



Main Office: (641) 856-0760

Fax Number: (641) 856-0761

District website: www.centervilleschools.org

PowerSchool: centerville.powerschool.com/public

Centerville Community Schools Mission

All students will learn well, become lifelong learners and contribute positively to society.

Centerville Community School District Vision

A highly collaborative learning culture exists within our school district, which empowers and prepares all students to become responsible citizens.

Centerville Community School District Core Values

Trust

Hope & Optimism

Respect

Integrity

Caring Relationships

Leadership

Howar Middle School

850 S. Park

Centerville, IA 52544

Centerville Community Schools

Mr. Tom Rubel	Superintendent of Schools
Mrs. Meghan Decena	School Nurse
Mrs. Liz Harvey	School Nurse
Mrs. Denise Howe	School Nurse
Mr. Tim Kaster	Transportation/Bldgs and Grounds
Mr. Chad Koestner	Department of Food and Nutrition
Mr. Cameron Oehler	Technology Coordinator
Mrs. Rhonda Raskie	Curriculum & Special Education Director
Ms. Lisa Swartz	Chief Financial Officer
Dr. Mekca Wallace-Spurgin	Technology Director

Howar Middle School Staff

Mrs. Tina Bauman	Resource
Mrs. Haley Bishop	Language Arts
Mrs. Marcia Bowen	Student Advisor
Ms. Lizzy Budiselich	Art
Mrs. Krishna Carlyle	Language Arts
Ms. Julie Clark	Food Service
Mr. Steve Clark	Science
Ms. Shelley Cranston	History
Ms. Crystal Cunningham	Guidance Secretary
Ms. Kayleen Durley	Vocal Music
Mr. Wayne Farris	Lead Custodian
Mr. Kelly Garr	Custodian
Mr. Andy Hotek	Dean of Students
Mrs. Shawna Jacobsen	Social Studies
Mrs. Peggy Kauzlarich	Math
Mr. Brian Koehler	PE/Health
Mrs. Lisa Massey	Mathematics
Mrs. Kim Mitchell	Project Lead the Way/Computer Science
Mrs. Jolonda Mihalovich	Science
Ms. Madison Moorman	Science
Mrs. Jennifer Osborne-Burns	Interventionist
Mr. Jason Reed	Student Advisor
Ms. Jaycee Smith	Skills for Living/FCS
Ms. Chelsey Spurgeon	Lead Administrative Assistant
Ms. Karen Swanson	Principal
Mrs. Krista Tuttle	Social Studies
Mr. Daniel Vanderlinden	Instrumental Music
Mrs. Julie Vanderlinden	Resource
Mrs. Amanda White	Mathematics
Ms. Taylor Wussow	TAG
Mrs. Sarah Zintz	Language Arts

Howar Middle School Handbook

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EQUAL EDUCATIONAL OPPORTUNITY NOTICE OF NON DISCRIMINATION

Students, parents, employees, and others doing business with or performing services for the Centerville Community School District are hereby notified that this school district does not discriminate on the basis of race, religion, color, creed, age, national origin, sex, sexual orientation, gender identity, marital status, disability or socioeconomic status in admission or access to or treatment in its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact: Equity/Affirmative Action Coordinator: Centerville Community School District, 634 North Main, Centerville, Iowa, 52544.

DAILY OPERATIONS

SCHOOL HOURS—Howar Middle School office is open from 7:30 am - 4:00 pm. Regular class begins at 8:05 am and ends at 3:20 pm. Teachers will be available from 7:45-8:05 a.m. and 3:20-3:40 p.m. for scheduled conferences. Staff can also be available for conferences during other times.

Procedure:

1. Upon arrival, students will enter the middle school building and be seated in their designated seating.
2. Students may not leave the school grounds after arriving without parent checkout.
3. Students will be allowed to enter a classroom prior to 8:05 am only if previous arrangements have been made with a faculty member.
4. All students will enter the building by the main front doors to Howar MS.
5. Students will be admitted to their locker and homeroom/1st Period class at 8:00 am. Students may eat breakfast from 7:45-8:00. At 8:00 the bell will ring and students will pass to their homeroom/1st Period class.

Prior to the first bell, students arriving early will be seated:

- a. 8th grade boys – hallway south wing
- b. 8th grade girls – hallway south wing
- c. 7th grade boys – hallway adjoining wings
- d. 7th grade girls – hallway south old gym
- e. 6th grade boys – main north lobby area
- f. 6th grade girls – east lobby area

6. The bell signaling the official start of the day will sound at 8:05 am.
7. A final bell signaling the end of the day will sound at 3:20 pm.

