

Howar Middle School

Student Handbook

2025-2026



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

-CCSD District Mission Statement

TABLE OF CONTENTS

OPENING STATEMENT.....	5
Welcome Letter.....	5
School District Mission Statement, Philosophy, and Goals.....	6
School Rules.....	6
Equal Educational Opportunity Statement.....	6
STUDENT ATTENDANCE.....	7
Student Registration and Enrollment.....	7
School Day and Calendar.....	7
Daily Academic Calendar.....	7
Band.....	7
Choir.....	8
Arrival and Departure.....	8
Student Attendance.....	8
Reporting an Absence.....	8
Excused Absence.....	9
Unexcused Absence.....	9
Truancy.....	9
Excessive Absence Plan.....	9
Open Enrollment.....	10
Inclement Weather.....	10
STUDENT RIGHTS AND RESPONSIBILITIES.....	11
Title I: Parent-Student-Teacher Compact.....	11
Title I: Right to Know.....	11
Student Appearance.....	11
Student Care of School Property/Vandalism.....	11
Student Expression and Publication.....	12
Student Complaints/Grievances.....	12
Student Search and Seizure.....	12
Student Classroom Locker and Desks.....	13
Student Valuables.....	13
Bicycles.....	14
Bullying and Harassment.....	14-16
Threats of Violence.....	15
Weapons and Weapon-Look-Alikes.....	16
Student Substance Abuse.....	16
Internet.....	16
Electronic/Technological Devices.....	16
Academic Integrity/Cheating.....	17
STUDENT CONDUCT.....	17
Good Conduct Rule.....	17
Discipline.....	18

TABLE OF CONTENTS

Fighting.....	18
Temporary Removal From Classroom.....	18
Student Suspensions.....	18
Student Expulsions.....	18
Theft.....	19
Centerville Community School District Behavior Matrix and Consequences.....	20
Physical Restraint and Seclusion of Students.....	20
Skateboards/Scooters/Rollerblades/Shoe Skates.....	20
Fines and Fees.....	20
STUDENT HEALTH AND WELL-BEING.....	21
Personal Hygiene.....	21
Insurance for Students.....	21
Immunizations.....	21
Physical Examinations.....	21
Administration of Medications.....	21
Student Illness or Injury at School.....	21
Health Screenings.....	22
Sexual Abuse and Physical Abuse of Students by School Employees.....	22
Homeless Designation.....	22-23
Emergency Drills.....	23
Evacuation.....	23
Conferences and Student Progress.....	23
Physical Restraint and Seclusion of Students.....	24
STUDENT SCHOLASTIC ACHIEVEMENT.....	25
Study Habits.....	26
Homework.....	27
Testing/Survey Programs.....	28
TAG.....	28
Health Education Program for Students.....	29
Awards.....	29
STUDENT ACTIVITIES.....	29
Assemblies.....	29
Field Trips.....	29
Student Government.....	29
Student Funds and Fundraising.....	29
School Pictures.....	30
STUDENT RECORDS AND INSTRUCTIONAL MATERIALS.....	30
Student Records; Family Educational Rights and Privacy Act Notice (FERPA).....	30
Student Directory Information.....	30
Release of Roster Information.....	30
Student Photos.....	30
Student Disclosure of Identity.....	31
Student Legal Status.....	31
School Library.....	31
Inspection of Instructional Materials.....	31
MISCELLANEOUS.....	31
Special Education Service Delivery Model.....	31

Student Guidance and Counseling Program.....	31
--	----

TABLE OF CONTENTS

Great Prairie AEA.....	32
Visitors/Guests.....	32
Substitute Teachers.....	32
School Nutrition Program and Free and Reduced Lunch.....	32
Buses and Other School District Vehicles.....	33
Bus Safety.....	33
District Owned Recording Devices.....	34
Parent-Teacher Association/Organization and Booster Clubs.....	34
Parent Volunteers.....	34
School Announcements.....	34
Lost and Found.....	34
Artificial Intelligence.....	34
Citizenship.....	35
Multicultural/ Gender Fair.....	35
School Supplies.....	35
SCHOOL RULES.....	35
Admission and Attendance.....	35
Communications To and From School.....	35
Cafeteria Rules.....	36
Food and Drinks.....	36
Flowers, Balloons and Gifts.....	36
Distribution of Materials.....	36
Pets.....	36
Solicitations.....	36
Loitering.....	36
School Telephones.....	36
Walking Students.....	36
Building Security.....	37
Student Transportation and Dismissal.....	37
After School Activities.....	37
ACKNOWLEDGEMENT OF RECEIPT.....	37

Welcome Letter:

Dear Parents & Guardians:

At Howar Middle School we know students experience success at school when they:

- ❖ have personal connections,
- ❖ are known well by at least one adult,
- ❖ have connections to their peers,
- ❖ are part of a safe, healthy, and constructive culture,
- ❖ are part of an environment that fosters the creation of the students' individual identities.
- ❖ experience a rigorous and relevant curriculum that prepares them for success in high school and leaves them confident in their abilities,
- ❖ attend a school that meets them where they are and moves them forward,
- ❖ have an academically challenging curriculum available to all students regardless of their background,
- ❖ are provided with a curriculum that focuses on process, skills, and understanding,
- ❖ are challenged and provided learning extended opportunities,
- ❖ are taught by teachers who are highly qualified, collaborative, and create personal connections with their students and their curriculum,
- ❖ are taught by teachers who value and enjoy this age group and want to be there.
- ❖ progress toward mastery through differentiated instruction and when teachers know, recognize, and plan for each individual student's needs,
- ❖ attend a school that encourages student inquiry and self-reflection/assessment,
- ❖ are provided a comprehensive system of academic and social interventions,
- ❖ are provided opportunities to practice/develop independence and self-advocacy,
- ❖ have access to varied opportunities for extra-curricular participation.
- ❖ have opportunities for families to be involved in their academic and social development.

It is with these things in mind, that we welcome your child, our student, to Howar for the 2025-2026 school year. During this time, it is our goal that through our collaborative efforts, your child will develop a strong sense of who they are as an individual, a member of your family, Howar Middle School, and the larger community of Centerville and Appanoose County. We look forward to working with you as a partner in your child's learning experiences here and helping them

to develop into a well-rounded, confident, successful student who is well prepared to be a successful high school student. Welcome - let's do this together!

Mrs. Terri Schofield, Howar Principal

School District Mission Statement, Philosophy, Goals,

Mission Statement: "All students will learn well, become lifelong learners, and contribute positively to society."

School Rules

All school rules are based on our belief system that all people need to respect self, others, and their environment. Each building and each teacher will have a set of rules in order to maintain maximum safety and educational opportunities.

Definitions

"The district" means Centerville Community School District.

"School" means Howar Middle School.

"Howar Administration or Administrative Staff" means current administrative staff.

"Parent" also means "guardian" unless otherwise stated.

"School grounds" includes the school district-owned or operated facilities, school district-owned or operated property, property within the jurisdiction of the school district or school district premises, and school-owned or operated buses, vehicles, and chartered buses.

"School facilities" includes school district buildings and vehicles.

"School activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Equal Educational Opportunity

Centerville Community School District does not discriminate in its education programs or activities on the basis of sex, race, color, national origin, disability, religion, creed, marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs). The school district's goal is to educate students in programs and activities that foster a healthy social, intellectual, emotional, and physical self-concept. Each student has the opportunity to use Centerville Community School District's educational programs and activities. Each student is expected to conduct themselves in a manner that assures each student the same educational opportunity.

Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Andy Hotek and can be contacted 641-856-0601.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be made instead of, or in addition to, an inquiry or complaint at the local level.

Centerville Community School District, in its educational program, has an intervention process to assist students experiencing behavior and learning difficulties. Administration Staff is responsible for this process. Parents wanting access should contact district administration at 641-856-0601.

