from the south parking lot doors, the auditorium doors, or the main office doors. Once a student enters the building they are expected to go to the gym area until lunch is over.

### **Change**

The office or cafeteria staff will provide no change for vending machines.

### **CHS Style of Writing**

*Plagiarism* is a form of cheating. Passing off another person's ideas, information, and expressions, without acknowledging that person's work is intellectual theft. Passing off another person's work to better a grade or gain some other advantage is fraud (Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. New York: The Modern Language Association of America, 2003.) Students who *plagiarize* can lose credit for the affected work, face classroom discipline consequences, and possibly be removed from class. *Plagiarism*, like cheating or copying work from others, will not be tolerated in any form at CHS.

### **Class Changes**

For a period of one week after the start of each semester, students will have the option to drop and add classes by contacting the Guidance Department

The student is to remain in class until the schedule has been changed. At that time all school-owned material must be turned in to the teacher involved. If the class dropped will give the student less than 6 classes plus P.E., the student will have to ask permission from the School Administration or a waiver of the policy that states that a student must carry 6 classes plus P.E.

### **Class Load**

All students will be required to carry **six** subjects plus PE.

Seniors on a reduced schedule must be taking four (4) classes plus P.E. in order to remain eligible for activities covered by the State Associations of Athletics, Music and Speech. However, the 6-subject policy will be waived for all seniors on a reduced schedule in regards to CHS events not covered by the State Associations.

Any schedule that does not meet this requirement must be approved by the High School Principal.

### **Classrooms**

The teacher is directly in charge of the classroom. Classroom rules and grading system are posted in the classroom. The teacher's decisions are not to be questioned. If it becomes necessary for a teacher to ask a student to leave the classroom, that student shall report directly to the office. Policy reference 503.1, 502.6

### **Course Offerings-Post-Secondary (IHCC Classes)**

Centerville High School juniors, seniors and some other qualified students may take classes at Indian Hills Community College that are post-secondary option or concurrent enrollment approved classes. Students interested in taking a course at IHCC should contact the guidance office if you would like further information

### **Course Offerings-Non Post-Secondary**

All courses offered at Centerville High School are open to all students regardless of race, creed, sex, marital status, national origin, ability or disability providing prerequisites have been met. Policy reference 505.1, 603.13. In addition to the courses offered at the high school curriculum, the following options are also available to students at Centerville High School.

## **Dances**

Dances will be held at a location approved by the administration. Dances are open to high school students and their dates, who must also be of high school age or older, not to exceed 20 years of age. The high school students who bring dates are responsible for their dates' behavior. All school dances are over by 12:00 midnight regardless of starting time unless the school administration approves an extension. Dances are closed. Once a student leaves, he/she will not be allowed to return. At dances, all school rules are in effect. The dance policy also applies to Prom.

## **Diplomas**

The Board of Education hereby establishes a system of multiple diplomas to encourage educational excellence and to encourage completing coursework beyond the minimum requirements.

To receive the "standard" high school diploma, a student must have earned a total of 48 credits. Students will be required to have at least two concentrations as defined and explained in Board Policy Code N. 505.7 "Graduation Requirements."

To receive the "With Distinction" diploma, students must earn 51 credits, and maintain a grade point average equal to or exceeding 3.0. Students will be required to have at least three concentrations.

To receive the "With Honors" diploma, students must earn 54 credits, and maintain a grade point average equal to or exceeding a 3.50.

Students will be required to take 4 years of English including either College Composition or English 12, 4 years of math, including Pre-Calculus, 3 years of science including either Chemistry or Physics and 3 years of Social Studies. Policy reference: 503.7.1

At commencement, the principal will announce the names of the students receiving diplomas of "distinction" and "honors."

## **Educational Options**

The following educational options are available to Centerville High School students: Centerville High School-Appanoose County Campus, open enrollment, post-secondary school enrollment, 16-year-old GED program, 17-18-year-old GED program, competent private instruction, dual enrollment, and homebound instruction. More information about these options can be obtained in the Guidance Office. Policy reference 509.1 through 509.9, 604.2, 604.8, 604.9, 604.10.

## **Electronic Devices/Cell Phones**

The use of cell phones and other electronic devices during class time by students in school is prohibited unless under the direct supervision of the classroom teacher for an educational purpose. Devices may be accessed between class period or during lunch but can never become an instructional distraction.

Violations will be subject to disciplinary action as follows:

1st Violation - Teacher requests student to put their device away.

2nd Violation - Teacher requests student to put their device away.

3rd Violation - The student's device is turned in to the teacher and may be picked up at the end of the class period.

4th Violation - The student's device is turned in to the teacher and may be picked up at the end of the class period.

5th Violation - The student's device is turned in to the teacher and the student may pick it up from the office at the end of their day. Teacher completes an office discipline referral for lunch detention and forwards it to the office. Parent contact from the Principal or Dean of Students will take place.

## **Elevators**

The two elevators have been installed for the purpose of allowing handicapped individuals access to all areas of the building. High school students using crutches on a temporary basis are expected to use the elevator instead of the stairs. Students wishing to use the elevator must ask for permission from the office.

