

2021-2022 CHS Student Handbook



CENTERVILLE COMMUNITY SCHOOL DISTRICT

**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

Board of Education

Marty Braster, President
Mike Thomas, Vice President
Brooke Johnson
Kevin Wiskus
Bob Thomas
Mike Moore
Kris Shondel

Administration

Tom Rubel, Superintendent
Matt Johnson, Principal
Rich Parker, Activities Director
Brad Warren, Dean of Students

Administrative Assistants

Shelly Nielsen
Heather Baze
Courtney Koestner

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



PBIS MATRIX

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

CENTERVILLE COMMUNITY SCHOOL DISTRICT
School Calendar 2021-22

Board Approved: March 8, 2021 - Registration: TBD

July				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Hours
(0.5 not full day)
of
Day
~

January				
M	T	W	TH	F
3	4	5	6	7
(10)	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Hours
Days

8/11/2021..... Football, Volleyball and Cross Country Practice Begins
 19.5 3
 August 16..... New Teachers Report
 August 17, 18, 19..... Teachers' Workshop
 August 23..... Classes Begin
 September 6..... Labor Day (No School)
 September 13..... Professional Development Day (No School)
 October 11..... Professional Development Day (No School)
 October 15..... End of First Quarter 37 days
 November 8..... Professional Development Day (No School)
 November 23..... One Hour Early Dismissal Prior to Break
 November 24..... Vacation (No School) P/T Conf. Replacement
 November 25..... Thanksgiving
 November 26..... Vacation (No School)
 December 13..... Professional Development Day (No School)
 Dec. 23..... End of Second Quarter 43 days (First Semester 81 days)
 Dec. 23..... 1 Hour Early Dismissal
 Dec. 24-31..... Winter Vacation (No School)

August				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Hours
Days

February				
M	T	W	TH	F
	1	2	3	4
(7)	8	9	10	11
14	15	16	17	18
(21)	22	23	24	25
28				

Hours
Days

September				
M	T	W	TH	F
6	7	8	9	10
(13)	14	15	16	17
20	21	22	23	24
27	28	29	30	

Hours
Days

March				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
(14)	15	16	17	18
(21)	22	23	24	25
28	29	30	31	

Hours
Days

October				
M	T	W	TH	F
				1
4	5	6	7	8
(11)	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Hours
Days

April				
M	T	W	TH	F
				1
(4)	5	6	7	8
11	12	13	(14)	(15)
(18)	19	20	21	22
25	26	27	28	29

Hours
Days

January 3..... Teacher Work Day (No School)
 January 4..... Professional Development Day (No School)
 January 5..... Classes Resume
 January 10..... Professional Development Day (No School)
 February 7..... Professional Development Day (No School)
 February 21..... Presidents Day (No School)
 March 11..... End of Third Quarter 45 days
 March 14..... Professional Development Day (No School)
 March 21..... TQ Day (teacher quality) No school for students
 April 4..... Professional Development Day (No School)
 April 13..... 1 hr Early Dismissal for Spring Break
 April 14, 15..... Vacation (No School)
 April 18..... Vacation (No School) P/T Conf. Replacement
 May 9..... Professional Development Day (No School)
 May 22..... Graduation
 May 24..... Last Day of School 2 Hour Early Dismissal - End of 4th Quarter 45 (90 days 2nd semester)
 May 25..... Teacher Workshop Day
 May 30..... Memorial Day

November				
M	T	W	TH	F
1	2	3	4	5
(8)	9	10	11	12
15	16	17	18	19
22	23	(24)	(25)	(26)
29	30			

Hours
Days

May				
M	T	W	TH	F
2	3	4	5	6
(9)	10	11	12	13
16	17	18	19	20
23	24	25	26	27
(30)	31			

Hours
Days

December				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
(13)	14	15	16	17
20	21	22	23	(24)
(27)	(28)	(29)	(30)	(31)

Hours
Days

June				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Hours
Days

☐ Workshop Day () Professional Dev. Days
☐ Vacation Day ☐ P/T Conference Replacement
 _____ Quarter Ends