STUDENT ATTENDANCE

Student Registration and Enrollment

Students and parents going through the enrollment and registration process with Centerville Community School District for the first time must complete the full enrollment process. Our district offers one day of "in person" registration. Staff are available for assistance in completing the process. Parents and Guardians may complete the registration online as well.

School Calendar

The Centerville Community School District current school calendar can be found on our website at: <https://www.centervilleschools.org/>

Daily Academic Schedule

School Day - Arrival and Departure

A student's academic day is from 8:00 am – 3:20 pm. Students arriving after 8:00 are considered tardy. Students leaving before 3:20 pm will be counted as tardy.

Students who arrive before 7:30 a.m. may wait in the entryway. At 7:40 a.m. students will be sent to the gymnasium where they can sit and visit until dismissed to their lockers. Students who want to eat breakfast may do so from 7:30 to 7:55 a.m. in the cafeteria. All students will remain in their selected location until the bell rings. Students will be supervised by staff in both the cafeteria and the gymnasium.

Student Attendance

Students are expected to attend school for the days and hours school is in session in accordance with the school calendar. Students are expected to be in class and to make attendance a priority. Attendance is not only compulsory by Iowa law (*Iowa Code Chapter 299*) but is the only way a student can participate and benefit from Howar's education program and accomplish the student's educational objectives.

Should a student return to school from an absence during the school day, or leave the school during the school day, the student must report to the Howar office. If the student is returning to school during the school day, the student must have a completed check-in admittance pass prior to returning to class. This process is not meant to excuse an absence or act as a reason for an unexcused absence but merely to keep track of student activity and attendance.

Accounting of Students

1. Students may go home for lunch providing they do so with parental permission. (This will be approved after a parent/guardian calls the office. The office staff will then call the student down and give them a pass.) No student who eats lunch at school may leave the school grounds without the written permission of his/her parents.
2. Students will not be released to anyone other than parents/legal guardians unless authorized by parent/guardian. If the legal status of custody or guardianship changes, then the legal documents must be presented to the administration.

Emergency Information

In case of emergency each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address.
3. Home phone and parent(s) work phone.
4. Emergency phone number of friend or relative.
5. Physician's name and phone.
6. Medical alert information

Reporting an Absence

When a student is unable to attend school, parents should call our office prior to 8:00 a.m. Parents can call as early as desired and leave a message for the office staff. Parents should give the student's name and reason for the absence. If a parent forgets to call, the school will call the home to confirm the reason for the student's absence. The phone number to call the Howar Middle School and report the absence of a child is: (641) 856-0760. Students with pre-arranged absences need to meet with their teacher and engage in the learning they will be missing at the time of their absence. Students with absences that are not pre-planned will need to make arrangements to work with each teacher in the class period(s) they are missing. The value in

learning cannot be "made up" by just completing homework, but by demonstrating an understanding of the standards after the instruction provided by the teacher.

Note on Dentist and Doctor Appointments

Parents are asked to make every effort to schedule doctor and dental appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments. The student just needs to bring back a note from the medical appt. and give to the secretary.

Extra Curricular Activities - Attendance Requirement

A student has to 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 by the Howar Principal PRIOR to the day of the event.

Truancy

Students are not allowed to leave the school grounds during school hours for any reason without the knowledge and consent of their parents and staff members both. Permission to leave the school grounds will only be granted upon written or verbal request from the student's parent or guardian. Law enforcement officials will be called and students will be considered truant if they do leave the grounds.

Excessive Absence Plan

The Centerville School Board has limited the number of days a student can be absent from school to twelve (12) days or the equivalent of twelve (12) unexcused days of absence during a semester. Students are placed in the Centerville Attendance Assurance Program after they reach six (6) 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 6, then 9, then 12 unexcused days of absence from school. Finally, if the student misses the equivalent of 20 days of unexcused absence the parent will be notified that the student has been dropped from school.

(The Centerville Community School District prepared this as a brief explanation of our attendance policy adopted in 1992: The attendance policy has proven to be of concern to some parents. When explained, most parents understand the need for the attendance policy and support it. Imposing on parental rights is not the intent of the District. State law leaves the definition of excused and unexcused absences to the local district. The Centerville Community School District has adopted a conservative definition of what is excused. It has also provided several steps before consequences become severe. We want to work with parents to improve student attendance.

In developing the policy, the District attempted to balance two needs. The parental need to have students out of school a few days was considered and provided for in the policy. The public's need to assure regular attendance and high achievement was also considered. A few parents allow their children to miss school far too frequently and some even provide false excuses. The current policy was developed to encourage school attendance.

Students need not provide an excuse from a doctor for every childhood disease. Parents may keep children home with childhood diseases. These absences would be unexcused, unless accompanied by a doctor's excuse. However, there would not be consequences until the absences became excessive in a semester.

Consequences are based on absences within a semester. Consequences for absences do not accumulate from one semester to the next.

Student permanent records show the total number of absences and do not indicate how many were unexcused.

If you have any questions regarding the specific absences, please contact the building principal to develop a clear understanding of what will happen in advance.

Open Enrollment

Iowa Open Enrollment law allows parents/guardians to enroll their child into a school district other than the district they reside in. An open enrollment application must be completed for each individual child. Students wishing to open enroll to another school or from another school to Centerville must contact the superintendent of Centerville Community School District for more information.

During the 2024 Legislative Session, the State of Iowa made a change to the Open Enrollment Deadline. For the 2024-2025 school year, the Open Enrollment Application deadline is June 30, 2024. For the 2025-2026 school year and beyond, the deadline will be March 1, 2025.

Early Release During School Hours

Parents should inform the school in advance of plans for student withdrawal. The secretary will prepare the transfer sheet and teachers will have student's personal things ready to take home. Arrangements also can be made for refund of fees paid.

Inclement Weather - School Delays, Cancellations, or Early Dismissal

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. In the event of no school, this announcement will usually be made by 6:30 a.m. Early dismissal announcements will be made as early as possible. Should school be canceled due to inclement weather prior to the start of the school day, students and parents will be notified via social media and the following radio and tv stations:

Radio	Television
WHO (1040 AM)	WOI (Channel 5)
KCOG (1400 AM)	KCCI (Channel 8)
KLYF (100.3 FM)	WHO (Channel 13)

Should school be dismissed early due to inclement weather, parents will be notified by social media. Parents will also be notified of the status of the school's transportation services by the same means.

Unless weather conditions prevent it, students will still be returned to their regular drop-off sites. Should weather conditions be too extreme for regular school transportation, students will be kept at school, or potentially returned to school until parents are available for pick-up.

Should there be extracurricular activities or practices scheduled during school or after school on the day of inclement weather, the building administrator will determine on a case-by-case basis whether to hold the extracurricular activity. This practice will be the same should school be canceled or experience an early out.

STUDENT RIGHTS AND RESPONSIBILITIES

Title I - Right to Know

The district will notify parents if their child will be assigned or taught for four or more consecutive weeks, by a teacher who is not a highly qualified teacher.

Student Appearance

Howar Middle School believes inappropriate student appearance causes material and substantial disruption to the school environment and can present a threat to the health and safety of students, employees, and visitors. Howar Middle School believes there is a strong correlation between student academic performance and conduct and students' appearance. Because of this, students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment. Personal appearance should not attract undue attention.

-Students may wear hats when entering the building, through the halls, gymnasium, and in hallways. Hats are to be removed and stored in student's lockers at the start of the school day and can again be worn following dismissal through the building. (Hats are **NOT** to be worn in any classrooms, or in the cafeteria)

-Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment.

-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.

- 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.

When in the judgment of school administrators, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. Students will be requested to correct the violation of this policy when observed.

Students who refuse to comply or are found to be a habitual offender may be sent to the Howar Principal who will determine appropriate consequences in accordance with district adopted disciplinary policies and procedures. (Policy reference 502.1.)

