Centerville High School

Student Handbook

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

Board of Education
Mike Thomas, President
Mike Moore, Vice President
Kevin Wiskus
Tim Burger
Derek Carter
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Mark Taylor, Superintendent
Jennifer Donels, Principal
Jarred Johnston, Assistant Principal/
Activities Director

Administrative Assistants
Ashley Kaleponi
Robin Houck
Melissa Arnevik

Revised July 2025

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OPENING STATEMENT

Welcome Letter

CHS Students,

Welcome to the 2025-26 school year. We are happy to have you as a student here at Centerville High School. Our goal is to provide each student with a high quality education that best prepares them for success beyond high school. We are here to support you as you grow and develop.

This handbook will provide you with information, expectations, and guidance as you navigate CHS. The content of this handbook aligns with Centerville School Board Policy and state requirements. It will be helpful to not only read the handbook, but to keep it for future reference. If you have any questions regarding the handbook, please contact the high school office for clarification.

We are looking forward to a great year,

CHS Staff

School District Mission Statement, Vision Statement, Educational Goals, and Expected Outcomes

Centerville Community School District Vision:

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

Centerville Community School District Core Values:

Trust	**Hope & Optimism**
Respect	**Integrity**
Caring Relationships	**Leadership**

School Song, School Colors, and School Mascot

School Song: Scarlet and Black

School Mascot: Big Reds

Staff

Ashley Adams	ACC Assistant	Brian Koehler	PE/Weights Teacher
Jennie Castor	ACC Assistant	Daniel Hargrave	PE Teacher
April Maldonado	ACC Teacher	Jennifer Donels	Principal
Pacey Hawkins	Ag Teacher	Liz Harvey	School Nurse
Randy Marcussen	Art Teacher	Janae Crabtree	Science Teacher
Jarred Johnston	Assistant Principal/ Athletic Director	Jennifer Hand	Science Teacher
Melissa Arnevik	Activities Secretary	Ana Lanphier	Science Teacher
Jason Reed	Attendance Coordinator	Brian Wilcox	Social Studies Teacher
		Ryan Wagner	Social Studies Teacher
Tyler Morgan	Band Teacher	Ryan Conrad	Social Studies Teacher
Elizabeth Weinberg	Business Teacher	Meagan Vos	Spanish Teacher
Jill Whisler	CCTC-Indian HIlls	Tye Oden	Special Education Teacher
Camie Hill	ELA Teacher	Matt Kovacevich	Special Education Teacher
Carissa Marshall	ELA Teacher	Missy Cisler	Special Education Teacher
Mary Taylor	ELA Teacher	Emily Kozak	Student Advisor
Kele Cossel	FCS Teacher	Marissa Belarmino	Study Hall Supervisor
	FCS Teacher	Tara Terrones	TAG Teacher
Robin Spurgeon	Guidance Counselor	Molly Van Roekel	Upward Bound (IHCC)
Robin Houck	Guidance Secretary	Christopher McCutchen	Vocal Music Teacher
Elizabeth Hargrave	iJAG		
Mark Whisler	Industrial Arts Teacher		
Steve Benz	Industrial Arts Teacher		
Jennifer Benz	Instructional Coach		
McKinley Lain	Math Teacher		
Catherine Lechtenberg	Math Teacher		
Patricia Babbitt	Math Teacher		
Cameron Oehler	IT Director		
Cristi Clark	Paraeducator		
Leanne Mulcahy	Paraeducator		
Nancy Gee	Paraeducator		
Ogie McClure	Paraeducator		
Nic Belloma	PE/Health Teacher		

Definitions

"The district" means **Centerville Community School District**

"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.

It is the policy of Centerville Community School District not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, religion, creed, sexual orientation, age (for employment), and actual or potential family, parental, or marital status (for programs). If you have a question or complaint related to this policy, or for information about the district's grievance procedures, please contact Julie Mihalovich, District Equity Coordinator, 634 North Main Street, Centerville, IA 52544, (641)856-0601, julie.mihalovich@centervillek12.org or the Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695, FAX: (303) 844-4303, TDD: (800) 877-8339, Email: OCR.Denver@ed.gov.

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.