Regular Schedule

Advisory	8:05–8:35
2 nd	8:38-9:28
3 rd	9:31 -10:21
4 th	10:24-11:14
5 th	11:17-12:36 (Lunch)
6 th	12:39-1:29
7 th	1:32-2:22
8 th	2:25-3:20

One Hour Early Out Schedule

Advisory	8:05–8:20
2 nd	8:24-9:08
3 rd	9:12 -9:55
4 th	9:59-10:42
6 th	10:46-11:24
5 th	11:27-12:48 (Lunch)
7 th	12:32-1:33
8 th	1:37-2:20

Two Hour Late Start Schedule

1/Advisory	10:05-10:26
2nd	10:29-11:00
3rd	11:03-12:24 (Lunch)
4th	12:27-12:58
5th	1:02-1:33
6th	1:36-2:07
7th	2:10-2:41
8th	2:44-3:20

Two Hour Early Out Schedule

1/Advisory	8:05-8:30
2nd	8:33-9:04
3rd	9:07-9:38
4th	9:41-10:12
6th	10:15-10:46
7th	10:49-11:20
5th	11:14-12:40 (Lunch)
8th	12:43-1:20

ACADEMICS & CURRICULUM

6th

Language Arts, Math, Social Studies, Science, T.A.G., Technology, Art, Music, Health & Physical Education-full year - 2/3 times per week, Band – full year - 2/3 times per week

7th

Language Arts, Math, Social Studies, Science, T.A.G, Band.- full year; STEM, Health & Physical Education - full year - 2/3 times per week; Skills for Living I, Art, Music- semester

8th

Language Arts, Math, Social Studies, Science, T.A.G, Band.- full year; Computer Science/Career Exploration, Health & Physical Education - full year - 2/3 times per week; Skills for Living II, Art, Music- semester

BOOKS AND MATERIALS

All textbooks are supplied to students. A general fee of \$35.00 is charged to cover the cost of workbooks, magazines, digital resources, and other fees. Textbooks and other materials are issued by teachers during the school year. At the conclusion of the course or unit, books and materials are collected by the teacher and fines may be assessed for damaged or lost books.

CLASSWORK/HOMEWORK

Completing all classwork and assignments at quality levels assist students in learning the skills necessary for each particular course. Skills gained from these experiences can be transferred into the real world.

Homework Policy

Purpose:

The Howar Middle School Homework program will serve as an important link between home and school, keeping parents/guardians informed by reinforcing and extending school learning, experiences, and interests. Assignments have the following purposes:

- To prepare for, reinforce, and extend concepts introduced in class
- To activate prior knowledge and assess student understanding
- To establish study habits and self-reliance
- To allow parents/guardians and teachers to monitor student progress

Definition:

Homework is defined as at-home assignments, studying, and/or projects performed by the student. Homework is a way to help your child develop work and study habits that will assist him/her throughout the years spent in school. Homework should encourage family involvement as well. Homework, along with sports, special programs, and other activities is an important link in a total educational program.

Student Absence:

Students who miss homework because of an absence will receive the opportunity to make up missed work. Upon returning to school following an absence, it is a student's responsibility to contact the teacher or teachers to request make-up work. The contact should be made on the day the student returns to school unless the teacher allows a longer time. Students are given one school calendar day for each day absent plus one day to turn in the work.

Responsibilities:

As with all classwork, including homework, the interaction among the teacher-student-parent/guardian is essential. The final responsibility for homework rests with the student.

The student should

- Know the school's homework and planner use policies.
- Record all assignments in their planner.

- Be aware of the importance of homework.
- Ensure homework is completed to the best of his/her ability.
- Complete homework in the given time frame.
- Manage time on projects and studying.
- Ask for assistance from teachers, classmates and parents/guardians as needed.

The teacher/staff should

- Assign relevant, challenging, and meaningful homework.
- Give clear instructions and ensure that students understand expectations including how homework will be assessed.
- Offer assistance when needed.
- Provide verbal or written feedback promptly to students.
- Maintain homework records and communicate with parents/guardians if homework issues begin to negatively impact the grade.
- Meet regularly with interdisciplinary teachers to ensure that the amount of homework assigned is reasonable, taking into account competing home obligations, extracurricular activities, and homework assigned by other teachers.

The parent/guardian should

- Take an active interest in homework.
- Set a regular, uninterrupted study/homework time each day in a dedicated place.
- Help your student get organized. One way is by regularly checking their planner.
- Communicate regularly with teachers to monitor and encourage student progress.
- Update phone numbers and email addresses as needed.
- Stay well informed via PowerSchool online grading system. Visit the district web site for more information on how to access your students' grades.