Student Care of School Property/Vandalism

Students must take care of school property including desks, chairs, books, lockers, school equipment, and other school property. Vandalism and/or destruction of school property is not tolerated. Students found to have committed vandalism or to have destroyed or otherwise harmed school property may be subject to discipline and/or required to:

- Reimburse the school district for the actual cost of the damages.
- Reimburse the school district for the cost of labor to restore property.
- Clean up and repair depending on the severity of the vandalism/damages and if cleanup would pose a threat to the safety of the student.
- Restrictions on participation in extracurricular activities.
- Other disciplinary actions.
- In certain circumstances, students may be reported to law enforcement authorities.

Accidental damages may, but are not required to, be treated differently. Whether an incident is considered accidental will be determined on a case-by-case basis by Howar Middle School administration, depending on the circumstances of the situation, the student's actions leading up to the situation and the student's response after the situation occurred.

Student Expression and Publication

The board of directors of Centerville Community School District protects the intellectual freedom of the school district's students and practitioners. Expressions made by the students, including student expression through publication, is not an official expression of the school district. The *Student Expression and Publication Code* policy are made available to parents and students via district policy 502.5 Student Freedom of Expression.

Students who violate expression and publication rules may be subject to disciplinary measures. Disciplinary measures cannot violate a student's protected right to expression and publication, except to the extent that regulation of protected speech is allowed by law. Disciplinary measures should relate directly to the violation of the legally allowed regulation of speech. Appropriate level of discipline will be determined by Lakeview Elementary administrators.

Student Expression

Howar Middle School aims to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon students' rights. Students are generally allowed to express their viewpoints and opinions.

The school may regulate speech in certain qualifying circumstances, to help ensure the safety and welfare of the school community. The expression must be done in a reasonable time, place and manner so that it is not disruptive to the orderly and efficient operation of the school district. The school may regulate speech that: causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is school sponsored; and/or promotes illegal activities.

Howar Middle School generally allows for student-led protests. Student protests include walk-ins and walk-outs. Walk-ins occur when students leave their learning environments during school hours and together in a group or groups with the purpose of promoting belief(s) but remain on district property. Walk-outs occur when students leave their learning environments during school hours and gather in a group(s) off district property with the purpose of promoting belief(s). Protests are subject to the same rules and restrictions as student expression outlined above.

Students who believe they have been unreasonably restricted in their exercise of their rights should follow the complaint procedure outlined in the *Student Complaint/Grievances* portion of the student handbook.

Student Complaints/Grievances

Students may file a complaint regarding school district policies, rules, and regulations or other matters by complying with adopted procedures as outlined in board policy 906.2 Citizen Concerns.

Student Search and Seizure

Howar Middle School believes that to maintain and protect the health and safety of students, employees, and visitors to the school district and for the protection of school district property and educational environment, students, students' belongings, school-owned lockers, desks or other facilities may be searched or inspected. A student and protected student areas may be searched without a search warrant based on a reasonable and articulable suspicion that law and/or school district policy, rule, regulations have been violated. Information on Centerville Community School District search and seizure policies may be found in board policies Code No. 502.10 Search and Seizure, Code No. 502.10R1 Search and Seizure Regulation, and Search and Code No. 502.10E1 Seizure Checklist.

Student Lockers and Desks

Students are allowed to use the lockers and desks for storing school-related materials and personal items where necessary for attendance at school. Students are required to keep their assigned locker and desk clean and undamaged. Expenses to repair any damage done to a student's locker and desk may be charged to the student.

It is highly recommended that students do not store valuables in their classroom lockers or desks. The school district is not responsible for such items. Howar Middle School administrators may periodically inspect all or a random selection of lockers and desks for inspection. Either students or another school administrator will be present during the inspection of lockers. These searches may be conducted at any time and without advance notice in compliance with the district's search and seizure rules and policies. Information on Centerville Community School District search and seizure policies may be found in board policies Code No. 502.10 Search and Seizure, Code No. 502.10R1 Search and Seizure Regulation, and Search and Code No. 502.10E1 Seizure Checklist.

All students will be assigned a locker the first week of school to keep their personal items secure. Some students will share lockers as needed. Students will be expected to place personal items, including cell phones and backpacks, in their lockers prior to the start of the school day at 8:05. Students will be taught how to access their lockers in a timely manner between classes with the purpose of this transition being to drop off materials from one class and pick up materials for the upcoming class. Students who demonstrate the inability to do this, will be at risk of losing access to their locker between classes.

Cell Phones

Cell phone use during school hours is prohibited. This includes: before or during class time, breaks, locker pass time, and lunch. We understand that cell phones have become an integral part of our daily lives; however, we believe that their presence can be disruptive to the learning process and can detract from the learning experience. We understand the importance of our children having access to a phone for before and after school safety, but during the school day they are to be placed in student lockers and remain there throughout the day. Our commitment comes from creating an optimal learning environment for our Howar Middle School students. Students who have their cell phones out or visible will be asked to take them to the office where the child's parent will be called to pick them up after school.

Water Bottles

Drinking water improves students' capacity for learning and academic performance. With this in mind, we allow and encourage students to have water bottles. The bottles must only contain clear water-no flavored water or other drinks. Research shows that students are more attentive when they are hydrated. We also believe that teaching students to be responsible with water bottles at this age is an appropriate expectation. The building has water bottle filler stations available for students to refill their water bottles between classes.

Bullying and Harassment

The Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board. Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or

participating in school sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student. If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district; a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures. Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- "Harassment" and "bullying" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the individual in reasonable fear of harm to the individual's person or property.
 2. Has a substantial detrimental effect on the individual's physical or mental health.
 3. Has the effect of substantially interfering with the individual's academic or career performance.
 4. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the individual" includes but is 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.
- "Volunteer" means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following: A request for the Complainant to provide a written statement regarding the nature of the complaint; A request for the individual named in the complaint to provide a written statement; A request for witnesses identified during the course of the investigation to provide a written statement; Interviews of the Complainant, Respondent, or witnesses; An opportunity to present witnesses or other relevant information; and Review and collection of documentation or information deemed relevant to the investigation. Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings. The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Interrogation by Outside Agency

As a general rule, students may not be interrogated by individuals from outside of the school district. A request for an interrogation must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. With the exception of a child abuse investigation, the administrator shall attempt to contact the parent or guardian of the child before allowing any interrogation.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after Centerville Community Schools receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class. The decision of the superintendent shall be final. The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by law. This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available. If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible. Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

Threats of Violence

The policy for *Discipline for Students Who Make Threats of Violence or Cause Incidents of Violence* can be found in school board policy 502.8. Parents and guardians should review and become familiar with this policy. All threats of violence, which include any written, verbal, symbolic, electronic, or behavioral message, that either expressly or implicitly express an intention to inflict emotional or physical injury or damage against students, employees, visitors, or school facilities are prohibited. A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence.

Threats will be promptly investigated. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence.

Threats issued and delivered away from the school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operations of the school.

Disciplinary measures may include discipline up to and including suspension and expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threats of violence:

- The student's intent and knowledge of their actions
- The student's developmental level and the context of the incident.
- Whether a pattern of threats of violence exists.
- Age, grade level, and maturity of the student.
- The circumstances surrounding the threat.
- Cooperation of the student and his or her parent(s) or guardian(s).
- The degree of disruption to the school community created by the threat.
- Other relevant information from a credible resource.

Weapons and Weapon Look-a-Likes

Weapons, weapon look-a-likes, and other dangerous objects cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district. Weapons, weapon look-alikes, and other dangerous objects in the possession of a student that are brought onto the school district premises or property within the jurisdiction of the school district will be confiscated.

The possession will be reported to law enforcement and parents or guardians of the student. Students may be subject to appropriate disciplinary measures. Disciplinary measures may include discipline up to and including suspension and expulsion.

Firearms are strictly prohibited from school grounds, except for weapons under the control of law enforcement officials or other individuals specifically authorized by the board. Any student who is determined to have brought a firearm to school or knowingly possessed a weapon at the school must be expelled from school for a period of no less than one year. However, the superintendent may modify the expulsion requirements on a case-by-case basis. Firearms include but are not limited to any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; incendiary or poison gas, or any destructive device such as bombs, grenades, mines, etc.