### **Equal Educational Opportunity**

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students attending school within 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 opportunities.

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

Any grievance concerning this policy needs to be directed to: Mr. Andy Hotek, Howar Middle School, Centerville, Iowa 52544, or by phone at 641-856-0760. Policy reference 504.3

### **Flowers, Balloons, Etc.**

The office will accept flowers, balloons, etc. sent to the school as student gifts. They will be kept in the office until the school day ends. For those receiving gifts, one general announcement will be made.

### **Fire Drill (continuous sounding buzzer)**

When the fire or evacuation alarm sounds, every person in the building is to come to attention. When the teacher in charge gives the signal, the students are to move out of the room in accordance with the school's evacuation plan. MOVE QUICKLY. DO NOT PUSH, RUN OR BLOCK THE WAY. Policy reference 507.

### **Tornado Drill (intermittent siren alarm)**

If there is any evidence of a tornado, students will be alerted by the intermittent alarm. Students are to leave their classrooms and go directly to their assigned area of the building. Policy reference 507.6.

### **G. P. A.**

When figuring a student's grade point average, all courses at CHS, with the exception of driver's education and physical education, will use the following uniform grading scale when calculating student grades. Driver's education and physical education grades will not be counted in the calculation. Student G.P.A.s will be calculated on a standard 4- point scale on their transcript.

<b>Graduation Requirements</b>	
<b>Subject</b>	<b>Credits required</b>
English	8
Science	6
Math	6
US History I and II	2
US Government	1
Behavioral Science	1
Economics	1
Financial Literacy	1
World History I	1
Physical Education	4
Electives	<u>17</u>
<b>Total:</b>	<b>48</b>

All graduates will be required to complete two concentrations. A concentration in English, mathematics, science, social studies, band, and vocal music requires 8 credits. All other departments require six credits. Students achieve one credit for each semester of passing grades.

**Student G.P.A. for the purpose of determining the Top 5% will be calculated using the Regents Admission Index (RAI). Complete RAI information can be found in the CHS Course Guide.**

If a student wishes to graduate early, the student must apply to the guidance department and the principal in a timely manner and have parental permission to do so. Policy reference 505.7, 505.8. Early graduation must be approved by the School Board. Students do not receive their diploma until after their scheduled class graduates. In addition to the above requirements, a student must have all other school obligations satisfied. This is to include but is not limited to bills paid, equipment returned, school supplies returned and time to be made up. All participants in the graduation ceremony will have satisfied all the graduation requirements as set by the Centerville School Board.

**Great Prairie AEA**

Great Prairie AEA staff will be available to partner with district staff members to provide the best education possible. These Great Prairie AEA staff includes, but are not limited to audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation or interaction with your child. If you do not want the above services, please notify the school *IN WRITING*.

If you have any questions and/or concerns about these services, please call the Regional Special Education Director at the AEA 641-932-5003, Ext. 5801

**Health Education**

In various courses within the Centerville High School curriculum students shall receive instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; substance use and non-use, including alcohol and controlled substances, emotional and social health; health resources; disease prevention and control; sexually transmitted disease; and communicable diseases.

Parents or guardians who object to health education in human growth and development may file a written request that their student be excused from instruction. Included with the request must be a suggested alternate activity or study acceptable to the administration. The superintendent shall have final authority to determine the alternate activity or study. Policy reference 603.1

**Homerooms**

Homerooms will be assigned by grade every year.

**Honor Roll**

The honor roll is calculated at the end of each semester. To be eligible for the honor roll a student must have a grade point of at least 3.25 and be taking at least 6 credits during the specified period. Any failing grade during the period that appears on the report card will cause the student not to make the honor roll. This means a student must pass a quarter, semester, semester test and physical education grades. Seniors on a reduced schedule who are not enrolled in 6 classes plus P.E. will not be eligible for the honor roll. Policy reference 505.4

**Ineligibility**

At the end of each semester, the high school administration will post an ineligibility list. Seniors on a reduced schedule taking less than a full load are exempt from this policy as it applies to being assigned to restrictive study hall. The CHS Ineligibility Policy will be in accordance with State Law. A student must be enrolled in at least 4 academic subjects at all times, pass all classes, and make adequate progress toward graduation to remain eligible. If not passing all classes at the end of each semester, a student is ineligible for 30 consecutive school days in the interscholastic athletic event in which the student is a bona fide contestant. If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next

occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days. If not passing all classes at the end of the school year and the student is a contestant in baseball or softball, a student is ineligible for the next four weeks of that sport but has eligibility in the fall. Students are not allowed to use summer school or other means to make up failing grades for eligibility purposes. A bona fide contestant is a student who presently is or previously has competed in an interscholastic activity. Aside from absent injury, illness, or similar circumstances outside of the student's control, a student must be participating in the activity to be considered a bona fide contestant in that activity. Because 9th graders may not have had interscholastic athletic activities available to them, this definition does not apply to them.