Extracurricular Activities

Students in band and chorus, which are graded courses, are held to the same standard as **classwork** as defined previously. Students wanting to add or drop music in their class schedule are requested to do this by the end of the first week of school in the semester. If band or chorus is dropped after the first week, a failing grade is assigned for the semester.

POWER SCHOOL AND PARENT CONNECT

Our school student management system has a parent connect feature which allows parents and students to see information related to the student on the web. Parent Connect information includes our daily student bulletin and the teacher grade book which allows parents to monitor their student’s progress in school. This is a secure site and password protected. Parents will receive their password information at registration time.

Login: <https://centerville.powerschool.com>

PROGRESS REPORTS/REPORT CARDS

Progress reports are completed after the middle of each quarter and the end of each quarter. Reports sent after the middle of the quarter are for students doing below a 70% level in a class. Reports after the end of the quarter are the report cards and are either mailed home or available at scheduled parent-teacher conferences.

Honor Roll

A student must maintain a 3.25 or above average in all subjects and be enrolled in five or more classes exclusive of PE. (Code No. 505.4R)

GUIDANCE/STUDENT ADVISORS Guidance services are available for middle school students. Students are to feel free to consult with the guidance counselor or student advisors about any concerns.

STUDENT PROMOTION – RETENTION - ACCELERATION

Students will be promoted to the next grade level at the end of each school year based on the student’s achievement, age, maturity, emotional stability, and social adjustment.

Retention/Promotion- The retention of a student will be determined based upon the judgment of the district’s professional staff. When it becomes evident a student in grades K-8 may be retained in a grade level for an additional year, the parents will be informed prior to making the retention decision.

Acceleration- Students in grades K-12 with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district’s graduation policy.

EDUCATION RECORDS ACCESS

Parents, eligible students and other individuals authorized in accordance with law will have access to the student’s education records upon request without

unnecessary delay an in no instance more than forty-five calendar days after the request in made.

According to Centerville CSD school board policy 506.1, education records mean those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution. These may include, but are not necessarily limited to: dates of attendance; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

AEA SERVICES

Great Prairie AEA staff will be available to partner with district staff members to provide the best education possible for your child. Great Prairie AEA staff include, 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 have any questions and/or concerns about these services, please call the AEA Regional Director at the GPAEA at 1-641-932-5003.

PHYSICAL EDUCATION

Physical education & Health is an important part of the curriculum at Howar Middle School and must be taken by all who attend, as required by Iowa law, unless excused by a doctor’s written excuse. Such an excuse is required to be on file in the Principal’s office. All students must have separate, clean, and appropriate shirt, shorts, and shoes as deemed by the instructor.

Healthy Kids Act legislation requires that middle school students have 120 minutes per week of physical activity with currently 92 minutes met with physical education class. The law requires the school to monitor how each student fulfills this requirement.

STUDENT ACTIVITIES & ATHLETIC CODE - GOOD CONDUCT RULE

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. Activities include: Athletics-basketball, track, football, volleyball, wrestling, cross country, softball, baseball, and cheerleading. Clubs include: drama, jazz band, robotics club, student council and yearbook.

Academic Eligibility

Our academic eligibility policy is designed to place a priority on a student's academic performance in relation to participation in activities. We believe at this age-level, student activities are an integral part of an individual's growth and development.

A student's eligibility will be monitored at mid-term of each quarter (23 days). The following day will be the beginning of the student's ineligibility, until the grade/grades that caused the ineligibility are brought back to a passing grade. A failing grade is determined as an "F" (Failing).

The ineligibility standard is that if a student is receiving two or more "failing" grades on the eligibility date, they become ineligible until the grade/grades are brought back up to "passing" or until new quarter begins. Students are eligible when they have zero or only one failing grade. The grade used is the cumulative quarter grade throughout the quarter.

A student who becomes ineligible cannot perform in any activity, but will be expected to go to practice and stay in good standing with the team to complete the eligibility process.

Students with an Individualized Education Plan, IEP, may have different eligibility requirements as determined by the staffing team.

Howar Athletic Award Policy

All boys and girls who participate in any school sponsored athletic sport during any school year will receive a Certificate of Participation. For the second year of participation in the same sport a special certificate will be awarded. A special award of a certificate and a Howar letter will be awarded to any athlete who participates in six sports over a two-year period. Managers or team helpers are considered participants in a sport if they attend practices and games as requested by the coach or supervisor.

If injured, the student needs to attend all practices unless excused by the coach.