Student Substance Abuse

Students are prohibited from distribution, dispensing, manufacture, possession, use or being under the influence of alcohol, tobacco/nicotine products, other controlled substances, or look-a-like substances while on school district premises or property within the jurisdiction of the school district, while on school-owned and/or operated school or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school.

Students found to be in violation of this rule will be subject to appropriate disciplinary measures and may be required to satisfactorily complete a substance abuse or rehabilitation program. Disciplinary measures may include discipline up to or including suspension and expulsion. For students under the age of 21, local law enforcement authorities will be notified.

Internet, Electronic/Technological Devices

Students will be able to access the internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. Students may be permitted to use district-issued email addresses and internet-based collaboration software to send and receive messages at school. Students will receive age-appropriate training prior to using the internet.

Students will be under teacher supervision while on the network and the district uses technology protection measures to block and filter inappropriate/unauthorized use as much as possible and to the extent permitted by law or vendor policies. Additionally, student's internet activities may be monitored by the school district to help ensure students are not accessing inappropriate sites that contain restricted material. However, it is not possible to constantly monitor individual students and filter everything they are accessing. Because the internet is a global network and information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. Some students may encounter information that may not have educational value.

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

Should a student be found to have accessed restricted materials, students may experience disciplinary measures up to and including suspension and expulsion.

Hall Passes

Students are expected to be in their classrooms at all times except during passing times and when they have utilized a pass to the restroom, office, or nurse.

Academic Integrity/Cheating

Students are expected to do their own schoolwork. Academic dishonesty includes but is not limited to looking at another student's schoolwork without permission, copying others' work, copying from other unauthorized sources such as past exams, or unauthorized use of devices. Academic dishonesty is strictly prohibited. Students may face disciplinary measures as outlined in this handbook if found to have engaged in academic dishonesty. In addition to such disciplinary measures, a failing grade will automatically be recorded for the work and parents will be notified.

Dual Enrollment

Home schooling/private instruction or home school assistance program students enrolled in classes or participating in school activities in Centerville CSD are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact Mrs. Julie Caraccio at the administration building at 641-856-0601.

STUDENT CONDUCT

Good Conduct Rule and Academic Eligibility

Participation in school activities is a privilege. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year whether at or away from school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with law, board policy, and school rules and must refrain from activities which are illegal, immoral, or unhealthy. The privilege of participating in these activities is conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches, sponsors, and directors. The Principal and Activities Director will keep records of violations of the good conduct rule and will maintain records of academic eligibility for students.

The district's good conduct and academic eligibility policies are found at Board Policy 503.5, 503.5 R1, 503.5 R2, and 503.5 R3.

Discipline

School discipline is guidance for the conduct of students in a way which permits the orderly and efficient operation of the school so that maximum educational benefits for all pupils can be achieved. Discipline will focus on the positive rather than the negative. Self-discipline is the optimum goal to be achieved by each student. Therefore, the ultimate purpose of discipline is to help each child develop self-control and respect for proper authority.

Temporary Removal from Classroom

Temporary removal from a classroom means that a student will be temporarily removed from the current classroom due to disruption of the learning environment. This is at the discretion of the principal. If the need for this arises, the student will be expected to make up the missed time working with the teacher and making up the teaching and learning time missed.

Student Suspensions

The Superintendent of Schools, or a school building administrator or designee 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.

In-School Suspension

In-school suspension is a temporary isolation of a student from one or more classes while under administrative supervision and remaining on the school property.

Out-of-School Suspension

Out-of-school suspension is used when other available school resources are unable to constructively remedy the student's behavior. Out-of-school suspension is the removal of a student from the school environment for short periods of time. A student may be removed from school for periods not to exceed 10 school days by the principal due to gross or repeated infractions or when the student's presence causes interference with the educational environment or operation of the school. The principal may use out-of-school suspension after an investigation and the student is afforded due process as outlined in school policy and the law.

Student Expulsions

An expulsion occurs when a student is removed from the school environment, including but not limited to classes, activities, and other school related events. Students may be expelled for violation of board policy, school rules, or the law.

At the recommendation of the superintendent, a student may be considered for expulsion for disciplinary purposes. Only the board may make the determination to expel a student. Students considered for expulsion will be given due process as outlined in school policy and the law.

Fines and Fees

Students may be assessed for fines, fees, and other similar charges for materials needed in a course, overdue school materials, activity participation, misuse of school property, or any other reason permitted by law. Parents and students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction upon parental request. Should a parent or student seek a waiver, they should contact the Howar Principal for more information and waiver forms.

If a student enters:

- A. Before end of the 1st quarter - 100%

- B. Between 1st quarter and end of first semester - 75%
- C. After start of second semester - 50%

If a student leaves

- A. Before the end of 1st quarter - refund is 90%
- B. After 1st quarter, but before end of 1st semester - refund is 50%
- C. After start of 2nd semester, but before end of 3rd quarter - refund is 40%
- D. After end of 3rd quarter - refund is 0%

Lost Textbooks/Workbooks

Approximate charges for lost textbooks:

1-year-old	100% of purchase price
2 years old	100% of purchase price
3 years old	100% of purchase price
4+ years old	75 % of purchase price

Damages need to be assessed depending on if the book can be reused and how it has affected the life of the book.

Centerville Community School District Behavior Matrix and Consequences

Behavior Examples	Example Consequences	Responsible Staff	Intervention/Restitution
Level 1 (No office referral required) <ul style="list-style-type: none"> • Name Calling • Distraction • Incomplete Work • Spreading Rumors • Off Task Behaviors • Minor Disruptions to the learning environment 	First Offense: Warning Second Offense: Apology letter, etc. Third Offense: Parent Phone Call/Note Home, Loss of Privilege (i.e. Recess, lunch detention) More than three offenses: Refer to next level	<ul style="list-style-type: none"> • Classroom Teacher • The following report to classroom teachers • Building Associates • Volunteers • Custodian • Other supervising adults 	<ul style="list-style-type: none"> • Verbal promise to correct behavior • Restitution activities (apology letter, make up for lost learning time, assist teacher, etc.)
Level 2 (Office referral form completed but student does not go to office) <ul style="list-style-type: none"> • Insubordination • Use of Profanity • Cheating • Spraying of any kind • Inappropriate Body Gesture (includes disrespectful body language) • Rough play/Horse Play • Moderate disruptions to learning • Repeated or escalated level 1 offenses 	<ul style="list-style-type: none"> • Phone call to parents • Formal referral documentation filed with the office • Time Out in Hallway/Classroom • Other minor consequences as suitable to the behavior (Could be same as restitution activity) 	<ul style="list-style-type: none"> • Classroom Teacher • Social Worker 	<ul style="list-style-type: none"> • Simple Behavior Contract • Conference with Social Worker/Advisor/Counselor • Restitution activities
Level 3 (Office referral form completed and student sent to office) <ul style="list-style-type: none"> • Stealing/Vandalizing • Physical non-injurious pushing/hitting/slapping/kicking • Verbal threats of violence • Violence/Blatant Disrespect to Staff • Repeated or escalated Level 2 behaviors 	<ul style="list-style-type: none"> • Conference with Principal • Parent phone call/conference • In-School Suspension, if warranted • Out of school suspension, if warranted • Other consequences as suitable 	<ul style="list-style-type: none"> • Principal • Classroom teacher reports to Principal • Social Worker 	<ul style="list-style-type: none"> • Behavior Contract • Problem-solving conference with parents • Restricted Schedule • Conference with Social Worker/Advisor/Counselor • Restitution activities as stated in behavior contract
Level 4 (Office referral form completed and student sent to office) <ul style="list-style-type: none"> • Sexual misconduct • Bullying/Harassment of students or staff • Endangering self and others with unsafe actions • Possession of an object that has the likeness of a weapon and/or ammunition • Repeated or escalated level 3 behaviors 	<ul style="list-style-type: none"> • Conference with Principal/parents/other staff involved • Out of school suspension • Law enforcement referral • Outside agency referral 	<ul style="list-style-type: none"> • Principal • Social Worker • Counselor • Law enforcement • Central office personnel (if warranted) 	<ul style="list-style-type: none"> • Behavior Contract • Problem-solving conference with parents • Restricted Schedule • Conference with Social Worker/Advisor/Counselor • Restitution activities as stated in behavior contract
Level 5 (Office referral form completed and student sent to office) <ul style="list-style-type: none"> • Physical Violence causing serious bodily injury • Possession of a weapon and/or ammunition • Threat with a weapon • Repeat or escalated offenses from Level 4 	<ul style="list-style-type: none"> • Automatic out of school suspension • Law enforcement involved • Conference with parents/Principal/Social Worker/Counselor 	<ul style="list-style-type: none"> • Principal • Social Worker • Counselor • Law enforcement • Central office personnel (if warranted) 	<ul style="list-style-type: none"> • Behavior Contract • Outside Agency Referral