A student who drops out or is dismissed from a sport before the end of the season is not a bona fide contestant. A copy of the entire state-mandated policy is available in the athletic director's office.

Any changes will supersede existing policy and students will be notified.

### **Internet and Electronic Transmission-Safe and Appropriate Use**

Since technology is a vital part of the school district curriculum, the Internet and Electronic Transmission will be made available to students when feasible. Electronic Transmission refers to the sending of information from one network connected computer system to another. Electronic Transmission includes but is not limited to: cell phones, bluetooth, etc. Appropriate and equitable use of the Internet and Electronic Transmission will allow students to access resources unavailable through traditional means.

Students will be able to access the Internet and Electronic Transmission through their teacher. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school.

The Internet and Electronic Transmission can provide a vast collection of educational resources for students. It is a global network, which makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet and Electronic Transmission. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet and Electronic Transmission records and access records are confidential records treated like other student records. Student Internet and Electronic Transmission activities will be monitored by the school district to ensure they are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography, or are harmful to minors. The school district will use technology protection measures (Internet and Electronic Transmission filters) to protect students from inappropriate access.

Students will be instructed on the appropriate use of the Internet and Electronic Transmission. Students will sign a form acknowledging they have read and understand the Internet and Electronic Transmission Appropriate Use Policy and Regulations, that they will comply with the policy and regulations, and understand the consequences for violation of the policy or regulations.

- A. Equal Opportunity-The Internet shall be available to all students within the school district through teacher access. The amount of time available for each student may be limited by the number of available workstations and the demands of each workstation.
- B. On-line Etiquette.
  - 1. 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 and Electronic

- Transmission, 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.
2. Students should adhere to on-line protocol.
    - i. Respect all copyright and license agreements.
    - ii. Cite all quotes, references, and sources.
    - iii. Remain on the system only long enough to get information, and then exit the system.
    - iv. Apply the same privacy, ethical, and educational considerations utilized in other forms of communication.
  3. Student access for electronic mail will be through the supervising teacher's account and/or his/her own account. Students should adhere to the following guidelines:
    - i. Others may be able to read or access the mail so private messages should not be sent.
    - ii. Delete unwanted messages immediately.
    - iii. Use of objectionable language is prohibited.
    - iv. Always sign messages.
- C. Restricted Material-Students shall not intentionally access or download any text file or picture or engage in any conference 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 or the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts, or the violation of lawful school regulations.
- D. Student Violations-Consequences and Notifications
1. Fines or legal consequences of violations for copyright laws will be the responsibility of student and parent.
  2. Students who access restricted items on the Internet or Electronic Transmission shall be subject to the appropriate actions described in Board policy or regulations or the following consequences:
    - i. First Violation-A verbal and written "Warning" notice will be issued to the student. The student may lose Internet and Electronic Transmission access for a period up to 15 days as decided by the supervising teacher. A copy of the notice will be mailed to the student's parents and a copy provided to the building principal.
    - ii. Second Violation-A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student shall forfeit all Internet and Electronic Transmission privileges for a minimum of 15 days until reinstated. Policy Reference 605.7

### **Odyssey**

School Courses-Centerville High School offers its students the opportunity to gain graduation credits courses through a computer-generated curriculum called Odyssey. These courses are offered free of charge to students of Centerville High School. In order to take an Odyssey course, the student must contact the guidance department.

### **Lockers**

Lockers are owned by the school district and should in no way be considered a student's personal property. Lockers should be kept clean both inside and outside. Lockers will be checked for cleanliness.

The inside of the locker is not to be a billboard for alcohol, tobacco products, drugs, or unclothed human anatomy.

Students are provided a school padlock. Non-school locks will be cut off and thrown away. The cost of an additional lock is \$4.00.

Any problem with the operation of a lock or locker should be reported to the office. THE SCHOOL DISTRICT IS NOT RESPONSIBLE FOR ITEMS TAKEN FROM A STUDENT'S LOCKER, LOCKED OR UNLOCKED.

Student lockers are subject to inspection. An inspection shall either occur in the presence of the student(s) whose locker(s) are being inspected or the inspection shall be conducted in the presence of at least one other person. The "other person" could be a parent, school employee, law enforcement or a student. Student lockers and desks are no longer considered protected areas." Policy reference 502.7, 502.10.

In accordance with board policy 502.10RI, vehicles parked on school property are subject to interior searches by school officials.

### **Medication**

All medications to be used by the students during the school day are to be delivered to the office in the original container and labeled with the student's name, and accompanied by detailed instructions for use from parent or prescribing practitioner. Forms are available in the office or from the nurse that may be used for this purpose. Students with written parental permission may self-medicate. Policy reference 507.3

### **Mid-Quarter Progress Reports**

Each teacher is to inform students of their academic progress at mid- quarter. Students are to be notified of the grade, be it passing or failing. Progress letter days are built into the calendar. **Students are also encouraged to check their grades on PowerSchool.**

### **Parking**

Students must consider parking on school property a privilege and not a right. The privilege to park on school property may be denied to any student if CHS administration deems it necessary to revoke the privilege. The large parking lots south and east of the high school is designated as student parking area. All student-owned vehicles must be parked in this area or on the street. Parking space is on a first-come first-serve basis. Nuisance driving in the designated areas will be reported to the authorities and disciplined according to the administration.