Daily Academic Schedule

	Normal	
Period	**From**	**To**
First	8:00	8:45
Second	8:49	9:33
Third	9:37	10:21
Advisory	10:25	10:50
Fourth	10:54	11:39
Fifth	11:43	12:54
1st Lunch	11:39	12:06
2nd Lunch	12:27	12:54
Sixth	12:58	1:43
Seventh	1:47	2:32
Eighth	2:36	3:20

1 Hour	Early Out	
Period	**From**	**To**
First	8:00	8:39
Second	8:43	9:22
Third	9:26	10:05
Fourth	10:09	10:49
Sixth	10:53	11:33
Fifth	11:37	12:52
1st Lunch	11:37	12:04
2nd Lunch	12:25	12:52
Seventh	12:56	1:36
Eighth	1:40	2:20

2	Hours Late	
Period	**From**	**To**
First	10:00	10:34
Second	10:38	11:12
Third	11:16	11:50
Fifth	11:54	12:48
1st Lunch	11:44	12:14
2nd Lunch	12:28	12:48
Fourth	12:52	1:26
Sixth	1:30	2:04
Seventh	2:08	2:42
Eighth	2:46	3:20

2 Hour	Early Out	
Period	**From**	**To**
First	8:00	8:34
Second	8:38	9:12
Third	9:16	9:50
Fourth	9:54	10:28
Sixth	10:32	11:06
Seventh	11:10	11:44
Fifth	11:48	12:42
1st Lunch	11:48	12:08
2nd Lunch	12:22	12:42
Eighth	12:46	1:20

School Day – Arrival and Departure

1st Period begins at 8:00 am and 8th Period ends at 3:20 pm on regular school days. Students arriving after 8:00 am will be considered tardy. Students leaving before 3:20 pm will be considered truant unless prior arrangements and approval have been made.

Students that arrive before 8:00 am may wait in the cafeteria.

School Calendar

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

Centerville Community School District's school calendar may be subject to change throughout the school year due to weather, emergencies, or other reasons

Closed Campus Lunch

Centerville High School students have closed campus lunch. Students must remain in the cafeteria during their assigned lunch period. All food and beverages must remain in the cafeteria at all times.

No food or drink deliveries (unless by a parent) are allowed for any student during the school day.

Student Attendance

Students must attend school for the number of days or 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 Centerville Community School District's education program and accomplish the student's educational objectives.

Although Centerville Community School District believes that traditional, in-person school attendance leads to the greatest learning opportunities for students, there may be rare and unusual circumstances created by public emergencies declared by state or local officials which temporarily prevent students from attending traditional, in-person school. In such cases, the superintendent will have discretion to make reasonable accommodations for students on a case-by-case basis, to attend school through remote learning opportunities. Attendance will still be taken during these remote learning experiences.

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 main office. If the student is returning to school during the school day, the student must check in at the main office for a 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.

Leaving the High School Building

If a student needs to leave the building for any reason other than class during the school day, permission must be gained through the office and a parent must be notified. Before exiting the building all students are required to check out at the main office. Failure to secure permission will result in a truancy in each of the classes missed. (*Policy reference 501.1)*

Excused Absences

Students or Parents of minor students who know they will be absent must notify the high school office in advance of the absence***.*** Absences approved by administration are considered automatically excused absences. Excused absences include but are not limited to ***personal illness verified by a doctor's excuse, professional appointments accompanied by an office card indicating the time and date of the appointment, school activities, recognized religious observances, and any other absence the administration deems documented and reasonable.***. It is the student's responsibility to make up any classroom work or required assignments.

If advance notification is not possible, parents must notify the High School Office on the day of the absence prior to 9:00 am. If notification is not received, the office will attempt to contact the parent. Before a student is re-admitted to class after checking in at the main office upon returning from an absence without prior notice, the district may require a note from the provider.

Unexcused Absences

Unexcused absences are absences that have not received prior approval and in which a student is absent without a reasonable excuse, as determined by the administration. Unexcused absences include but are not limited to ***all absences that occur when a student leaves school without prior approval, a student is absent from school with no contact from a parent, absences for personal reasons (shopping, hunting, vacations, any absence that is not determined to be excused.*** An unexcused absence may become an excused absence should a parent or student offer a reasonable excuse. Reasonable excuses include ***family emergencies, family medical issues, & others as determined by the administration.***

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

Truancy

Truancy is defined as absence from school without permission of the parent or the school. When a student is absent from or leaves a class without permission, but remains in the building, the student will be considered truant. Truancy may carry loss of credit and the staff may require the student to do additional work or make up additional time. In addition, detention or suspension from school may be administered.