STUDENT HEALTH AND WELL-BEING

Insurance for Students

School insurance will be offered at the beginning of each school year. The cost is small compared to the potential cost of medical care. Children's Health Insurance Program (CHIP) is offered through the Healthy and Well Kids in Iowa program (Hawki). Hawki is the state of Iowa's medical insurance programs for uninsured children. Parents can apply for low-cost health insurance for their children through the program. The insurance is voluntary, not mandatory. Student insurance is available to cover students in all school activities.

Immunizations

Prior to starting school or transferring into the school district, students must submit a certificate of immunization as required by law. Students without a proper certificate are not allowed to attend school until they have received the required immunizations or may be admitted on the condition that the student is in the process of completing the immunization process. Should a student fail to meet the immunization requirements, this is grounds for suspension, expulsion, or denial of admission. Exemptions are recognized only for specific medical or religious purposes as recognized by the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption.

Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletic activities are required to provide the school with a physical examination form signed by the student's approved health care provider stating that the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination causes the student to be ineligible to participate in the athletic activity.

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Medication will be administered after a student's parent or guardian has provided a signed and dated written request that medication be administered. In some cases, students who have demonstrated competency in administering their own medication may do so after receipt of a written and signed statement by the student's parent or guardian. However, a student with asthma, respiratory disease, or other airway constricting diseases must be allowed to carry and self-administer their medication without showing competency as long as the school is presented with a written approval signed by both the parent or guardian and the prescribing physician. Students are not permitted to abuse their self-administered prescriptions. Those who have been found to be abusing self-administration may have the option of self-administration withdrawn if medically advisable and lawful.

Medication is held in the building nurses' office and distributed by an employee with medication administration training. Medication must be in the original container, with original label, and an instruction sheet or parental authorization that includes the student's name, medication name, directions for use and dosage, times and duration of administration, contact information of the pharmacy (if applicable), date of the prescription (if applicable), name of the physician (if applicable), potential side effects, and emergency number of the parents.

Student Illness or Injury at School

A student that becomes ill or is injured at school must notify their teacher or another employee as soon as possible. Students are encouraged to ask for a pass to see the school nurse and be assessed by her. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the student's emergency contact form. If the student is too ill to remain in school, the student will be released to the student's parents or, with the parents' permission, to another person directed by the parents.

While the school is not responsible for treating medical emergencies of an ill or injured student, employees may administer emergency or minor first aid if possible. The school will contact

emergency medical personnel, if necessary, and attempt to notify the parents where the student may have been transported for treatment.

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school provided they are able to do so, and their presence does not create a substantial risk of illness or transmission to other students or employees. The health risk to others in the school district environment will be determined on a case-by-case basis by the student's physician, a physician chosen by the school district, or public health officials. Infectious or communicable diseases include but are not limited to mumps, measles, chicken pox, etc.

Health Screenings

Great Prairie AEA provides hearing screenings throughout the school year for our students. The grade levels for hearing screening will be determined on an annual basis by the AEA. If you do not want your child's hearing tested, please notify the school nurse in writing of this request annually. The school nurse will provide that documentation to the Great Prairie AEA hearing department prior to these annual screenings.

Sexual Abuse and Physical Abuse of Students by School Employees

Howar Middle School does not tolerate physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees. Students who are physically or sexually abused by an employee should notify their parent or guardian, and report to a principal or other trusted school employee. A report may also be made directly to the Level 1 investigator.

The Iowa Department of Education has established procedures adopted by the district for investigating allegations. The procedure requires the district to identify the Level 1 investigator and Level 1 investigator alternative. Centerville Community School District's Level 1 investigator is Lauren Baker and can be contacted at 641-856-0760. Centerville Community School District's Level 1 investigator alternative is Julie Caraccio. Allegations will be handled promptly and confidentially to the maximum extent possible.

Health Education List

Centerville CSD provides the age-appropriate and research-based materials and resources maintained and found at <https://educate.iowa.gov/media/7684/download?inline=>

Health Education Lists

- Examples of age-appropriate and research-based materials and resources.
- Not intended to represent an exhaustive list
- Resources should not be considered recommendations

Health Education Resources

Centers for Disease Control and Prevention (CDC)

<https://www.cdc.gov/healthyyouth/parents/index.htm>

- Resources to engage and share with parents on a variety of health and human growth and development topics.

Iowa Department of Public Health

<https://idph.iowa.gov>

- *Resources for Child and Adolescent Health*
 - <https://idph.iowa.gov/family-health/child-health>
- *Resources for Sexual Violence Prevention*
 - https://idph.iowa.gov/disability-injury-violence-prevention/sv_prevention Iowa

Internet Crimes Against Children Task Force

<https://www.iaicac.org/Pages/resources.aspx>

- Resources for Internet exploitation prevention

Health Education Research

Iowa's Recommended Health Education Standards

<https://educateiowa.gov/pk-12/instruction/health-education>

- Iowa's Recommended Health Education Standards are the National Health Education Standards (NHES)

Centers for Disease Control and Prevention (CDC)

<https://www.cdc.gov/healthyyouth/health-education/index.htm>

- Health Education in Schools research, resources, and trainings including the Health Education Curriculum Analysis Tool (HECAT)

Society of Health and Physical Educators (SHAPE) America

<https://www.shapeamerica.org/>

- National professional organization provides research, resources, and trainings

Homeless Designation

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 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.

GUIDANCE/STUDENT ADVISORS Guidance services are available for middle school students. Students are to feel free to consult with the counselor or student advisors about any concerns: achievement, age, maturity, emotional stability, and social adjustment.

Emergency Drills

Periodically the school holds emergency drills for fire, tornado, and other threats or disasters. At the beginning of each semester students are notified by their teachers of the emergency drill procedures. Additionally, the procedures and proper exit areas are posted in each room.

Students are expected to remain quiet and orderly during a drill or an emergency. Fire alarms and other calls to alarm should be taken very seriously. Students who pull the fire alarm or call in false alarms, will be disciplined up to and including suspension or expulsion. Additionally, depending on the situation, they may be reported to local law enforcement authorities.

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.

1. Last person out of the room should shut the door.
2. Windows in all rooms should be shut by the last two students leaving the rooms.

3. 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.

Physical Restraint and Seclusion of Students

Corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools by Iowa law. Employees are prohibited from administering corporal punishment, mechanical restraint and/or prone restraint.

That said, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The school uses the least restrictive behavioral interventions appropriate for the situation.

Physical restraint or seclusion may be used for the following reasons:

- To prevent or terminate an imminent threat of bodily injury to the student or others; or
- To prevent serious damage to property of significant monetary value or significant non monetary value or importance; or
- When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
- When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
- When the physical restraint or seclusion complies with all applicable laws.

All physical restraints and seclusions will be conducted and documented in accordance with the adopted policy and state law chapter 103 - corporal punishment, physical restraint, seclusion, and other physical contact with students: Rule 281-103.7.