In accordance with board policy 502.10RI, vehicles parked on school property are subject to interior searches by school officials.

THE FACULTY PARKING AREA IS EAST OF THE BUILDING; STUDENTS PARKING IN THIS AREA WILL BE ASKED TO MOVE THEIR VEHICLES. THIS EXCLUDES THE 10 SPACES ON THE SOUTH END OF THE LOT. Policy reference 502.4

### **Parking Lot Expectations**

At CHS we believe that having parking lot environment in which students and staff understand expectations and routines promotes a safe and stable learning environment.



1. Students are expected to park in the large parking lots to the south and south east of the high school or on the street.
2. Students will use caution and obey all traffic laws as they enter and park their vehicles.
3. When students arrive at school to start the school day, they will park and promptly enter the building.
4. Students are expected to park in designated spaces in parking lots.
5. Students will be good neighbors by ensuring the parking lot is free of trash as well as keeping engine noise and music at appropriate levels as they enter school grounds and park their vehicles.
6. The faculty parking area is east of the building, however, students may also park in the 10 spaces on the south end of the faculty parking area.

### **Reduced Schedule Option**

This option is for second semester Juniors and Seniors. Students electing a reduced schedule should make sure eligibility requirements are being met. See the explanation under class load. The criteria for a reduced schedule follows:

1. The students must apply to the CHS Principal for permission and have parent consent.
2. A senior must have earned 36 credits if applying for a reduced schedule after 6 semesters, or 42 credits if applying for a reduced schedule after 7 semesters. Second semester juniors must have 30 credits to apply for a reduced schedule.
3. **Students must have had no truancies, have passed all classes, and less than 9 days of unexcused absences in the semester before applying for a reduced schedule. Students who qualify for a permanent pink pass who incur a truancy after receiving the permanent pink pass will have their pink pass revoked immediately. Students, who are, at any time, failing any class, will have their pink pass revoked until they are again passing all coursework.**
4. **Students seeking a waiver of the criteria must do so by appearing before the Centerville School Board.**
5. **Permanent Pink passes will only be allowed at the beginning or end of the day. Example: Senior is enrolled in classes 2-8 and is open 1<sup>st</sup> and has a study hall 5<sup>th</sup>. That student can arrive at the beginning of 2<sup>nd</sup> period and remain in school until the end of 8<sup>th</sup>. Pink passes will not be allowed 5<sup>th</sup>. This is to avoid students coming and going. Once you are at school you remain at school. Extenuating circumstances would include leaving campus for work study or college classes. Any schedule that does not meet this requirement must be approved by the High School Principal.**

### **School Closing**

If there is a need to cancel school for any reason, it will be announced on KCOG, WHO, KTVO and other area local radio and television stations as soon as possible in the morning. This information will also be posted on the school website and on social media. Policy reference 507.7

### **School Permits**

A qualified student may apply to the Superintendent of Schools or the High School Principal for a "school permit."

### **Student Complaints**

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure will be strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within 5 school days of the incident
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 5 school days of the employee's response or the incident.
- If unsatisfied with the principal's response, talk to the superintendent within 5 school days of the principal's response.
- If unsatisfied with the superintendent's response, students may request to speak to the board within 5 school days of the superintendent's response. The board will determine if it will address the complaint.

### **Student Directory Information**

Student directory information is designed to be used internally within the school district to assist certified personnel. Student directory information will be provided to the public unless the parents have notified the administration within the deadline set in the annual notice that they do not want directory information provided to the public. The annual date is the first Tuesday of September. Policy reference: 506.2.

### **Student Publications**

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expression made by students in the exercise of free speech, including student expression in official school publications, is not an expression of official school policy. The school district, the board, and the school district employees or officials are not liable in any civil or criminal action for any student expression made or published by the students, unless the school district employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression. Policy reference 504.3

### **Student Records**

The Centerville Schools collects and maintains records on each student in order to facilitate the instruction, and educational progress of the student. The records contain information about the student and his/her education and may include, but not be limited to, the following types of records: identification data, attendance data, record of achievement, family background data, objective counselor and teacher ratings and observations. At the high school the records are kept in the Guidance Office. Disciplinary information is kept in the Principal's Office and is discarded after the student leaves school or graduates.

The following persons, agencies, and organizations may have restricted access to the student's records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or court order or legally issued subpoena.

1. School officials and teachers with legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representative of state and local government when auditing and evaluating federal education programs.
4. In connection with a student's educational financial aid application.
5. Government officials to which information to be reported under state law adopted prior to November 14, 1974.
6. Organizations which process and evaluate standardized tests.
7. Accrediting organizations for accrediting purposes.
8. Parents of dependent children.
9. In connection with an emergency.