Truancy may be subject to disciplinary action as follows:

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

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

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

School Authorized Absence

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

Extra-Curricular Activities/Attendance Requirements

A student who is going to miss a class for a performance, scheduled contest, program or trip should turn in assignments to the involved teacher in advance or make special arrangements for such assignments with the involved teacher. A student should be in school-at least half of the day (periods 5th-8th) of a practice, performance, scheduled contest, program or trip if the student expects to participate. Any exception should be cleared through the administration one day prior to the event/activity if possible**.** Any student removed from a class or study hall or who has been truant for any part of the school day will not be allowed to participate in any
extra-curricular activities that day. **(***Policy reference 503.5-R-4)*

Ill in the Restroom

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

Make-up Work

The student will be given at least one more day than the total number of days of absence in order to complete the make-up work. All work missed shall be given full credit provided it is completed within the allotted time.

Tardies

Any student arriving to class after the bell has stopped ringing is considered tardy.
A student who is late for class but arrives within five (5) minutes of the start of the class without a pass is considered tardy. Teachers are responsible for counting students tardy when taking attendance.
A student who arrives after five (5) minutes must have a pass or will be considered absent. Additionally, if a student arrives to class more than 15 minutes late it will be considered an absence even if the student has a pass.The absence will be marked by the office either excused or unexcused in accordance with the absence policy.

When **5** tardies are accumulated in one class the student may receive a detention from the teacher and/or be referred to the office.

Excessive Absence Plan

The Centerville School Board has limited the number of days a student can be absent from school to ten (10) days or the equivalent of ten (10) unexcused days of absence during a semester. Students are placed in the Centerville Attendance Assurance Program after they reach five (5) unexcused days of absence. (Board Policy 501.10)

Notification of the Number of Days of Absence

Parents or guardians will be notified when a student has missed the equivalent of five (5) unexcused days of absence from school. Parents or guardians will be notified when a student misses the equivalent of eight (8) unexcused days of absence. Parents will also be notified when a student misses the equivalent of ten (10) unexcused days.(Board Policy 501.10)

Notification of the Number of Periods of Absence

When a student misses twenty (20) unexcused periods of absence in a class, the student may not receive credit for that class. An alternative plan may be developed for the student to earn credit.

Centerville Attendance Assurance Program

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

Step 2: The parent or guardian will be notified when the student misses the equivalent of eight (8) days of unexcused absence. The parent or guardian will also be notified if the student has three (3) incidents of truancy. A meeting will be scheduled with the student's parent(s), legal guardian, or actual custodian and school administration to develop an acceptable plan to improve attendance for the remainder of the semester. After the meeting a written plan will be placed in the student's file.

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

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

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.

College Visits

Juniors and Senior students are encouraged to visit college campuses on weekends or school holidays. However, if visits cannot be scheduled at those times, ***juniors and seniors*** may be excused for up to ***2*** days to visit college campuses as approved by ***the High School Counselor*** when accompanied by a note signed by the student's parent.

Early Release During School Hours

This option is for second semester Juniors and Seniors. Students electing a reduced schedule should make sure eligibility requirements are being met. See the explanation under class load. The criteria for a reduced schedule follows: (Board Policy 501.1)

1. The students must apply to the CHS Principal for permission and have parent consent.
2. A senior must have earned 36 credits if applying for a reduced schedule after 6 semesters, or 42 credits if applying for a reduced schedule after 7 semesters. Second semester juniors must have 30 credits to apply for a reduced schedule.
3. Students must have had no truancies, have passed all classes, and less than 9 days of unexcused absences in the semester before applying for a reduced schedule. Students who qualify for a reduced schedule who incur a truancy after receiving their approval will have their privilege revoked immediately. Students, who are, at any time, failing any class, will have their privilege revoked until they are again passing all coursework. The Principal has the right to revoke this privilege at any time for up to the rest of the school year for serious behavior concerns.
4. Students seeking a waiver of the criteria must do so by appearing before the Centerville School Board.
5. Reduced schedules will only be allowed at the beginning or end of the day. Example: Senior is enrolled in classes 2-8 and is open 1st and has a study hall 5th. That student can arrive at the beginning of 2nd period and remain in school until the end of 8th. The student must attend class 5th hour. This is to avoid students coming and going. Once you are at school you remain at school. Extenuating circumstances would include leaving campus for work study or college classes.

Any students desiring a reduced schedule must receive approval by the High School Administrator.

Inclement Weather

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 is true should school be canceled or experience an early out.

Student Appearance

Centerville High 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. Centerville School District 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.