Evacuation

Hopefully, we will never need to take students from the immediate area. If it is necessary to evacuate the building students will be moved to a predetermined location. If it is necessary for students to be picked up at this location parents will be notified. If the emergency is canceled the students will return to school. For the safety of all the students please do not try to pick your child up before the emergency has been canceled.

STUDENT SCHOLASTIC ACHIEVEMENT

Conferences and Student Progress

Students receive progress reports in the form of report cards at the end of each nine-week grading period. Please carefully review your child's progress and contact the school if you have questions regarding grades. Students and families who have concerns about their grades should talk to their teachers to determine how they can improve performance. Teachers will be in contact with both parents and students in regards to how the student is progressing in their learning.

Mid-quarter reports to parents will be sent during the fifth week of each quarter or during the fall and spring parent/teacher conferences. . Parents also have access to student's grades on a real time basis through the Infinite Campus online program.

If parents have any concerns or questions about their child's progress, they may contact their child's teacher. Additionally, parent-teacher conferences are regularly scheduled and held near the end of the first nine weeks of school and the end of the third quarter. Additional information about conferences will be sent to the parents as that time approaches.

INFINITE CAMPUS AND PARENT CONNECT:

Our school student management system(Infinite Campus) 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 progress in school. This is a secure site and password protected. Parents will receive their password information at registration time. Login: <https://centerville.powerschool.co>

Honor Roll:

A student must maintain a 3.25 or above average in all subjects and be enrolled in five or more classes.

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 6-8 may be retained in a grade level for an additional year, the parents will be informed prior to making the retention decision. ~~Summer school is an option for students who failed to make adequate progress during the academic school year. Failure to participate in summer school and meet the expected grade level standards could result in retention.~~

AEA SERVICES:

Great Prairie AEA staff will be available to partner with district staff members to provide the best education possible for your child. Great Prairie AEA staff include, but are not limited to: audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech language pathologists. Your child's teacher may contact AEA staff for consultation, observation or interaction with your child. If you have any questions and/or concerns about these services, please call the AEA Regional Director at the GPAEA at 1-641-932-5003.

PHYSICAL EDUCATION

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

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

STUDENT ACTIVITIES & ATHLETIC CODE - GOOD CONDUCT RULE:

Centerville Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal or inappropriate. Activities include: Athletics-basketball, track, football, volleyball, wrestling, cross country, softball, baseball, and cheerleading. Clubs include: drama, jazz band, robotics club, student council and yearbook.

Academic Eligibility:

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

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

The ineligibility standard is that if a student is receiving two or more "failing" grades on the eligibility date, they become ineligible until the grade/grades are brought back up to "passing" or until new quarter begins.

Students are eligible when they have zero or only one failing grade. The grade used is the cumulative quarter grade throughout the quarter.

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

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

Extracurricular Activities

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

Study Habits

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits: 1) Come to class prepared with pencil, paper, and other necessary materials. 2) Be an active participant in class. Listen well and take part in class. 3) Ask questions to clarify problems. 4) Plan your day and schedule time for homework. 5) Use what is learned and apply it to new situations. 6) Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

Homework Policy:

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

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

Definition:

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

Student Absence:

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

~~Students who are struggling to meet the academic and behavioral standards in classrooms will be expected to participate in the after school tutoring program provided through Gear Up at the end of the day or the following day. Students will contact parents and explain why the need is present and ensure they have permission to attend and a plan for transportation following.~~

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, but it is our expectation that teachers are partners to students and parents in this process.

The student should:

- Know the school's homework and planner use policies.
- Record all assignments in their planner.
- Be aware of the importance of homework.
- Ensure homework is completed to the best of his/her ability.
- Complete homework in the given time frame.
- Manage time on projects and studying.
- Ask for assistance from teachers, classmates and parents/guardians as needed.

The teacher/staff should:

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

The parent/guardian should:

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

Testing/Survey Programs

Students undergo standardized testing annually. These tests are used to determine academic progress for individual students, for groups of students, and for the school district and to comply with state law. Students may be excused from testing for certain reasons by contacting the Howar Middle School Principal.

ISASP- Tests are administered to all students annually in Grades 6-8. These tests are given in the spring and the results are available to parents following the return of the test data .

OTHER ASSESSMENTS MAY INCLUDE-

AEA-GREAT PRAIRIE – Assessments and probes, as needed to serve students' needs.

FAST – Reading and Math screeners that give teachers feedback on individual student needs and allow for more support to achieve the standards at specific grade levels.

TAG

Students are identified for Talented and Gifted programming (TAG) services through multiple measures. Parents will be communicated with in advance of their child's participation in the screening process and the outcome of their child's screening results. The TAG identification plan for the Howar Middle School is in our district-wide TAG plan.

Health Education Program for Students

Howar Middle School provides instruction in health education in compliance with the Iowa Department of Education's Human Growth and Development Education requirements adapted appropriately for each grade level. Human Growth and Development instruction is provided by medical staff and the counselors that serve our building.

Upon request, parents may review the health education curriculum prior to their use. Parents who object to the health education instruction in human growth and development may file a written request that the student be excused from the instruction. Written requests must include a proposed alternative activity or study that is subject to the approval of the Howar Middle School administrative staff. Parents who wish to review or file a written request must contact the Howar Principal..

Awards

Students receive special recognition at the school through a variety of awards programs. These awards are intended to promote and recognize academic skills, athletic achievement, and various aspects of good citizenship. Teachers and parents are expected to promote these awards as an encouragement and an incentive towards special effort and achievement by the students. An assembly is held near the end of each school year for the presentation of these awards.

STUDENT ACTIVITIES

Assemblies

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, cultural presentations, and professional speakers. There is often a significant investment in time and money in preparation for an assembly program. Special attention to etiquette and good citizenship is expected of all students. Students not able to attend assemblies must report to the Howar Middle School office.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Parents will receive notices of field trips well in advance of the scheduled trip date and may be asked to sign field trip permission forms. Appropriate school attire is expected on field trips. It is an extension of the classroom so school wide rules are still in place.

Student Government

Howar Middle School has a very active and effective student council for students in Grades 6-8. Student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals for personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

Elections for student council are held in the Spring and Fall. . Students who decide they would like to run for a student council or other officer position should contact the student council advisor for more information regarding qualification, expectations, roles of an elected official, the election process and other relevant information.

Student Funds and Fundraising

Students may raise funds for school activities upon approval of Howar Middle School administration at least one week prior to the fundraising event. Funds raised remain in the control of the school district and the board. Curriculum related student organizations must have the approval of the Howar Middle School administration prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the Howar Middle School administration prior to selecting a gift.

School Pictures

Individual student pictures will be taken early in the school year. Within six weeks of the photography session the pictures will be available. Class composites will also be made available to all students at no charge. Casual photos will be available for students in the spring.

STUDENT RECORDS AND INSTRUCTIONAL MATERIALS

Student Records; Family Educational Rights and Privacy Act Notice (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA) student records containing personally identifiable information, except for directory information, are considered education records and are confidential. For a complete copy of Centerville School District's policy on education records and other related information and procedures contact the Superintendent's office..

FERPA affords parents and students over the age of 18 (eligible students) certain rights with respect to a student's education records. These rights are:

1. Right to inspect and review the student's education record.
2. Right to seek amendment(s) of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent.
3. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the law. Complaints should be made to the following:

Student Privacy Policy Office
US Department of Education
400 Maryland Avenue
Washington, DC 20202-8520

[File a Complaint | Protecting Student Privacy \(ed.gov\)](#)

Student Directory Information

Under FERPA, there is certain information that is contained in a student's education files that may be released to the public without prior consent from the parent or eligible student. This information is called directory information and is generally not considered harmful or invasive. Directory information shall include, but not be limited to: the student's name, address, telephone number, date and place of birth, dates of attendance, and other similar information.