ACTIVITY ADMISSION

Admission to all middle school home athletic events will be \$4.00 for adults and \$2.00 for students K-12. Activity tickets can be purchased by a student for \$30.00 which will allow you free admission to all middle school and most high school regularly scheduled athletic events. A family activity pass can be purchased for \$135.00 for the whole family with the same benefits.

Admission to all middle school plays or musical events will be \$2 for adults and \$1 for students with the activity pass not applicable.

EXPECTATIONS OF SPECTATOR BEHAVIOR

- * Applaud players for their efforts
- * Accept the decisions of officials
- * Appreciate participants for their commitment
- * Support school personnel in conducting an orderly and spirited contest
- * Maintain composure when breaks seem to go against your team
- * Respect the rights of other spectators
- * Reward sportsmanlike behavior through cheering
- * Focus attention on positive aspects of competition
- * Encourage players by showing enthusiasm and positive recognition
- * Demonstrate concern for the safety and welfare of all athletes

Remember

Our young men and ladies are students and not professional athletes. They will make errors in the course of competition, as will game officials and coaches. However, all participants are trying their best. Negative criticism and booing will not help them to improve and are unacceptable forms of expression at this event. You can assist in their development as athletes by focusing attention on the positive aspects of their performance. Your cooperation is important and appreciated.

DIGITAL CITIZENSHIP

It is our belief that we must prepare our students to actively participate in the world in which they live. It is clear that a key skill in this new world will be their ability to participate as effective digital citizens. An important part

of learning these skills is being given the chance to experience the opportunities, and the challenges presented by technology in a safe, secure and nurturing environment, where clear, effective guidance can be sought as students and teachers learn.

By fostering a culture of successful digital citizenship in our students, staff and our wider community, we are encouraging everyone to take responsibility for themselves and others in their use of technology.

Since technology is a vital part of the school district curriculum, the Internet will be made available to students when feasible. Although students will be under the supervision of a teacher while using the Internet, the district cannot guard against a student's access to non-educational information. The use of the Internet is a privilege and may be taken away for violation of Board policy or regulations.

- Students should adhere to on-line protocol: respect all copyright and license agreements, cite all reference sources, remain on the system only long enough to get needed information, follow appropriate network etiquette and ethical procedures.
- Students shall not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous 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, or will cause the commission of unlawful acts or the violation of lawful school regulations.
- If a student gains access to any service via the Internet that 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. Fines or legal consequences of violations of copyright laws will be the responsibility of the student and parent/guardian.
- Students who access restricted items on the Internet shall be subject to the appropriate action described in board policy or regulations for the following consequences: First Violation: A verbal or written "Warning" notice will be issued to the student. The student will lose Internet access for a period of 10 days. A copy of the notice will be mailed to the student's parent or guardian and a copy provided to the

building principal. Second Violation: Verbal and written "Second Violation" notices will be issued to the student. A copy of the notice will be sent to the student's parent or guardian. The student shall forfeit all Internet privileges for the remainder of the school year.

- A student who has forfeited his/her Internet privileges will have his/her Internet privileges reinstated at the beginning of the following school year, but will forfeit his/her Internet privileges upon any violation.

Parents can deny Internet and Electronic Transmission access for your student by completing the 'Internet and/or Electronic Transmission Access Denial Agreement for Parents', policy code number 605.7E1.

PHONES/ELECTRONIC DEVICES & MISCELLANEOUS ITEMS

Personal valuables should not be brought to school as they can interfere with school processes as well as are subject to theft if not adequately secured. This relates to electronic devices such as cell phones and other similar devices. (Note: While district administration does not recommend that students bring these devices to school, we do recognize that used appropriately, they are a valuable)

Any technology devices that are nuisance items or that may disrupt the learning environment must be left in the student's bag/PE locker during the school day. Students should put the device away before the first bell. In addition, these types of devices should not be seen or used in the building prior to the end of the school day. Electronic reading devices (iPods, iPads, Kindles, etc.) will be allowed during the school if authorized by school staff or administration and used in an appropriate manner for which it was approved. During athletic practices or extracurricular activities, cell phones or other electronic devices are not to be turned on at any time in locker rooms or restrooms. In the event the student violates the policy, the device will be confiscated and consequences will be assigned. A parent/guardian may need to pick up the device and a conference with an administrator will be held. Reinstatement of any privileges will be at the administrator's discretion. Repeat violations of this policy will result in more severe penalties, including suspensions.

The school is no place for the possession or use of harmful implements or nuisance devices such as knives, pea shooters, rubber bands, water pistols, noisemakers,

firecrackers, matches, etc. Such devices will be taken from students and will not be returned. Disciplinary action may be taken.

Any student who has brought a firearm to school or knowingly possesses a firearm on school grounds will be expelled for one year.