Students should not wear clothing that displays undergarments. Tops that are not full length and expose any part of the midriff or large areas of the back and front are not acceptable. Shirts, pants, shorts and skirts should not be torn or expose a student beyond a level of decency as defined by the school.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. Clothing or other apparel promoting products or activities that are illegal for minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed when in the judgment of the High School Administration.

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 principal who will determine appropriate consequences in accordance with district adopted disciplinary policies and procedures. (Policy reference 502.1.)

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. Centerville High 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.

Students are provided a school padlock. Non-school locks will be cut off and thrown away. The cost of an additional lock is $5.00.

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

Student 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

Centerville Community School District believes that in order 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 pursuant to constitutional protections and state and federal law. A student and protected student areas may be searched without a search warrant based on a reasonable and articulable suspicion that a law and/or school district policy, rule, or 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.

Personal Searches

A student's person and protected student areas may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal, unauthorized, or contraband materials or has violated law or school district policy, rule, or regulations. A student means a student's person. Student-protected areas are a student's personal effects which include but are not limited to backpacks, satchels, purses, gym bags, etc.

Personally intrusive searches of the student's body require more compelling circumstances to be considered reasonable. If a pat-down or search of student's garments such as jackets, socks, pockets etc., is conducted, it must be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's person and personal effects, is permissible in emergency situations when the health and safety of students, employees or visitors are threatened with imminent harm. This emergency-induced search can only be conducted by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by delay.

Lockers and Desks

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the district. The school district has a reasonable and valid interest in ensuring the lockers, desks, and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections and students do not have a legitimate expectation of privacy in the locker, desk, or other space. Any illegal, unauthorized, or contraband materials discovered will be confiscated by school authorities and may be turned over to law enforcement.

Motor Vehicle

Students are permitted to park on school premises as a matter of privilege and not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's vehicle on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

Seizure

School authorities may seize any illegal, unauthorized, or contraband materials discovered in a search. Such items are not to be possessed by a student while they are on school district property, on property within the jurisdiction of the school district, while on school-owned or school-operated 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 district. Possession of such items will result in disciplinary action including suspension or expulsion and may be reported to law enforcement. *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 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 pay restitution for the damages incurred. In addition the administration will determine if these acts result in a Good Conduct violation. 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 the High School Principal 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 ***[504.3}.***

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 the High School Administration.

Student Expression

Centerville Community School District 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.

Centerville Community School District 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 Publication

Students may produce official school district publications as part of the curriculum under the supervision of Centerville High School Teachers**.** Student-produced official school publications include material produced in journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee. Students cannot express, publish, or distribute in an official school district publication material that is obscene, libelous or slanderous, encourages students to commit unlawful acts, violates school district policies, rules or regulations, or causes a material and substantial disruption of the orderly operation of the school as required by Iowa law. It is the responsibility of the Centerville High School Yearbook Instructor to maintain professional standards of English and journalism and comply with the law.

Should a student believe they have been unreasonably restricted in their exercise of expression through publication, they should follow the complaint procedure as outlined in the Student Complaint/Grievances portion of the student handbook.

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. 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 charted 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 may be notified.

Internet

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.

Chromebooks

Students are required to use the CCSD issued Chromebook as their computer device during the school day. Personal computers will not be allowed unless previously approved by the principal due to specific class requirements.

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

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

Electronic/Technological Devices

Personal electronic/technological devices include but are not limited to cell phones, headphones, earbuds, radios, etc. These devices are only permitted for use prior to the start of the school day, between classes, during lunch, and at the conclusion of the school day. Should a student be found using a device outside of the permitted times, it may be confiscated. The confiscated device will be returned at the end of the school day or period. Should a student continue to violate these rules, the device may be required to be confiscated at the start of the school day and returned at the end of the school day for a certain designated time. There may be circumstances in which a student may need their devices during the restricted usage times. Devices may be used in these certain circumstances with permission from the high school administration.

Students are expected to refrain from using their devices for non-academic purposes. Misuse of devices include but are not limited to taking photos in the locker room or restroom, using a device to cheat, using a device to incite violence, using a device to bully, harass, threaten, or intimidate another person, to disseminate inappropriate photos or other restricted material, etc. Should a device be misused, a student may face disciplinary measures up to and including suspension and expulsion. Depending on the severity of the misuse, local law enforcement authorities may be contacted.

Electronic Device (Cell Phone) Consequences

1st Offense: Device will be confiscated by the student's teacher or other district personnel for the remainder of the class period. The device will be returned to the student at the conclusion of the period.