Parents and eligible students may restrict the disclosure of directory information by making the request in writing. Written requests should be turned into Lakeview Elementary administration by September 1st of the current school year.

Release of Roster Information

Each year we ask parents to fill out a new information sheet. This information is used to up-date permanent records. In the best interest of our students we use great discretion in releasing this information. Parents may sign a form requesting that we not release roster information concerning their children.

Student Photos

Centerville Community School District allows for school photos to be taken by a commercial photographer. Prior to students' photos being taken, students and students' parents will be notified. Photos taken will be included in the yearbook and other student publications., unless parents or students request otherwise.

Student Disclosure of Identity

Students may make a request to a licensed employee to accommodate gender identity, name, or pronoun that is different from what was assigned to the student in the student's registration forms or records. Should a student make this request, licensed employees are required to report the request to Howar Middle School administration. Howar Middle School administration will contact the student's parents/guardian regarding the request. These procedures must also be applied to nicknames.

Student Legal Status

If a student's legal status, such as a student's name or the student's custodial arrangement, should change, the parent must notify the district. These changes are important to keep up-to-date to ensure that the school district is maintaining a current and accurate student record.

School Library

Centerville Community School District maintains a school library for use by employees and students during the school day. Materials maintained in the library are consistent with all applicable laws and board policy. All parents and guardians of students enrolled in the district have access to the online catalog on the district website.

The library is open during the school day. Students using the library are expected to use classroom decorum and follow all school district policies, rules, and regulations. The library staff reserves the right to send any student who is creating a disturbance back to the classroom.

Library materials may be checked out for up to two weeks and at that time must either be renewed or returned. Students who wish to check out library materials must follow proper procedures. Students are allowed to check out one or two of library materials at a time unless given explicit written permission from the librarian to check out more.

Requests from parents or guardians to prohibit their enrolled student from accessing specific library material must be directed to the school principal.

Inspection of Instructional Materials

Parents and other members of the school district community may view the instructional materials used by the students upon request. Copies may be obtained according to board policy 605.3. Tests and assessment materials are only available for inspection with the consent of the Middle School administration. Persons wishing to view instructional materials or to express concerns about instructional materials should contact Howar Middle School administration.

Should a parent or other members of the school district community have any objections regarding instructional materials, they may contact Howar Middle School administration who will provide all necessary forms, or they may access the objection forms through the school district's policy 605.3.

MISCELLANEOUS

Special Education Service Delivery Model

To access the Centerville Community School District Special Education Service Delivery plan visit the district website.

Student Guidance and Counseling Program

Howar Middle School maintains a Counselor that provides certain services that assist students with their personal, educational and career development. Confidentiality is maintained by the employees involved in the program to the extent the law allows. A Counselor and Regulate and Return Coach, as well as a school social worker are available to help students with social problems, personal problems, and crisis situations. Students and families are encouraged to make use of these professional services by arranging for an appointment by contacting the school or the counselor directly.

Great Prairie AEA

Great Prairie AEA staff will be available to partner with district staff members to provide the best education possible for your child. These 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 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 AEA Regional Special Education Consultant at the AEA at 641-682-8591.

Visitors/Guests

Visitors are welcome to Howar Middle School under certain circumstances. Visitor parking is located in the front parking lot. Board of Education policy requires visitors to check in at the secretary's office when visiting. Visitors are encouraged to call in advance of a visit to avoid conflicts with schedules, testing, etc. Student visitors are not permitted unless accompanied by an adult or invited by the classroom teacher as a part of their class activities. Remember that very young visitors are often disruptive to the educational environment.

Substitute Teachers

A substitute teacher will periodically teach every student. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Our substitutes are highly qualified teachers, who we expect to carry out the classroom teachers' plans. With this expectation, we also expect students to uphold their classroom behavior in the absence of the teacher.

School Nutrition Program and Free and Reduced Lunch

Howar Middle School operates a school nutrition program out of the school cafeteria. Students may either bring their own meals or purchase meals through the school. Free and reduced lunch is available to those who qualify and may require those services. For more information and forms contact Howar Middle School Administration.

The Centerville Department of Food and Nutrition uses the Lunch Cashier Computerized System to keep track of family meal accounts. Confidentiality continues to be one of our main goals and this program allows maximum confidentiality for all families, whether paid, reduced, or free.

Each student has a four-digit lunch ID number; students use their lunch ID number whenever they purchase items in the cafeteria.

The cashier system will enable parents to write one check that will be deposited into a family account. Please write the student's name and lunch ID number on the payment.

When a student's account reaches a low balance, a reminder will be sent home with the student. Remember that this is not a charge account. Accounts are to be prepaid.

Breakfast

Breakfast is served between 7:30 to 7:55 am.

Hot Lunch

A student must take three of the five components: meat/meat alternate, fruit, vegetable, bread, and milk. To vary from this regulation a written letter from a qualified medical doctor specifying the food(s) the child cannot eat must be on file. This is done only in extreme cases of the child being allergic to specific foods. If a child is eating hot lunch, they cannot supplement the offered foods.

Healthy Kids Act

The Healthy Kids Act was enacted on July 1, 2009. All food sold in ala Carte, vending machines and fund raisers during the school day must pass Healthy Kids Act Lunch Program content standards. Our lunch programs, physical activities and fundraisers follow these guidelines.

Buses and Other School District Vehicles

Buses and other school district vehicles ("vehicles") are primarily used to transport students to and from school. Appropriate classroom conduct is to be observed by students while riding the vehicle except for ordinary, appropriate conversation. Students are responsible to the driver, chaperone and/or sponsor while on the school district vehicle, loading, or unloading or leaving the vehicle. The driver may discipline the student and may notify the principal of inappropriate conduct. All people riding school district vehicles to and from the school, extracurricular activities, or any other destination must comply with the law and school district policies, rules, and regulations. Parents who wish to make requests for changes in routes or stops should contact the Director of Transportation. Students and parents are encouraged to notify the school immediately of any safety hazards, which they have observed during bus operations.

Bus Safety

All students riding a bus are subject to the following regulations. Any misbehavior, which distracts the driver, is a hazard to the safe operation of the vehicle and jeopardizes the safety of the passengers.

Every school bus and driver has been supplied with the School Bus Incident Reporting System, which reflects the rules of student conduct. Rules are posted at the front of each bus. Students will be cited for the following activities:

Failure to remain seated	Refusing to obey Driver
Fighting	Profanity
Lighting matches (lighter)	Use or possession of Tobacco
Throwing objects out of bus	Hanging out of window
Spitting	Disobeying Bus Monitor
Bothering others (Disrespectful)	Vandalism
Eating or Drinking	Other Illegal Acts
Throwing objects on bus	Other inappropriate behavior

Within three days of your child being reported for any founded violation, the Director of Transportation or designee will take the disciplinary actions outlined below. Parents will be notified of any disciplinary action by the Director of Transportation or designee. More serious offenses, as decided by the school bus driver and described below, may result in immediate suspension of riding privileges.

To ensure addressing the discipline concern promptly, conferences must be arranged within three school days of the report being filed. If a family does not have a home phone, the emergency number or contact person listed on the student's school records will be contacted to establish the conference.

First Citation

Conference may consist of the Director of Transportation or designee, student, parent(s) and within 5 days from when the report is filed. If the conference is not held within 5 school days, unless the delay is wholly caused by school personnel, the student will not ride the school bus until the conference is held.

Second Citation

Suspension of riding privileges for one to four days.

Third Citation

Suspension of riding privileges for five school days or more as determined by the Principal and the 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.

More Serious Offenses

Could include but are not limited to any of the violations listed in the violations' section. In addition to the offenses listed above, a student receiving a second citation before the first citation is resolved, will lose riding privileges until both citations are resolved. This provision of the rules is intended to allow the immediate suspension of riding privileges for students whose behavior distracts the driver and/or increases the danger to the bus, the driver, or to other students.

The Centerville Community School District Board of Education has authorized the use of video cameras on some school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The contents of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Videotaped record of the student misbehavior is not required for the student to be determined to have violated the school rules.