LOST AND FOUND

A lost and found department will be in operation. All found articles will be displayed in the main office. All articles found are to be turned in to the office.

DETENTION

Teachers or the administration may keep students for detention. Detention can be assigned as lunch detention served outside the cafeteria with a prepared sack lunch. The school is NOT responsible for transportation if you are kept after school.

BULLYING/HARASSMENT

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees/volunteers, based on employee's/volunteer's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age, marital status, socioeconomic status or disability is prohibited. This policy is in effect while students or employees/volunteers are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district. The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Equity/Affirmative Action Coordinator or designee will be responsible for handling all unresolved complaints by students and employees/volunteers alleging bullying or harassment.

SEXUAL HARASSMENT

The Centerville School District strongly opposes 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, student advisor, or principal as soon as possible.

THREATENING BEHAVIORS

To maintain a safe and respectful environment, all verbal, written, and implied communication needs to be respectful. Students saying, writing or implying behaviors which can be viewed as threatening to another person, will be addressed on these matters in a ZERO TOLERANCE manner. Consequences for these actions could range from discipline time at school to involvement by the police.

Students feeling threatened should report this information to the guidance office or main office

SUSPENSION OF A STUDENT

The Superintendent of Schools or a school building administrator shall have the authority to suspend a student from school temporarily for the violation of the rules and regulations approved by the Board of Education, or when the student's actions vary radically from patterns necessary for the maintenance of a proper educational environment. Suspension may also be used in conjunction with procedures for expulsion. Due process shall be followed.

Before making a decision to suspend a student, the school administrator shall afford the accused student an opportunity to speak in his/her own defense, explaining the facts from his/her own point of view.

The school administrator may establish a parental conference as a pre-requisite for re-admission of the student. A written report of each student suspension shall be submitted to the Superintendent of Schools and to the President of the Board of Education within a period of 48 hours.

FIGHTING

Incidents of physical assault or severe verbal intimidation are not acceptable in educational institutions or society. The severity of the offense will be determined by the principal and disciplinary action will be taken in accordance with such determination.

1st offense- In-School Suspension with parental contact or conference for reinstatement.

2nd offense- Suspension with possible referral to law enforcement.

3rd offense- Suspension with consideration for board action to exclude the student from school for the balance of the semester.

IN-SCHOOL SUSPENSION RULES AND REGULATIONS

In-school suspension will be held for students that require disciplinary action which is severe enough for a suspension. The student will serve the number of days of in-school suspension that it takes to equal the length of a possible suspension. In-school suspension will run from 8 AM-3:20 PM when a full day is assigned. Partial days of in-school suspension may start at 8 AM for the morning and end at 3:20 PM for the afternoon. During in-school suspension students will eat lunch outside of the cafeteria in the in-school suspension setting and can purchase a school sack lunch if interested.

In this program, the student will be given school work to complete, a book to read, or he/she may be able to work on Odyssey software. He/she will be given assistance as needed and also be counseled in regards to correcting the problem or concern that caused the in-school suspension to be assigned. Students absent from school on the day an in-school suspension is assigned will complete the in-school suspension when the student returns to school.

EXPULSION OF A STUDENT

The Board of Education may, by a majority vote expel any student(s) from school for a violation of rules and regulations approved by the Board or when the presence of the student(s) is considered to be detrimental to other students or to the purposes for which school is conducted.

The Superintendent of Schools or the building administrator responsible for the origin of the recommendation for expulsion of a student shall have the authority to suspend said student from attendance until such time as a special meeting of a majority of the members of the Board of Education can be held to weigh the charges, act upon them, and notify the student and his parent(s) or guardian(s) of its decision.

Board Policy 503.2, "Expulsion," will be followed in expulsion procedures.

CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION

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 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.

CLOTHING

Clothing should be neat, clean and suitable. Personal appearance should not attract undue attention. Students are to remove their hats inside the building. Clothing that depicts alcoholic or tobacco advertisements, lewd or suggestive words or slogans, or profanity and other unusual attire will be considered distracting and unacceptable in school.

Clothing should be worn that is proper and appropriate for school. Student attire, which has a potential of causing or causes a substantial disruption or material interference with the educational process, is not permitted. In addition, students should not wear clothing that displays undergarments. Tops that expose the midriff or large areas of the student's back or front are not acceptable. Pants, shorts, and skirts should not be torn or expose a student's skin beyond a level of decency as defined by the school.

Students will be requested to correct the violation of this policy when observed. Students refusing to comply will be assigned consequences.