2nd Offense: Device will be confiscated by the student's teacher or other district personnel and taken to the main office for the remainder of the day. The student will contact his or her parent/guardian to inform them of this warning and that on the next offense a parent/guardian will be required to pick up the phone.

3rd Offense:
Device will be confiscated by the student's teacher or other district personnel and taken to the main office for the remainder of the day. The student's parent/guardian must pick up the device from the main office.

Continued violation of the electronic device policy may result in suspension and/or referral to the school board for expulsion.

Use of Motor Vehicles

Driving a motor vehicle to and parking it at the school is a privilege. Students who have a valid permit are allowed to drive and park a motor vehicle at the school in the student parking designated area located in the gravel lot Southwest of the school. *(Student parking locations may change throughout the school year due to the current construction in the 2024-25 school year.)* Students will be required to provide information to the office regarding vehicle description and license plate number. Students are to drive and park their motor vehicles for the purpose of attending school or extracurricular activities. Students may not loiter, or be in their vehicle during the school day, unless granted permission from the high school administration. Students will leave the school when there is no longer a legitimate reason for the students to be at the school.

In accordance with state traffic laws, students who live within one mile of the school, and would not otherwise be eligible for a student driving permit, may still be eligible for student driving permit for driving to and from school, school activities and practices, if the student is engaged in an extracurricular activity that takes place at least one mile from the student's home address.

Students must comply with the school rules and regulations for driving and parking a motor vehicle or face disciplinary action that may include revocation of school driving and parking privileges or any other disciplinary action up to and including suspension and expulsion.

Hall Passes

Students must have a hall pass to be in the hallways when classes are in session. If a student is found in the hallways without a pass, they will be sent back to class. Repeated offenses may be subject to disciplinary measures.

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, students may face loss of class credit.

Plagiarism
Plagiarism is a form of cheating. Passing off another person's ideas, information, and expressions, without acknowledging that person's work is intellectual theft. Passing off another person's work to better a grade or gain some other advantage is fraud (Gibaldi, Joseph*. MLA Handbook for Writers of Research Papers.* New York: The Modern Language Association of America, 2003.) Students who *plagiarize, including the use of AI,*can lose credit for the affected work, face classroom discipline consequences, and possibly be removed from class.

Dual Enrollment

Home schooling/private instruction or home school assistance program students enrolled in classes or participating in school activities in Centerville Community School District 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 the High School Activities Director.

STUDENT CONDUCT

GOOD CONDUCT RULE Code No. 503.5 R-1

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

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

STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

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

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

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

Good Conduct Rule

Participation in school activities is a privilege. 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. Students who participate in extracurricular activities serve as ambassadors of the school during *the 2024-2025 school year,* both away from or at the school. 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 *Activities Director* will keep records of violations of the good conduct rule. The district's good conduct policy is found at *[503.5 R-1]*.

The following activities are covered by the board's policy and these rules: *athletics, music, drama, speech, choir, FFA, National Honor Society, cheerleading, dance*

Academic Eligibility

To be eligible for an activity, students participating must *[be passing all coursework for which credit is given at the end of the prior grading period and be making adequate progress toward graduation]*

Eligibility for extracurricular activities for students with disabilities will be determined in accordance with relevant state and federal laws.

Prohibited Activities and Violations

Students who allegedly violate the good conduct rule will be given notice of the alleged misconduct, the basis of the allegation, and given the opportunity to respond. A student may lose eligibility under the good conduct rule for any of the following reasons:

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

Penalties

If a student, after being provided due process, is found to have violated the good conduct rule, the student will be subject to the following penalties:

- **First offense-25% of the next season or combination of seasons**
- **Second offense–50% of the next season or combination of seasons**
- **Third offense- 12 months of ineligibility.**
- **Fourth offense- referred to the Board for eligibility hearing.**

1. **The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.**
2. **However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation and the student will be reverted back to first offense status. The next ensuing violation will be at the second offense.**
3. **An ineligible student shall attend all practices or rehearsals but will not perform or participate in events.**
4. **If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.**
5. **If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.**

Ineligible students must still attend practices or rehearsals but may not perform or participate in games, performances, competitions, etc. The period of eligibility attaches immediately upon the finding of a violation. Should a student drop the activity prior to the completion of the ineligibility period, the student must ***complete the remainder of their suspension during their next activity***.