Total Total Hours Days **BUFFER DAYS: May 25, 26, 27, 31, etc.**
 1106.5 171 1 Hour Early Dismissal Nov. 24, Dec. 23, April 13
 2 Hour Early Dismissal May 24

October 15 First Quarter Ends: 37 Days
 December 23 Second Quarter Ends: 44 Days
 First Semester Ends: 81 Days
 March 11 Third Quarter Ends: 45 Days
 May 24 Fourth Quarter Ends: 45 Days
 Second Semester Ends: 90 Days

Teachers are required to work: Eight workshop days which are Aug. 17, 18, 19; January 3, 4; May 25.
 The two P/T Conf. Replacement (2 comp -no work days) Nov. 24, and April 18.

As well as nine professional development days, the second Monday of each month, September through May, EXCEPT for APRIL which will be the FIRST MONDAY.

Regular Schedule			
Period	Time	Total Time	Passing
1	8:00 - 8:45	:45	:04
2	8:49 - 9:34	:45	:04
3	9:38 - 10:23	:45	:04
4	10:27 - 11:12	:45	:04
1st Lunch	11:12 - 11:38	:26	
2nd Advisory	11:42 - 12:08	:26	
1st Advisory	11:16 - 11:42	:26	
2nd Lunch	11:42 - 12:08	:26	
5	12:12 - 12:56	:44	
6	1:00 - 1:44	:44	:04
7	1:48 - 2:32	:44	:04
8	2:36 - 3:20	:44	

2 Hour Late Start			
Period	Time	Total Time	Passing
1	10:00 - 10:30	:30	:04
2	10:34 - 11:04	:30	:04
1st Lunch	11:04 - 11:30	:26	
2nd Advisory	11:34 - 12:00	:26	
1st Advisory	11:08 - 11:34	:26	
2nd Lunch	11:34 - 12:00	:26	
3	12:04 - 12:34	:30	
4	12:38 - 1:08	:30	
5	1:12 - 1:42	:30	:04
6	1:46 - 2:15	:29	:04
7	2:19 - 2:48	:29	:04
8	2:52 - 3:20	:28	

2 Hour Early Out Schedule			
Period	Time	Total Time	Passing
1	8:00 - 8:30	:30	:04
2	8:34 - 9:04	:30	:04
3	9:08 - 9:38	:30	:04
4	9:42 - 10:12	:30	:04
5	10:16 - 10:46	:30	:04
6	10:50 - 11:20	:30	:04
7	11:24 - 11:54	:30	:04
8	11:58 - 12:28	:30	
Advisory (ALL)	12:32 - 12:58		
Lunch (ALL)	12:58 - 1:20		

Pep Assembly Schedule			
Period	Time	Total Time	Passing
1	8:00 - 8:42	:42	:04
2	8:46 - 9:28	:42	:04
3	9:32 - 10:14	:42	:04
4	10:18 - 11:00	:42	:04
1st Lunch	11:00 - 11:26	:26	
2nd Advisory	11:30 - 11:56	:26	
1st Advisory	11:04 - 11:30	:26	
2nd Lunch	11:30 - 11:56	:26	
5	12:00 - 12:41	:41	
6	12:45 - 1:26	:41	:04
7	1:30 - 2:11	:41	:04
8	2:15 - 2:55	:40	:04
Assembly	3:00 - 3:20	:20	

1 Hour Early Out Schedule			
Period	Time	Total Time	Passing
1	8:00 - 8:37	:37	:04
2	8:41 - 9:18	:37	:04
3	9:22 - 9:59	:37	:04
4	10:03 - 10:40	:37	:04
5	10:44 - 11:21	:37	:04
1st Lunch	11:21 - 11:47	:26	
2nd Advisory	11:51 - 12:17	:26	
1st Advisory	11:25 - 11:51	:26	
2nd Lunch	11:51 - 12:17	:26	
6	12:21 - 12:58	:37	
7	1:02 - 1:39	:37	
8	1:43 - 2:20	:37	

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 Dean of Students for information about the current enforcement of the policies, rules, or regulations of the school district.

Definitions

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

Notices

Accreditation

Centerville High School is operated under the authority of the Centerville Community School District and is accredited by the Department of Education of the State of Iowa and the North Central Association of Colleges and Schools.

