



Main Office: (641) 856-0760

Fax Number: (641) 856-0761

District website: [www.centervilleschools.org](http://www.centervilleschools.org)

PowerSchool: [centerville.powerschool.com/public](http://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. Mark Taylor	Superintendent of Schools
Mrs. Krystal Bronson	School Nurse
Mrs. Meghan Decena	School Nurse
Mrs. Liz Harvey	School Nurse
Mr. Mike Kincaid	Transportation
	Buildings and Grounds
Mr. Chad Koestner	Department of Food and Nutrition
Mr. Cameron Oehler	Technology Coordinator
Ms. Lisa Swartz	Chief Financial Officer
Dr. Mekca Wallace-Spurgin	Technology Director

### **Howar Middle School Staff**

Mr. Nic Belloma	PE/Health
Mrs. Haley Bishop	Language Arts
Mrs. Marcia Bowen	Student Advisor
Mrs. Lizzy Oehler	Art
Mrs. Krishna Carlyle	Language Arts
Ms. Julie Clark	Food Service
Mr. Steve Clark	Science
Ms. Shelley Cranston	History
Ms. Mallory Denny	Math
Mr. Todd Donels	Science
Mr. Wayne Farris	Lead Custodian
Mr. Kelly Garr	Custodian
Mr. Andy Hotek	Dean of Students
Mrs. Shawna Jacobsen	Social Studies
Mr. Brian Koehler	PE/Health
Mrs. Emily Mason	Resource
Mrs. Lisa Massey	Mathematics
Mr. Chris McCutchen	Vocal Music
Mrs. Kim Mitchell	PLTW/Computer Science/Careers
Mrs. Jolonda Mihalovich	Science
Mrs. Emily Moorman	Guidance Secretary
Mr. Tye Oden	Resource/Strategist II
Mrs. Jennifer Osborne-Burns	Interventionist/Teacher
Mr. Jason Reed	Student Advisor
	Skills for Living/FCS
Ms. Chelsey Spurgeon	Lead Administrative Assistant
	Principal
Mrs. Tara Terrones	TAG
Mrs. Krista Tuttle	Social Studies
Mr. Daniel Vanderlinden	Instrumental Music
Mrs. Julie Vanderlinden	Resource
Mrs. Amanda White	Mathematics
Mrs. Sarah Zintz	Language Arts



# Howar Middle School Handbook

## Table of Contents

Non-Discrimination Policy	2	Daily Bulletin	8
Daily Operations & Schedules	2	Emergency Drills	8
Academics & Curriculum	2	Homeless Child or Youth	8
Classwork/Homework	2	School Meal Program	9
PowerSchool/Parent Connect	3	Illness and Injuries	9
Progress Reports/Report Cards	3	Medicine	9
Guidance/Student Advisors	3	Student Insurance	9
Student Promotion	3	Middle School Attendance Policy	9
Education. Records Access	4	Tardiness	10
AEA Services	4	Truancy	10
Physical Education	4	Permits to Leave	10
Student Activities Policies	4	Doctor and Dentist Appointments	10
Activity Admission	5	Leaving Town	10
Expectations of Spectators	5	Police	10
Digital Citizenship	5	School Bus Transportation	11
Phones, Electronic Devices & Misc. Items	6	School Property	11
Lost and found	6	School Song	11
Detention	6	Student Council	11
Bullying/Harassment	6	Substitute Teachers	11
Sexual Harassment	6	Telephone	11
Threatening Behaviors	7	Bicycles, Mopeds, Skateboards	11
Suspension of a Student	7	Visitors (Adult)	11
Fighting	7	Withdrawal from School	11
In-School Suspension Rules	7	Behavior Expectations (PBIS)	12
Expulsion of a Student	7	Howar PBIS Matrix	13
Corporal Punishment, Restraint	7		
Clothing	8		

**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.

**Regular Schedule**

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

**One Hour Early Out Schedule**

Advisory	8:05–8:20
2 <sup>nd</sup>	8:23-9:08
3 <sup>rd</sup>	9:11-9:55
4 <sup>th</sup>	9:58-10:42
6 <sup>th</sup>	10:45-11:24
5 <sup>th</sup>	11:27-12:48 (Lunch)
7 <sup>th</sup>	12:51-1:33
8 <sup>th</sup>	1:36-2:20