There may be instances where a student is already serving an ineligibility period and is found to have violated the good conduct rule again during that period. Should this be the case, the student will serve ***an additional ineligibility period when they regain eligibility from the prior offense.***

If a student comes forward to a coach, administrator, or activity sponsor prior to being contacted by Administration about a potential violation and finding of guilt to admit (self-report) a violation of the Good Conduct Rule (no longer than 48 hours after committing the violation), the student's penalty may be reduced by one quarter of contests/events for a first violation, and one-fourth of contests/events for a second violation.

Appeals process can be found in Board Policy 503.5 R-1.

CONTEST SUSPENSION GUIDELINES:

- Students will be suspended from the level of competition in which they are involved. For instance, a varsity athlete cannot count a junior varsity contest toward his/her suspension.
- Students must continue to attend practice during the time of suspension. Withdrawing from the activity does not satisfy the terms of the suspension.
- The Good Conduct Rule starts to apply in 7th grade and continues through high school eligibility.

Reduction in Penalty:

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

Violations Occurring During Ineligibility:
If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a quarter [or "semester"] is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches. Example: A student violates the Good

Conduct Rule and is ruled ineligible for five (5) dates. While ineligible, the student again violates the Good Conduct Rule. The second penalty starts only when the first penalty is completed.

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

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

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

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

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

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

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

ATTENDANCE AND ACADEMIC REQUIREMENTS:

1. A student should turn in assignments to a teacher in advance if he or she is going to miss a class for a performance, scheduled contest, program or trip.
2. A student should be in school the entire day of a performance, scheduled contest, program or trip if the student expects to participate. Any exception should be cleared through the administration.
3. A student shall be passing all classes. Those who fail to pass subjects in the previous semester will be ineligible to participate in any event.
4. At no time will this policy supersede any policy set down by any state organization governing these activities.
   (Reference number 503.5 R-4)

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

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

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.

Detention

Detention means that a student is required to attend school during non-school hours for disciplinary purposes. Whether detention is to be imposed, the time of detention, and the length is determined by the high school principal on a case-by-case basis.

Student Suspensions

Suspensions and discipline in lieu of or on condition of suspension, may be considered when a student violates board policy, school rules, or the law. All suspensions will be determined by the high school principal after an investigation of the incident or allegation. Written notice and reasons will be given to the parents and student regarding the suspension, probation, or intervention. Students who are suspended from school will still be expected to complete course work to receive class credit.

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 High School Principal for more information and waiver forms.

STUDENT HEALTH AND WELLBEING

Insurance for Students

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 program for uninsured children. Parents can apply for low-cost health insurance for their children through the program. For more information go to Hawki | Health & Human Services (iowa.gov) .

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 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. Students that cannot afford a physical examination should contact the High School Activities Director.

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. 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

Throughout the year, Centerville Community School District sponsors dental screenings for freshman students. Parents are notified prior to the screening and may opt out through a written, signed note.

Sexual Abuse and Physical Abuse of Students by School Employees

Centerville High 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 the superintendent. 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

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.

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.

STUDENT SCHOLASTIC ACHIEVEMENT

Conferences and Student Progress

Students receive progress reports in the form of report cards at the end of each semester. ***Students and families are encouraged to frequently check student's grades via Infinite Campus.*** Students who have concerns about their grades should talk to their teachers to determine how they can improve performance. Teachers will notify parents and students should the student be doing poorly in the class.

Students who receive an incomplete in a class must complete the class within ten (10) school days. Extensions may be granted by the teacher. Failure to finish an incomplete may result in a failing grade and/or loss of credit.

If parents have any concerns or questions about their child's progress, they may contact the guidance counselor or principal. Additionally, parent-teacher conferences are regularly scheduled and held twice a year. Individual conferences are also available to parents with ongoing concerns. They are held outside of regular school hours and can be scheduled through the high school office.

INFINITE CAMPUS:

Our school student information system has a parent connect feature which allows parents and students to see information related to the student on the web. Information includes 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.

Portal URLs for Students and Parents:

- Single point of Portal access for parents and students: https://centervillecommunityia.infinitecampus.org/campus/portal/centerville.jsp
- URL Used by students to access their account: https://centervillecommunityia.infinitecampus.org/campus/portal/students/centerville.jsp
- URL Used by parents to access their account: https://centervillecommunityia.infinitecampus.org/campus/portal/parents/centerville.js

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 high school principal.

Health Education Program for Students

Centerville Community School District 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.