District Owned Recording Devices

The Centerville Community School District Board of Directors has authorized the use of recording devices on school district owned property to the extent permitted by law. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and may be retained with other student records. Recordings may be routinely recorded over and only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration.

Parent Volunteers

Howar Middle School considers its parent volunteers as a very special resource. Parents are encouraged to help in all classrooms, programs and extracurricular activities. Please contact the Principal/Teacher if you have time you can share to make our school a better place for students to learn and grow. There is a formal paperwork process that must be completed prior and have school board approval. The approval is good for 1 year; at which time the process must be repeated.

School Announcements

Special announcements are made before school begins and before dismissal. Parents need to call the building secretary as early as possible to ensure there is time for the message to be recorded and announced.

Lost and Found

Lost and found articles are brought to the secretary's office in each building. Students are to turn into the office any articles they might find. Those items which are not claimed by the end of the school year may be discarded or donated to charity.

Artificial Intelligence

Use of Artificial Intelligence (AI) in research and graded work by students must include proper source citations. Copyright protections must be strictly adhered to. Students who fail to comply with these requirements may face discipline as stated in relevant district policies.

Prior to using AI tools, classroom teachers will inform the students how AI tools may be used to engage in and complete educational tasks and assignments. Classroom teachers are trained in the use of AI tools and how to implement them appropriately in the classroom. Classroom teachers will establish appropriate parameters for AI tool usage and will monitor student use of AI tools as appropriate. Students are expected to abide by their classroom teachers' rules.

Students will not use AI tools to access or create information that is discriminatory, constitutes bullying or harassment, shares confidential or personally identifiable information of others, or access or create material that is harmful to minors, obscene, or child pornography. Any violation may result in the loss of access to the AI tool, and further discipline as appropriate.

Citizenship

Being a citizen of the United States, of Iowa, and of the school district community entitles students to special privileges and protections as well as requires students to assume civic, economic and social responsibilities and to participate in their country, state, and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students will have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state, and school district community. As part of this learning opportunity students are instructed in the elements of good citizenship and the role quality citizens play in their country, state, and school district community.

Multicultural, Gender Fair

Board Policy 603.13 Multicultural Gender Fair Program, "Children enrolled in school shall have an equal opportunity for a quality public education without discrimination regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, ability, sexual orientation, gender identity or disability.

The program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of and respect for appreciation from the historical and contemporary contributions of diverse cultural groups, as well as men and women to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

School Supplies

Lists will be provided at the time of registration. Please label all school supplies, lunch boxes, gym shoes, coats, sweaters, and hats. Please keep school supplies replenished throughout the school year. School supplies can be purchased in a kit on the Howar facebook page. They will be sent to the school and will be waiting for your student.

SCHOOL RULES

Admission and Attendance

Special education programs and services will be provided for all children requiring special education. When students are transferring from another school, parents should arrange to provide copies of their academic record to insure their admission to the proper classes. Final admissions will not be made until a thorough evaluation of student records can be reviewed.

Communications To and From the School

When sending a note or money to the school, the student should receive clear instruction from the parents about who the appropriate person is to receive the note or money. The district will not be responsible for money that may be lost or stolen when sent to school with a student. Additionally, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school. Parents are responsible for knowing the contents of the notes or papers sent home.

Cafeteria Rules

The same general rules for behavior apply in the cafeteria as in the classroom. Students are to speak in respectful voices in line and keep hands to themselves. Students are not allowed to save places in line or at the tables. Students may leave their table only when excused. Due to health reasons students are not able to share their food.

Food and Drinks

Food and drinks are not to be carried throughout the school. They are restricted to the cafeteria. The presence of food and drink in the classroom is very disruptive and causes a considerable litter problem. Students are expected to cooperate with this policy at all times, unless the Principal grants permission for a variation.

Flowers, Balloons and Gifts

Deliveries to students, such as flowers, gifts, and balloons will not be taken to classrooms. Students will be notified of the deliveries and can pick them up in the office after dismissal. All flowers and plants should be in unbreakable containers. Students riding a bus will not be allowed to take flowers or balloons on the bus.

Distribution of Materials

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material directly to the building principal at least 48 hours in advance of desired distribution time. Specific guidelines can be found in Board Policy 502.12R, available in the office.

Pets

No pets, of any kind, are allowed at school without permission. Teachers may give special permission for pets to be brought to school as part of a special display or activity. However, under no circumstances is a potentially dangerous pet to be brought to school. Pets need to be up to date on all shots and provide evidence of shots. Live animals are permitted in school facilities only for educational purposes and within the following guidelines: a. Advance teacher permission is attained. b. The animal is brought to school by the parent or owner. c. The animal is supervised by the parent or owner during the classroom visit. d. The animal doesn't present a hazard to the health and welfare of students or staff. e. The animal is removed from the facility as soon as the visitation is completed. Animals are not permitted to travel on school buses.

Solicitations

Students will not be soliciting for money unless the principal has approved the project.

Loitering

Students should leave the school and school grounds promptly after classes or activities are dismissed. There is to be no unnecessary "hanging" around" before school, between classes, or after school. Non-students are not permitted on the grounds at any time during the school day unless they have special permission.

School Telephones

The school telephones are for business purposes. Personal usage of the telephones is discouraged. If a student must be contacted at school, please leave a message with the secretary rather than calling the student to the phone. Most teachers have voicemail but parents should leave urgent messages with the secretary.

Walking Students

Students who walk to school should come straight to school, remain on sidewalks at all times and cross only at designated crosswalks. Remember the safety rules: Walk with a friend and never accept a ride with a stranger.

Building Security

During the school day outside classroom wing doors are locked as well as the front doors. All visitors and parents must enter through the main doors and sign in and out at the school office. The public access to the community walking track is ONLY available during non-school hours.

Student Transportation/Dismissal

Students who are going home other than the way they normally do must have a parent call the Howar office. At the end of the day, the office staff will call students to the office and give them a written message or bus pass reflecting the information shared during the parent/guardian call. If a student is riding a bus rather than the one they are assigned to, a bus pass will be issued to them and they must give that to the driver prior to getting on the bus. Parents must call into the Howar office when their child is to go home with another child, be picked up by other adults, or go to someone else's home. Without a note, the child will be expected to return home in their typical routine. In the interest of student safety, everyone must follow this procedure

After School Activities

A variety of after school activities are available for student involvement. We encourage all students to become involved. Information will be sent home about each activity for which students may register. Permission slips are required for participation and a material or usage fee may be charged. (If this is a burden and would prohibit your child from participating, please reach out to Mrs. Schofield, Howar Principal, for information on the grant process). Parents are responsible for picking students up following the after school activities.

Student Valuables

Common sense is the best guide in determining whether or not to bring personal possessions to school. The school administrators and staff will not be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by leaving them at the main office.

Skateboards/Scooters/Rollerblades/Shoe Skates

Centerville ordinances require the registration of all bicycles. In addition, students should record their bicycle serial numbers. The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bikes by requiring them to be properly parked in the school bike racks. (Code No. 502.3) Students who ride bicycles to school are expected to abide by local traffic laws and practice bicycle safety. Upon arriving at the school grounds the bicycle is to be parked in the bicycle rack and is to remain there until the student goes home. Bicycle racks are in the lower lot. Bicycles are not to be ridden during the regular school day. Rollerblades, roller skates, skateboards, scooters, and snowboards should be used to get back and forth to school and should not be brought into the school building at any time. The moped parking area will be in the lower parking lot or back parking lot. Students are asked to lock their bicycles and mopeds.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received or can access a copy of the Howar Middle School Student Handbook available at <https://www.centervilleschools.org/>. I understand the student handbook contains important information. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult the Howar Middle School Principal with any questions I have about the contents of the student handbook.

I understand that the student handbook is a general source of information and may not include every possible situation that may arise.

Parent's Signature Date

Parent's Name (Printed)