### **Study Halls**

The Centerville School Board views study halls as part of the student's academic day. Study hall is a work completion period, not a social gathering

**Telephone**

The school district provides a telephone for student use, located in the office. A student may use the school phone located in the office before school, at lunch, after school, or during study hall with a pass from the study hall supervisor. At other times, the phone may only be used with the permission of the school office personnel. STUDENTS NEED TO LIMIT THEIR USE OF THE TELEPHONE TO TWO MINUTES. Policy reference 508. 4

**Vending Machines**

The vending machines located in the basement of the school are there for student use. Students will need to provide their own change in order to operate the machines. Food purchased from the machines must not be brought up into the building. Food and beverage must be consumed in the area of the vending machines or the cafeteria.

**Visitors and Guests**

The board encourages adult visitors at the high school. Generally, students will not be allowed to have guests or visitors the same, or of about the same, age as the student attend school with them during the school day. Students wishing or expecting to have a visitor or guest must have expressed permission from the high school principal at least one day in advance.

Guests and visitors must report to the Administrative Office. Policy reference 508.3

**Withdrawal from School**

When it becomes necessary for a student to withdraw from school, the student should go to the Guidance Office to pick up a withdrawal form. Students should have their teachers fill out the withdrawal form while turning in their books. Students not following the withdrawal procedure may experience a delay in having information forwarded to their new school. Policy reference 501.9

**SCHOOL DISCIPLINE**

## **Discipline Code**

A student's behavior is very important to success at Centerville High School. A student's disciplinary record will be available for parental review at the end of each quarter. The disciplinary record, attendance record, and report card will be available to parents at the parent-teacher conferences and will be mailed to the parent at the end of the semesters.

## **Critical Discipline Continuum**

Violations include but are not limited to the following: obscene gestures or swearing directed at a teacher or employee, fighting, use of tobacco, possession of tobacco or its container, use of alcohol, possession of alcohol or its container, use of a controlled substance, possession of a controlled substance, possession and use of drug paraphernalia, sexual harassment, physical harassment, vandalism, endangerment of self and the possession of or use of dangerous weapons (not a gun) or other nuisance devices.

1. The administrator will assign three days out-of-school suspension.
2. The administrator will assign five days out-of-school suspension.
3. The administrator will suspend the student until he/she meets with the School Board Discipline Committee.
4. The student will meet with the entire School Board for expulsion.

**Lunch Detention** – Students assigned to lunch detention will report directly to the assigned room after getting their lunch. The student is to “sign in” to detention on the paper provided and sit down. Students are not allowed access to cell phones and/or electronic devices while serving their detention. After eating, the student is to remain in the room until the lunch period ends.

**In-School Suspension** – Students assigned to in school suspension will report to the office with all their books and assignments by 8:10 a.m. Students placed in in-school suspension will be supervised and allowed one morning and one afternoon break. Students will be allowed to purchase lunch in the lunchroom and eat it in the in-school suspension room. If a student fails to complete a full day of in-school suspension, he/she will be reassigned until he/she completes a full day in the in-school suspension room. Students are not allowed access to cell phones and/or electronic devices while serving their detention

**Out-of-School Suspension** - A student may be suspended from school for a period not to exceed 10 school days per occurrence. A student who is suspended from school may make up the work missed during the suspension. While suspended the student may not be on school grounds or attend school events unless permission of the administration has been granted. Students who are suspended from school may be expected to meet with the administrator before they return to classes. Policy reference 503.1, 503.2

**Expulsion** -When the administration feels that a student's behavior no longer warrants the student's attendance at Centerville High School, they must ask the School Board to expel the student. In this case a Due Process hearing with the School Board is held. The School Board may expel a student for the remainder of the semester or the entire school year.

## **Alcohol**

Students shall not consume or have in their possession any alcoholic beverages or their containers on school property or at a school activity. Students should be aware that if a student is suspected of violating the alcohol policy, the Centerville Police Department will assist with the investigation. Policy reference 502.9

## **Drugs**

The use or possession of controlled substances or drug paraphernalia on school property or at a school activity will not be tolerated. Students should be aware that if a student is suspected of violating the drug policy, the Centerville Police Department will assist with the investigation. Policy reference 502.9

### **Displays of Affection**

Handholding is acceptable. All other demonstrations of affection involving physical contact will be considered inappropriate and subject to discipline

### **Employee Abuse of Students**

If a student suspects that he/she has been abused by a school employee, he/she must report this immediately to either: Tom Rubel at 856-0601, Matt Johnson 856-0813, or Rhonda Raskie at 856-0660. Policy reference 503.7

### **Fighting**

Fighting, provoking a fight or harassment by students will not be tolerated. Fighting and harassment at school are considered serious matters. Students are advised to seek mediation in such matters. Principals, guidance counselors, and teachers are available to help settle student disagreements. Students who do not seek mediation in possible conflicts will be subject to the Critical Discipline Continuum. Students should be aware that the Centerville Police will assist in the investigation when an assault causes bodily injury. Policy reference 503.1

### **Gun in School**

A student who brings a gun or a look alike (must meet the federal definition) to school or has a gun in his/her vehicle parked on school property is in violation of school policy. Possession of a gun is punishable by a student expulsion for 365 days. Policy reference. 502.8 and 502.8R

### **Hall Passes**

A student is not allowed to leave a classroom without securing a pass and a signature from the teacher whose room the student is leaving. When a student wants to leave the room to which he/she is scheduled, he/she must secure a pass to his/her destination before the class to which he/she is assigned starts. The student must present the pass to the teacher in charge of the room he/she is going to leave and then go directly to the room to which the pass is written. Any student in the hall without a pass is subject to discipline.