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 final approval of the superintendent. Parents who wish to review or file a written request must contact the high school principal. (Policy reference 603.1)

Class Hours and Adding/Dropping Classes

Students must be registered for at least six (6) credit earning classes plus Physical Education per semester unless prior permission is granted by the High School Principal. Seniors on a reduced schedule must be enrolled in four (4) credit earning classes plus Physical Education in order to remain eligible for activities covered by the State Associations of Athletics, Music, and Speech. Any schedule that does not meet these requirements must be approved by the High School Principal.

Students who wish to add or drop a class must do so within five (5) days after the start of the semester. The school counselor's permission is necessary to add or drop a class.

Study Hall

While in study hall, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy themselves for the entirety of the study hall duration. Once in study hall, students are allowed to leave with permission through pre-approved passes from a teacher.

Student Honors and Awards

Honor Roll
The honor roll is calculated at the end of each semester. To be eligible for the honor roll a student must have a grade point of at least 3.25 and be taking at least 6 credits during the specified period. Seniors on a reduced schedule who are not enrolled in 6 classes plus P.E. will not be eligible for the honor roll. (*Policy reference 505.4)*

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

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

Academic Letter

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

Academic Eligibility for Extracurricular Activities

The CHS Ineligibility Policy will be in accordance with State Law. A student must be enrolled in at least six (6) academic subjects and PE at all times, pass all classes, and make adequate progress toward graduation to remain eligible. If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 20 consecutive calendar days. Students are not allowed to use summer school or other means to make up failing grades for eligibility purposes. A student who drops out or is dismissed from a sport before the end of the season is not considered to have served the 20 day ineligibility and would start that 20 days upon the next activity he or she enters. A copy of the entire state-mandated policy is available in the athletic director's office.

Postsecondary Enrollment Options

Centerville Community School District provides students in grades nine through twelve (9-12) with opportunities to receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges, state universities or other post-secondary educational institutions. Students and parents should be aware of these opportunities and may contact the Centerville High School Guidance Office for more information, application forms, and other enrollment procedures.

Early Graduation

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

A student who graduates early is considered an alumnus of the school and no longer a student. This means early graduation students will not be allowed to participate in school activities, including senior activities, except for graduation ceremonies.

Graduation

Students who are in good standing and who meet the graduation requirements set forth by the board are allowed to participate in the graduation ceremony and in senior activities. Students must meet the following requirements in order to graduate.

Graduation Requirements

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

It is possible that students who are serving discipline at the time of graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

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

To receive the "Standard" high school diploma, a student must have earned a total of 48 credits.

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

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

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

STUDENT ACTIVITIES

Assemblies

Throughout the year the [Centerville Community School District} sponsors school assemblies. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away or the student will not be attending for certain excused reasons. Students who are not participating in assemblies must report to the High 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. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

Student Government

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 electronically in April for the following school year. Students who decide they would like to run for a student council or other officer position should contact Catherine Lechtenberg for more information regarding qualification, expectations, roles of an elected official, the election process and other relevant information. Students who decide to participate in the election by voting will electronically vote for Student Council positions each year.

Student Organizations

Centerville High School recognizes curriculum related and non curriculum related student organizations. These student organizations may use school facilities for their meetings during non-instructional time at the approval of administration. Meetings will not interfere with the orderly conduct of the education program or other school district operations.

Buses and Vehicles Used for Activities

Students who ride a district bus or vehicle for activities must ride to the event on the district transportation. Students ride home on the district bus or vehicle unless prior arrangements have been made with the pre-approval of the coach and parent, or the student's parents personally appear and request from the coach to transport the student home.

Students are to conduct themselves in an orderly manner fitting to their age and maturity level on district transportation. Students who fail to behave appropriately will be subject to disciplinary measures.

Student Funds and Fundraising

Students may raise funds for school activities upon approval of the activities director 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 high school principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the high school administration prior to selecting a gift.

Dances

Dances will be held at a location approved by the administration. Dances are open to high school students and their dates, who must also be of high school age or older, not to exceed 20 years of age. Any student bringing a date that is not currently attending CHS is required to fill out and return a form to the office gaining administrative approval. The high school students who bring dates are responsible for their dates' behavior. All school dances are over by 12:00 midnight regardless of starting time unless the

school administration approves an extension. Dances are closed. Once a student leaves, he/she will not be allowed to return. At dances, all school rules are in effect. The dance policy also applies to Prom.

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 Community School District's policy on education records and other related information and procedures see School Board Policy 506.1

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)

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

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

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. Parents and eligible students may restrict the disclosure of directory information by making the request in writing. Written requests should be turned into the superintendent by the first Tuesday of September of the current school year. (Centerville School Board Policy 506.2)

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 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 than 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 the high school principal. The high school principal 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 High School 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 from 8:00 am to 3:20 pm. 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 three (3) 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 high school administration. Persons wishing to view instructional materials or to express concerns about instructional materials should contact Centerville High School Administration.