DAILY BULLETIN

Knowledge regarding the interworking of the school with relation to students will come to you each morning and is located in PowerSchool. Students desiring to have an announcement placed on the daily bulletin are to put the announcement in writing and present it to the

office for approval and placement. All announcements must pertain to matters related to school or of interest to our students.

EMERGENCY DRILLS

Emergency drills for fire, weather, and other disasters shall be done at least four times each academic school year.

FIRE DRILLS

When you hear the fire alarm you will stand and leave the building orderly and quietly. Please move quietly and steadily. Line up on sidewalks or away from the buildings.

NOTE:

1. First person out of any room or building will hold the door open until all are out and them close them.
2. Windows in all rooms should be shut by the last two students leaving the rooms.
3. In the south wing where two rooms come out together let the room nearest the exit pass first.
5. The correct exit procedures are posted at the exit of each classroom or area.

TORNADO/DISASTER DRILLS

We will have some drills during the year when we will not leave the building, but will go to designated places in the building. During these drills we want you to move orderly and quietly. **DO NOT RUN.** Learn the correct areas you are to go wherever you happen to be when the notice is given.

NOTE:

1. Proceed to designated areas quickly, quietly, and orderly.
2. Sit down on floor, face the north and put head between knees.
3. Keep away from any glass as much as possible.
4. The correct exit procedures are posted at the exit of each classroom or area.

HOMELESS CHILD OR YOUTH

The Centerville Community School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

The term “homeless children and youth” means individuals who lack a fixed, regular, and adequate

nighttime residence. The term includes: 1) A child or youth who is sharing the housing of other persons 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. The local contact is the superintendent of schools and can be reached by calling 641-856-0601.

SCHOOL MEAL PROGRAM

Students may purchase the school breakfast and/or school lunch that is offered in the District’s school meal program. Students may also choose to bring their own lunch and eat in the cafeteria area. Students are expected to walk orderly to the lunch area and act appropriately while waiting to be served.

- Deposits in lunch accounts can be made before school or during the school day.
- Students are responsible to maintain a positive balance in their lunch account. Ala Carte items cannot be purchased with a negative balance.
- Students bringing their own lunch may purchase milk.
- Middle school students are discouraged from running a deficit in their lunch account.

ILLNESS AND INJURIES

If at any time you feel ill or have injured yourself go directly to the school office if you are able to do so. If you are unable to get to the office, see that the office is notified immediately. If you are in class when you are ill, notify your teacher. If the illness is urgent, you may leave the room quietly.

MEDICINE

If it is necessary for you to take medicine during the school day, please check with the office because this has to be done according to the policy of the Board of Education 507.3

STUDENT INSURANCE

At the beginning of each school year, student insurance is offered to every student. This insurance is voluntary, not mandatory. Student insurance is available to cover students in all school activities

MIDDLE SCHOOL ATTENDANCE POLICY

Board Policy-501.10 the Centerville Community 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. In order for the Centerville school staff to do the best job of educating the students entrusted to them, the students must be in regular attendance. *A successful educational program requires the cooperation of parent, the student to attend regularly, and the staff to be involved at all points in the process.* One of the most vital points is that of student attendance. The following policy has been developed to encourage good attendance. Parents 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 of the absent student. If no contact is made between the home and the school during the absence, the student should bring a note to school the first day back signed by the parent and explaining the reason for the absence.

SCHOOL ABSENCE:

Any absence caused when the student attends a school-authorized function or event. The student will be responsible for completing all work missed during the absence prior to leaving. School absences will not be included in the student's record.

TYPES OF ABSENCES:

When a student is absent from school, the administrator in charge has sole responsibility for assigning the type of category of that absence. A parent's note or phone call only indicates the parent's knowledge of the absence.

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:

1. All absences that occur when a student leaves school without obtaining permission to leave.
2. Any absence not listed under EXCUSED ABSENCE where parents had knowledge of the absence. An unexcused absence carries no penalty until 8 unexcused absences in a semester are accumulated, at that point an attendance meeting is scheduled.

CENTERVILLE ATTENDANCE PLAN: Parents or guardians will be notified by email/letter if their student has the equivalent of five unexcused absences in a semester. When a student reaches eight days of unexcused absence in a semester, a joint meeting will be scheduled with the principal, student, parents or legal guardians, and the attendance office. If a student reaches 10 days of unexcused absence in a semester, a written summary of past actions is prepared and the matter is referred to the Appanoose County Attorney for prosecution or mediation. If unexcused absences continue to occur the case is referred to the County Attorney and justified legal action allowed under current Iowa statutes will be pursued.

TARDIES: Any Howar Middle school student who is late for a class, but arrives within five (5) minutes of its start without a pass will be considered tardy for that class. Any student who arrives after five (5) minutes without a pass will be considered absent. Any student who arrives at class with a pass will not be counted tardy or absent.