### **Harmful and Nuisance Devices**

The school is not the place for the possession or use of harmful implements or nuisance devices such as guns (not meeting the federal definition), knives, peashooters, rubber bands, water pistols, noisemakers, firecrackers, matches, snowballs, pagers, other electronic devices, or any other object or device the administration deems a nuisance. In addition, gun and knife look-a-likes are also banned from school. Possession of such devices will be confiscated, and if appropriate, turned over to the authorities. The student may be subject to the Critical Discipline Continuum. Policy reference 502.8

### **Profanity**

The use of profanity or obscene gesture at a teacher or a school employee, or in the presence of a teacher or school employee, will not be tolerated. Students who violate the policy will be disciplined through the Critical Discipline Continuum. Policy reference 503.

### **Sexual Harassment**

The Centerville School District will not tolerate sexual harassment in any form. Sexual harassment is against district policy and is a violation of Title VII of the Civil Rights Act of 1964. It is also unlawful to retaliate against a person who has lodged a complaint of sexual harassment. Reports of sexual

harassment are extremely serious and will be dealt with as such. Any student who suspects that she or he has encountered sexual harassment should report the incident to a teacher, guidance counselor, or principal as soon as possible. Policy reference 503.7

### **Student Dress**

It is hoped that student dress reflects both pride in self and pride in CHS. Clothing should be worn that is proper and appropriate for school and not have the potential of causing a substantial disruption or material interference with the educational process. Students should not wear clothing that displays undergarments. Tops that are not full length and expose any part of the midriff or large areas of the back and front are not acceptable. Shirts, pants, shorts and skirts should not be torn or expose a student beyond a level of decency as defined by the school. In the interest of safety and good manners, all coats and head garments will remain in the student lockers during the school hours. No hats are to be worn in the building during the school day. If a student is wearing a hat in the school building, it may be confiscated and turned into the office where they can pick it up at the end of the day. Student dress that advertises or depicts tobacco, alcohol, and drug products or expresses an inappropriate message shall not be acceptable school apparel. In addition, any clothing that causes other students to feel that they have been sexually harassed by the wearing of the clothing will not be tolerated. Students violating this policy will be subject to discipline. Policy reference 502.1.

### **Tobacco, Nicotine, Vaping and Lighters**

Students shall not use or have in their possession tobacco, nicotine or vaping products or their containers on school property or at a school activity. Students who violate this policy will be subject to discipline following the Critical Discipline Continuum. Policy reference 502.9

### **Use of Police and Police Canine**

From time to time it will be necessary to engage the help of the police in ongoing investigations within the school. Students should be aware that police and their canine will be available to search student lockers (hall and gym), student desks and the vehicles in the student parking lot.

### **Students with Substance Abuse Problems**

1. Regrettably, students today may develop substance abuse problems or addictions. Centerville Community Schools want to encourage students facing such problems to seek help. Toward this end, if any student approaches a school official and requests assistance with a substance problem, the school will assist the student to find an appropriate treatment/counseling program.
2. The school official will refer the student to the principal and school counselor. The student's parents will be called and asked to participate in the process. The school will provide referral information to appropriate community resources for evaluation and counseling/treatment. The evaluation and subsequent counseling/treatment will be at student and or parent expense.
3. This policy shall not be used to avoid sanctions of the district good conduct rule.

## **STUDENT DUE PROCESS**

The following is a summary of the Centerville School Board's Due Process Policy regarding student expulsion. A more detailed copy of the policy may be obtained in the High School office.

- a. A written statement of alleged misconduct given as grounds for the proposed Board expulsion will be given to the student's parents or guardian at least five (5) calendar days before the hearing.
- b. A written notice of the date, time, and place of the hearing will be sent by certified mail or personally delivered to the student's parents or guardian prior to the hearing.
- c. The Board will postpone the student hearing twenty-four (24) hours if parents or guardians cannot be notified.
- d. A student 18 years old or older may represent him/herself at the hearing.
- e. The hearing shall proceed as scheduled with or without the student and his parents or guardians present.
- f. The student has the right of counsel.
- g. The student or his/her representatives may examine evidence and speak with witnesses before the hearing.
- h. The School Administration shall present the evidence on behalf of the School District.
- i. Witnesses shall be subject to cross-examination.
- j. The student or his/her representatives will present the student's version through documents or witnesses.
- k. The Board will make its decision based on the evidence.
- l. The Board will have up to ten (10) calendar days to deliver a written statement of the Board's decision.
- m. A verbatim recording will be made of the hearing.
- n. The Board may expel dangerous or harmful students immediately.
- o. A majority vote of four (4) is needed to expel a student.
- p. The Board's decision may be appealed under Chapter 290, *Code of Iowa*.