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:

Andy Hotek
Howar Middle School
850 S. Park Dr
Centerville, Iowa 52544
(641) 856-0760

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code 280.3. (*CCSD Board Policy 103.1 E1*)

Homeless Statement

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. (CCSD Board Policy 501.15)

Equal Educational Opportunity

It is the policy of the Centerville Community School District to provide equal educational and employment opportunities. The board will not discriminate in its educational activities on the basis of gender, race, religion, national origin, creed, age, marital status, sexual orientation, gender identity, disability or socioeconomic status.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, creed, religion, sex, marital status, national origin, sexual orientation, gender identity, disability, or socioeconomic status. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules, and regulations pertaining to contract compliance and equal opportunity.

Inquiries or grievances related to this policy may be directed to the Equity/Affirmative Action Coordinator, Centerville Community School District, 634 North Main, Centerville, Iowa 52544, 641-856-0601. (CCSD Board Policy 103.1)

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, Andy Hotek 856-0760, or Rhonda Raskie at 856-0660. (CCSD Board Policy 503.7)

FIRE DRILL AND/OR EVACUATION INSTRUCTIONS

Emergency Drills

Periodically the school holds emergency fire and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules, and regulations, may be reported to law enforcement officials.

Please be aware of the posted instructions found in each classroom. Students are to exit the building or go to the required areas in an orderly and efficient manner. Teachers will take attendance at their designated locations and report any missing students.

SCHOOL ATTENDANCE AND TARDINESS PROCEDURES

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.

In order for the Centerville High 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 the 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/guardians of the absent student. If no contact is made between the home and the school during the absence, the student will be considered truant. Parents/guardians must contact the school within 24 hours to clarify an absence that has been recorded as a truancy.

Compulsory Attendance

Parents within the school district who have children who are over six and under 16 years of age by September 15th of the current school year 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. (CCSD Board Policy 501.3)

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 a 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.
3. Truancy is defined as absence from school without permission of the parent or the school. Truancy may carry loss of credit and the staff may require the student to do additional work or make up additional time. In addition, detention or suspension from school may be administered.

An unexcused absence carries no penalty until **5** 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 absence, will become a truancy unless the Principal has extended the period of notification.

Truancy

1. Truancy is defined as absence from school without knowledge or permission of the parent or the school.
2. When a student leaves the building without a pink pass, the student will be considered truant.
3. When a student is absent from or leaves a class without permission, but remains in the building, the student will be considered truant.

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 Authorized Absence

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

College Visit Absence

1. All college visits should be arranged through the Guidance Office at least one week prior to the day of the proposed visit.
2. Parental permission is required for all college visits.
3. Juniors and Seniors will be allowed two days for college visits each year. The two days will be counted as School Authorized Absences.
4. If college visits are not arranged through the Guidance Office or exceed two days, these absences will be designated unexcused absences.
5. 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 the 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 at least one more day than the total number of days of absence in order to complete the make-up work. All work missed shall be given full 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 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 15 unexcused periods of absence in a class, a plan may 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 administration.

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 administration 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, administration will refer the situation to the Appanoose County Attorney for prosecution. (*Policy reference 501.10*)

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.

Advisory

All students will be assigned to an advisory by grade level.

Alternative School (ACC)

Contact the high school principal or school counselor 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*)

Chromebooks and District Technology

Students and guardians will be required to sign the CCSD Chromebook User Agreement prior to being issued a device. Chromebooks, and any related technology, should be used in ways that are educational, appropriate and are in accordance with Centerville CSD Board Policies, Student Handbook guidelines and the following expectations:

1. Students should follow all appropriate use technology policies both in and out of school.
2. The Chromebooks should be fully charged and ready for use at the beginning of each school day.
3. The Chromebooks should not be loaned out to other individuals.
4. The Chromebooks should not be used in restrooms or locker rooms.
5. The Chromebooks should not be left unattended in an unlocked vehicle or locker.
6. Food and beverages should be kept away from the Chromebooks since they may cause damage to the device.
7. Students should not disassemble any part of the Chromebook or attempt any repairs.
8. Students should not place permanent marks on the Chromebooks or deface the serial number. All marks, stickers, stamps, etc. must be removed when returned or a fine will be assessed.
9. The Chromebook is subject to inspection at any time without notice and remains the property of the Centerville Community School District.
10. Students will be held responsible for all damage or loss caused by neglect or abuse.
11. Students will return the Chromebook and all accessories in their original working condition at the end of every school year.
12. School officials will be notified in case of theft, vandalism, and other acts that caused harm to the Chromebooks in a timely manner.
13. Students who graduate early, withdraw, are expelled or terminate enrollment at Centerville CSD for any other reason must return their Chromebook on the date of termination.
- 14. Students should report broken, misplaced, or stolen Chromebooks to the office immediately.**

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 at least **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 will be posted. 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 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*).

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.

To receive the "With Honors" diploma, students must earn 54 credits, maintain a grade point average equal to or exceeding a 3.00, and earn at least 15 college credit hours.

Students will also be required to take 4 years of English including either College Composition or English 12, 4 years of math, including Algebra II, 4 years of science including either Chemistry, Physics, Advanced Biology, and/or Anatomy and Physiology and 4 years of Social Studies.

At commencement, the principal will announce the names of the students receiving "With Honors" diplomas.

Distribution of Materials

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

Educational Options

The following educational options are available to Centerville High School students: ACC, open enrollment, virtual academy, post-secondary school enrollment, Hi-Set programs, 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 personal 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. If a student's cell phone is determined to be a substantial disruption to their education, administration may require a student's cell phone to be checked in to the office daily before the start of the school day.

Violations will be subject to disciplinary action as follows:

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

2nd Violation - Teacher requests the 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.

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 507.6*)

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.

Graduation Requirements

<i>Subject</i>	<i>Credits Required</i>
English	8
Science	6
Math	6
US History I and II	2
US Government	1
Psychology or Sociology	1
Economics	1
Financial Literacy	1
World History I	1
Physical Education	4
Electives	<u>17</u>
Total:	48

The Top 5% will be calculated using the Regents Admission Index (RAI).

Early Graduation

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.

Odyssey

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.

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

Guidelines for Hanging Up Flyers, Posters, Etc. at CHS

Any student group, athletic team, club etc. will need to receive approval from the administration in order to hang up any type of flyer or poster at Centerville High School. Any non-approved flyer or poster will be removed and disposed of immediately.

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)

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. 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. The CHS Ineligibility Policy will be in accordance with State Law. A student must be enrolled in at least 6 academic subjects and PE at all times, pass all classes, and make adequate progress toward graduation to remain eligible. 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. Students are not allowed to use summer school or other means to make up failing grades for eligibility purposes. A student who drops out or is dismissed from a sport before the end of the season is not considered to have served the 30 day ineligibility and would start that 30 days upon the next activity he or she enters. A copy of the entire state-mandated policy is available in the athletic director's office.

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. Open Campus Lunch for Juniors and Seniors
 - a. Open campus lunch is a **privilege** and it may be denied or revoked for a period of time per the administration's discretion.
 - b. Food and drink is **NOT** to be brought back into the school building.
 - a. Students 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.
5. 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. Students who bring their lunch may use the north cafeteria stairs to enter the cafeteria. Microwaves are provided. NO FOOD OR DRINK COMES UP OUT OF THE CAFETERIA.
6. 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, in the first floor hallway, 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.
7. 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 remain in the first floor hallway or gym until lunch is over.

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 \$5.00.

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)

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 are designated as student parking areas. 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 a 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.

Plagiarism

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.

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 trancies, 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 1st and has a study hall 5th. That student can arrive at the beginning of 2nd period and remain in school until the end of 8th. Pink passes will not be allowed 5th. 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/Snow Days

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*) After there have been three days of school that have been canceled, the District will begin virtual learning days. Students will be provided with attendance expectations and procedures for [snow day virtual learning](#).

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 accreditation 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.

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 attending 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 8:00 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, Andy Hotek 856-0760, 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-alikes 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.
- The Good Conduct Rule starts to apply in 7th grade and continues through high school eligibility.

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 postseason 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.