TRUANCY: Any absence from school without permission of the parent or the school. Truancy will carry no loss of credit but the staff may require the student to do additional work or make up additional time. In addition, in-school suspension will be administered.

1st truancy- Lunch detentions equivalent to the time truant will be assigned and notification of parents.

2nd truancy- same as first truancy and professional assistance encouraged.

3rd truancy- Lunch detention equivalent to the time truant. If the truancy is the third truancy in a semester, the attendance policy is implemented which causes an attendance meeting to be held.

4th truancy- case will be turned in alleging the student is a child in need of assistance. If the truancy is the fourth truancy in the semester the attendance policy is implemented which will cause the matter to be referred to the county attorney for mediation or prosecution.

It should be understood that anytime during the above stated procedure that it is felt that either the parent or the student is not cooperating with the school, the case may be turned over for prosecution.

LEAVING THE BUILDING: In grades kindergarten through eighth grade, students must receive permission to leave the building from their parent/guardian. The parent/guardian must notify the principal or his/her designee of who will accompany the student, why the student is leaving, and when they are expected to leave.

PERMITS TO LEAVE THE BUILDING

These will be granted for the following reasons only:

1. Illness-Parent will be notified before student is allowed to leave.
2. Doctor or dentist appointments that cannot be scheduled outside of school hours.
3. Serious personal or family problems.
4. To obtain driver permit if accompanied by the parent.

Absences caused by school sponsored activities shall be exempted from all of the above. However, classwork missed for these absences shall be made up. All students leaving the building need to sign out through the main office.

DOCTOR AND DENTIST APPOINTMENTS

If you have a doctor, dentist, or other appointment report to the office before school with a note from your parents or guardian to get a pass and return back to school as soon as possible. If at all possible, schedule the appointment before or after school. Bring verification to the school so the absence will qualify as an excused absence.

LEAVING TOWN WITH PARENTS

Notify the office as early as possible and present a note from parents or guardian as soon as the absence for leaving town is known. Work is to be made up in advance of such absence when requested. A written note, telephone call, or school visit may be requested in some situations.

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

POLICE

From time to time, it may be necessary to engage the help of the police in investigations within the school or on school grounds. Students should be aware that police and canine will be available to search the school, student lockers, student desks, student bags, classrooms, and other areas of concern on school grounds or in the school building.

SCHOOL BUS TRANSPORTATION

Every student has an obligation and duty to obey the school bus regulations. Riding the bus is a privilege. It can be denied those who do not discipline themselves. The following discipline may be used.

1st Citation-Conference may include Director of Transportation or designee, student, parent(s) within 5 school days from when the report is filed.

2nd Citation-Suspension of riding privileges for one to four school days.

3rd Citation-Suspension of riding privileges for five school days or more as determined by the Principal and/or Director of Transportation. On the third and succeeding citations, all school transportation privileges are suspended. This includes field trips and athletic trips.

More Serious Offenses-May result in the immediate suspension of riding privileges. The bus driver will notify the Director of Transportation and the parent informing them of the immediate suspension of riding privileges. The riding privileges will be suspended until appropriate behavior is guaranteed and atonement is made for the offense. Parental conferences must be held before riding privileges are reinstated.

SCHOOL PROPERTY

Be respectful of school property. Students are liable for any damage to desks, tables, lockers, gym baskets, doors, windows and books.

SCHOOL SONG

Howar Middle School will have the Centerville High School Fight song as their school song.

STUDENT COUNCIL

The student council is composed of an elected body. There is one faculty sponsor. The council will meet as needed and help plan and conduct the activities of the school and discuss problems pertaining to the student body of Howar Middle School. Any student may make suggestions but only the official members are allowed to vote.

SUBSTITUTE TEACHERS

When it is necessary to secure a substitute teacher, we expect the substitute teacher to carry on as closely as possible to the normal activities of that class. This can only be achieved with 100% cooperation on the part of the student. Make this time beneficial to yourself and satisfying to the substitute teacher. Students referred to the office for not cooperating with substitute teachers will be assigned detention time.

TELEPHONE

The office telephone is essential for conducting school business and **should not be used by students unless absolutely necessary**. If a student receives a call through the office, he/she will be notified of the name and number of the caller. Students will **NOT** be called from classes.

BICYCLES, MOPEDS, SKATEBOARDS & ROLLERBLADES

Bicycles must be parked in racks which have been placed in the lower parking lot. There is to be no bicycle, moped, shoe-skates, skateboard, snow-boards or roller blades riding on the sidewalks or on the school grounds and should not be brought into the school building. The moped parking area will be in the lower parking lot or back parking lot. Students are asked to lock their bicycles and mopeds.