**"Good Conduct" Rule**

## **GOOD CONDUCT RULE Code No. 503.5 R-1**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for a lifetime. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal or inappropriate. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal or designee shall keep records of violations of the good conduct rule.

It shall be the responsibility of the superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

### **STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

The Board of Directors of the Centerville Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal or inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal or designee shall keep records of violations of the Good Conduct Rule.

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FCCLA, FBLA, National Honor Society, all co-curricular clubs (e.g., Art Club, Spanish Club), all honorary and elected offices (e.g., Homecoming and Prom King/Queen/court, class officer, student government officer or representative), graduation speakers, cheerleading and drill team, mock trial, Academic Quiz Bowl, or any other activity where the student represents the school outside the classroom. Graded activities do not fall under the jurisdiction of the Good Conduct Policy.

### **Good Conduct Rule**

To retain eligibility for participation in Centerville School District extracurricular and co-curricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Administrators will make reasonable and timely attempts to reach parents before the Good Conduct Rule hearing. Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, or purchase of tobacco products, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use");
- being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so;



- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. Such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites). Examples of such harassment includes, but is not limited to: threats; inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video, or depictions of others without permission. NOTE: This could include group conduct! This rule is not intended to prevent a student from expressing his/her religious or political beliefs.

Any student declared ineligible under a prior school district's Good Conduct Rule without having completed and the full period of ineligibility at that school and transfers to Centerville High School, will not be eligible at Centerville High School until the full period of ineligibility has been completed. Once the time period of ineligibility has been completed, the student is then eligible in accordance with the Centerville High School Good Conduct Policy.

## Consequences

Any student who, after a hearing before the administration, is found to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

The following list has been established to give guidance to properly delegated administrative personnel or activities director when administering the sanctions set forth in the Good Conduct Rule. However, it should be noted that the Board of Directors or its delegates may exercise their discretion in assessing more severe or less severe penalties when they have assessed the seriousness of the violation, its circumstances and any mitigating factors. (For "mere presence" violations, see item 2 under "Reduction in Penalty.")

**First Offense** - Up to 25% of the next season or combination of seasons.

**Second Offense** - Up to 50% of the next season or combination of seasons.

**Third or More Offense Within 12 months**- Up to twelve (12) calendar months of ineligibility. Back to step one next violation step.

1. The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.
2. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation and the student will be reverted back to first offense status. The next ensuing violation will be at second offense.
3. An ineligible student shall attend all practices or rehearsals but will not "suit up" nor perform/participate.

4. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.
5. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

#### **CONTEST SUSPENSION GUIDELINES:**

- Students will be suspended from the level of competition in which they are involved. For instance, a varsity athlete cannot count a junior varsity contest toward his/her suspension.
- Students must continue to attend practice during the time of suspension. Withdrawing from the activity does not satisfy the terms of the suspension.

#### **Reduction in Penalty:**

1. Admission Prior to Determination: If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule prior to a finding of guilt by the administration (no longer than 48 hours after committing the violation), the student's penalty may be reduced by one quarter of contests/events for a first violation, and one-fourth of contests/events for a second violation.
2. A student who violates the "mere presence" provision of this policy shall serve no more than one-half of the established penalty for the first, second, or third/subsequent violation. The punishment may be reduced by an administrator or designee based on the preponderance of evidence to indicate a student was not knowingly participating in activities that violate the Good Conduct Code Rules. (To find a student violation of the Good Conduct Code by the use of "Mere Presence" there must be some evidence that the student knew the drugs/alcohol were present and being used illegally, and the student must have failed to leave [after discovery of the drugs/alcohol/illegal activity] within a reasonable time, assuming the student had an opportunity to leave.) If a student finds himself/herself in a situation where alcohol or other drugs are being consumed illegally by minors, the student options are:
  - a. Leave immediately, an intention to leave is not a defense.
  - b. Apply "reverse peer pressure" to convince the persons responsible for bringing the offending substances to leave the party and take the offending items with them.
  - c. Otherwise get rid of the offending items. (Flush or pour, but Do Not consume)

#### **Violations Occurring During Ineligibility:**

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a quarter [or "semester"] is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches. Example: A student violates the Good Conduct Rule and is ruled ineligible for 5 dates. While ineligible, the student again violates the Good Conduct Rule. The second penalty starts only when the first penalty is completed.

#### **Academic Consequences:**

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

#### **Letters and Awards:**

Students who are ineligible at the conclusion of an activity are at risk of not receiving a letter and will forfeit all individual post season honors/awards.