**Two Hour Late Start Schedule**

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

**Two Hour Early Out Schedule**

1/Advisory	8:05-8:30
2 <sup>nd</sup>	8:33-9:04
3 <sup>rd</sup>	9:07-9:38
4 <sup>th</sup>	9:41-10:12
6 <sup>th</sup>	10:15-10:46
7 <sup>th</sup>	10:49-11:12
5 <sup>th</sup>	11:15-12:36 (Lunch)
8 <sup>th</sup>	12:39-1:20

**ACADEMICS & CURRICULUM**

**6<sup>th</sup>**

Language Arts, Math, Social Studies, Science, T.A.G., Technology, Art, Music, Health & Physical Education-full year - 1/2 times per week, Band – full year - 2/3 times per week

**7<sup>th</sup>**

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

**8<sup>th</sup>**

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. 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 school work because of an absence will receive the opportunity to make up missed work. Upon returning to school following an absence, the student and the teacher should communicate and plan for any missed learning for makeup opportunities.

#### 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 personal 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.

#### **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 and in no instance more than forty-five calendar days after the request is 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. Seventh and eighth grade students should have separate, clean, and appropriate shirt, shorts, and shoes to change into as deemed necessary by the teacher. Sixth graders do not change out for P.E.

### **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, garden club, jazz band, robotics club, student council and yearbook.

#### **Academic Eligibility-Middle School Policy**

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

(Incomplete) or an "F" (Failing).

The eligibility 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 to "passing". Students are eligible when they have zero or only one failing grade. The grade used is the cumulative grade through 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 process. Students with an Individualized Education Plan, IEP, may have different eligibility requirements as determined by the staffing team. (Board Policy No. 503.5-R-3)

#### **Howar Athletic Award Policy**

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 athletes 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. Communication 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.



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, smart watches, 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 tool for communication)

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 will 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. 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**

All found articles will be displayed in the main office. All articles found are to be turned in to the office. After a reasonable period of time, unclaimed items will be disposed.

### **DETENTION**

Teachers or the administration may keep students for detention. Detention can be assigned before school, after school or as lunch detention served outside the cafeteria. The school is NOT responsible for transportation if students 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. 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. (Board Policy reference 503.7)

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

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: [www.iowa.gov/educate](http://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 and hoods inside of 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 then close the door.
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.
4. 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**

Students need to let their teacher know if they are ill and need to go to the nurse’s office. If you are unable to get to the office, see that the office is notified immediately. If the illness is urgent, you may leave the room quietly.

**MEDICINE**

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. (Policy reference 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, and parents or legal guardians. 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.

**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.

#### **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.

**1<sup>st</sup> 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 school property including desks, tables, lockers, gym lockers, doors, windows, technological devices, 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 consequences.

### **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 main 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 are 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.

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.

**COURTESY**

All students are expected to conduct themselves in a manner that will not be offensive to any student, teacher or visitor to our school. A good citizen is self-disciplined and not offensive or discourteous to others. A student's rights end where they disrupt the education for another.

**Howar PBIS M**

	<b>Be Respectful</b>
<b>Classroom</b>	Be attentive listeners Be kind, courteous, and patient
<b>Hallway</b>	Walk on the right side with the flow of traffic Respect property of others Use appropriate language and volume
<b>Cafeteria/Lunch</b>	Speak appropriately using inside voice Keep hands and feet to yourself
<b>Bus</b>	Maintain appropriate physical contact Use low voice tone & appropriate word choice Respect the property of others

<b>School Events/ Practices/Assemblies</b>	Exhibit positive attitude & show good sportsmanship  Show appreciation /respect for peers
<b>Restroom/ Locker Rooms</b>	Respect space and privacy of others  Use restroom/locker room for intended purposes
<b>Technology</b>	Leave equipment the way that you found it  Use personal & school devices wisely appropriate & with permission  Use appropriate language
<b>Office/Nurse</b>	Address staff appropriately (Mr./Miss/Mrs./Ms.)  Use <i>please, thank you</i> and <i>excuse me</i>
<b>Other Building Areas</b>	Use quiet voices  Respect materials & equipment  Leave materials the way you found them or better
<b>Arrival/Dismissal to and from school grounds</b>	Come into/exit building calmly, quietly and in an orderly fashion  Use appropriate language  Maintain self-control