VISITORS (Adult)

Anyone wishing to visit classes should use the buzz-in system first, then stop at the Principal's office and ask for a visitor's pass. Student visitors will be discouraged.

WITHDRAWAL FROM SCHOOL

In case you must transfer to another school, you must report to the principal's office in order to obtain the proper procedures and paperwork.

EXPECTATIONS:

Positive Behavior Interventions & Supports (PBIS)

PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBIS IS NOT a packaged curriculum, scripted intervention, or manualized strategy. PBIS IS a prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students. PBIS supports the success of ALL students. The school district mission statement reads *All students will learn well, become lifelong learners and contribute positively to society*. Howar staff continuously works to meet student needs with the intent that students successfully meeting their educational goals while supporting the development of our youth in partnership with their families and our community. We expect all students and staff to:

- **Be Respectful**
- **Be Responsible**
- **Make Health Choices**

Students in the classroom who choose to be in violation of our beliefs or who are not doing their job in the classroom will be subject to the following planning process. Students can either be referred due to a concern or in more serious concerns removed from the classroom.

Part of the plan will state a consequence if the student is referred or removed from that particular class again, typically five lunch detentions. If there is a violation of a plan, the consequence on the plan will be enforced by the principal. A student is not eligible to return to the class for at least three school days as a part of the consequence. Also a student/parent/teacher/principal conference may be requested. Continued violation of a plan will cause suspension from school with again a requested student/parent/teacher/principal conference to look at options and work to develop a successful solution to the repeat concern.

Significant behaviors have been identified which cause a student to be referred to the principal with a consequence assigned. These include: use or possession of drugs, including alcohol and tobacco; physical violence; weapons; profanity directed at staff or fellow students, repeated student or staff harassment or intimidation, and theft or willful destruction of property.

Howar PBIS Matrix

	Be Respectful	Be Responsible	Make Healthy Choices
Classroom	Be attentive listeners Be kind, courteous, and patient	Be on time Follow directions and classroom rules Be prepared and organized	Be Clean - good hygiene, clean up after yourself and your area Ask questions or Help when needed
Hallway	Walk on the right side with the flow of traffic Respect property of others Use appropriate language and volume	Keep lockers locked See/Say/Hear - If you see something wrong - say something	Maintain healthy personal space (trash) Maintain a hazard and drug free environment Appropriate physical contact
Cafeteria/Lunch	Speak appropriately using inside voice Keep hands and feet to yourself	Follow lunchroom procedures Pick up after self/keep your space clean Ask for help when needed	Use <i>please, thank you</i> and <i>excuse me</i> Take what you plan to eat
Bus	Maintain appropriate physical contact Use low voice tone & appropriate word choice Respect the property of others	Follow posted rules & driver instruction See/Hear/Say - If you see something wrong - say something	Stay seated facing forward Maintain a hazard and drug free environment Discard garbage in designated areas
School Events/ Practices/Assemblies	Exhibit positive attitude & show good sportsmanship Show appreciation /respect for presenters	Welcome others – be friendly Follow expectations for designated event Show honor in victory and defeat	Clean up after self Maintain a hazard and drug free environment
Restroom/ Locker Rooms	Respect space and privacy of others Use restroom/locker room for intended purposes	Make it in the toilet Remember to flush Report inappropriate behavior	Wash hands Remember to throw your trash
Technology	Leave equipment the way that you found it Use personal & school devices when appropriate & with permission Use appropriate language	Communicate the same as you would in person Report inappropriate content	Be aware of what you put on the internet and what sites you visit Choose a healthy amount of screen time or technology use Be a good digital citizen
Office/Nurse	Address staff appropriately (Mr./Miss/Mrs./Ms.) Use <i>please, thank you</i> and <i>excuse me</i>	Wait your turn at the window Take care of business quickly and return to class	Make the office aware when you are coming and going from the building Manage your own behavior
Library/Computer Lab	Use quiet voices Respect materials & equipment Leave materials the way you found them or better	Follow the acceptable internet use policy See/Hear/Say - If you see something wrong - say something	Consider yourself and others before you share, send, or save Maintain a clean workspace Push in chairs
Arrival/Dismissal to and from school grounds	Come into/exit building calmly, quietly and in an orderly fashion Use appropriate language Maintain self-control	Report to & stay in designated student areas (on sidewalks, not the grass & hallways) Leave building only with permission & sign out in the office before leaving	Discard garbage in designated areas Maintain a hazard and drug free environment