## **APPEALS**

Any student who is found by administration to have violated the Good Conduct Rule may appeal this determination to the superintendent. The appeal must be made by contacting the superintendent in writing within three (3) days of receiving written notification of the finding of violation and imposition of sanctions. The sanction will remain in effect pending the superintendent's decision.

**If the student or family chooses, he or she may appeal to the school board by filing a written appeal with the board secretary at least 24 hours prior to the next regular board meeting. The review by the board will be in closed session unless the student's parents(s) or the student, if the student is 18 years old, requests an open session. The grounds for appeal to the school board are limited to the following:**

- 1. The student did not violate the Good Conduct Rule;**
- 2. And/or the student was not given due process during the investigation process;**
- 3. And/or the sanction is in violation of the Handbook or Board Policy.**

**The sanction will remain in effect pending the outcome of the meeting with the Board.**

**If the school board reverses the decision of administration, the student shall be immediately eligible and shall have the record of the ineligibility period and violation deleted from the student's record. If the school board modifies the decision of administration, the student's eligibility and record will be modified to accurately reflect the decision of the board.**

Citations of Authority:

Court cases:

- Braesch v. DePasquala*, 265 N.W.2d 842 (Neb. 1978).  
*Brands v. Sheldon Comm. Sch. Dist.* 671 F.Supp. 627 (N.D. Ia. 1987).  
*Bunger v. Iowa High School Athletic Assn.*, 197 N.W.2d 555 (Ia. 1972).  
*Bush v. Dassel-Cokato Bd. of Educ.*, 745 F.Supp. 562 (D. Minn. 1990).  
*Clements v. Board of Educ.*, 478 N.E.2d 1209 (Ill. App. 1985).  
*Commonwealth v. Pennsylvania Interscholastic Ath. Assn.*, 334 A.2d 839 (Pa. 1975).  
*Katchak v. Glasgow Indep. Sch. Supt.* , 690 F.Supp. 580 (W.D. Ky. 1988).  
*Marino v. Waters*, 220 So.2d 802 (La. App. 1969).  
*Sanders v. Louisiana High Sch. Athl. Assn.*, 242 So.2d 19 (La. App. 1970).

Iowa State Board of Education cases:

- In re Jesse Bachman, 13 D.o.E. App. Dec. 363 (1996).  
In re Bryan Campbell and Craig McClure, 9 D.o.E. App. Dec. 69 (1991).  
In re Jason Clark, 1 D.P.I. App. Dec. 167 (1978),  
In re Joseph Fuhrmeister, 5 D.o.E. App. Dec. 335 (1988).  
In re Chris Gruhn (et al.), 9 D.o.E. App. Dec. 265 (1992).  
In re Troy Hudson, 7 D.o.E. App. Dec. 144 (1989).  
In re Heather Kramme, 13 D.o.E. App. Dec. 89 (1994).  
In re Brett Lureman, 18 D.o.E. App. Dec. 265 (2000).  
In re Ryan Oelmann, 18 D.o.E. App. Dec. 288 (2000).  
In re Sharon Ortner, 16 D.o.E. App. Dec. 269 (1999).

## **ATTENDANCE AND ACADEMIC REQUIREMENTS:**

1. A student should turn in assignments to a teacher in advance if he or she is going to miss a class for a performance, scheduled contest, program or trip.
2. A student should be in school the entire day of a performance, scheduled contest, program or trip if the student expects to participate. Any exception should be cleared through the administration.
3. A student shall be passing all classes. Those who fail to pass subjects in the previous semester will be ineligible to participate in any event.
4. At no time will this policy supersede any policy set down by any state organization governing these activities.

Reference number 503.5 R-4

#### **TOBACCO, ALCOHOL, DRUGS AND CRIMINAL ACTS:**

The Student Good Conduct Policy provides sanctions for the use and possession of tobacco, alcohol and drugs. The entire policy also provides the student with various methods to re-establish lost eligibility. The policy also provides sanctions and reinstatement procedures for those students involved in criminal acts both in and out of school.

**DETERMINATION OF GUILT AND THE APPEAL PROCESS:** The Student Good Conduct Policy is very specific with regard to determination of guilt and equally specific on the appeal process to be followed with regard to this policy.

#### **HOMELESS CHILD OR YOUTH**

Chapter 33 of Iowa Administrative Code defines "homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

Additional information can be obtained at the Centerville Schools Administrative offices, located at 634 North Main, Centerville, or by calling the Administrative offices at 641-856-0601.

## **CENTERVILLE SCHOOL DISTRICT ADMINISTRATION**

Superintendent	Tom Rubel
Board Secretary	Lisa Swarts
C.H.S. Principal	Matt Johnson
Athletic Director	Rich Parker
Howar MS Principal	Karen Swanson
Lakeview Principal	Terri Schofield
Associate Elementary Principal	Julie Carracio

### **HIGH SCHOOL TELEPHONE NUMBERS**

To report an absence	856-0813
To talk to the Athletic Director	856-0812
To talk to the Principal	856-0813
To talk to the Guidance Office	856-0813