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

MISCELLANEOUS

Student Guidance and Counseling Program

Centerville High School maintains a guidance program that provides certain services that assist students with their personal, educational and career development. Confidentiality is maintained by the employees involved in the guidance program to the extent the law allows.

Visitors/Guests

Visitors are welcome at Centerville High School under certain circumstances. Visitor parking is located in the lot northeast of the main entrance. All visitors must check in at the main office. If a student wishes to bring a guest to school, the student must receive prior permission from the principal. Generally, school aged visitors will not be allowed during the school day

School Nutrition Program and Free and Reduced Lunch

Centerville School District operates a school nutrition program out of the school cafeteria. Students may either bring their own meals or purchase meals through the school. To receive school meals students must enter their assigned lunch number at the time of purchase. Free and reduced lunch is available to those who qualify and may require those services. For more information and forms contact the superintendent's office.

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. Bus and vehicle specific rules are as follows regarding Centerville School Board Policy 712.2.

District Owned Recording Devices

The Centerville 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. Parents may request to view the recording of their child.

Parent-Teacher Association/Organization and Booster Clubs

Centerville Community School District has booster clubs for Athletics and Fine Arts programs that may be run and funded separately from the district. Should a parent be interested, or a student require services, contact the High School Activities Director for more information.

School Announcements

Announcements are read to students daily in their first period class. They are also emailed daily to the entire student body and posted on the TV's in the commons. Students are responsible for knowing the content of the announcements. Students who wish to have an item included in the announcements must submit their request to the main office.

Lost and Found

Centerville High School maintains a lost and found located in the main office. Items placed in lost and found will be maintained for one month, after which items will be disposed of. Items of higher value will be kept in a secure location in the office.

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.

Addendum Added 12/8/2025

Centerville Behavior Matrix & Consequences

Centerville Community School District K-12 Progressive Behavior Matrix and Consequences

	Behavior Examples	Example Consequences	Responsible Staff	Intervention/Restitution
Level 1	• Name Calling • Dishonesty • 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	• Classroom Teacher The following report to classroom teacher: • Building Associates • Volunteers • Custodian • Other supervising adults	• Verbal promise to correct behavior. • Restitution activities (apology letter, make up for lost learning time, assist teacher, etc.) • Repeated Level 1 - Check In, Check Out
Level 2	• Insubordination • Use of Profanity • Cheating • Spitting of any kind • Inappropriate Body Gesture (includes disrespectful body language) • Rough play/Horse Play • Moderate disruptions to learning. • Repeated or escalated level I offenses.	• Reteaching - Addressing specific behavior • 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)	• Classroom Teacher • Counselor/Advisors/Social Workers/Regulate and Return	• Simple Behavior Contract • Conference with Social Worker/Advisor/Counselor/R&R • Restitution activities • Repeated Level 2 - Check In, Check Out
Level 3	• Stealing/Vandalizing • Physical non-incidental pushing/hitting/slapping/kicking • Verbal threats of violence • Blatant Disrespect to Staff • Repeated or escalated Level 2 behaviors	• Reteaching - Addressing specific behavior • Conference with Principal/Assistant Principal • Parent phone call/conference • In-School Suspension, if warranted • Out of school suspension, if warranted • Other consequences as suitable	• Principal • Classroom teacher reports to Principal • Counselor/Advisor/Social Worker/Regulate and Return	• Behavior Contract • Problem-solving conference with parents • Restricted Schedule • Conference with Social Worker/Advisor/Counselor/R&R • Restitution activities as stated in behavior contract • Check In, Check Out
Level 4	• Sexual misconduct • Bullying/Harassment of students or staff • Endangering self and others with unsafe actions • Violence to Staff • Possession of an object that has the likeness of a weapon and/or ammunition • Possession or use of illegal substances • Repeated or escalated level 3 behaviors	• Conference with Principal/parents/other staff involved • Out of school suspension • Law enforcement referral • Outside agency referral	• Principal • Counselor • Law enforcement • Central office personnel (if warranted)	• Behavior Contract • Problem-solving conference with parents • Restricted Schedule • Conference with Social Worker/Advisor/Counselor/R&R • Restitution activities as stated in behavior contract
Level 5	• Physical Violence causing serious bodily injury • Possession of a weapon and/or ammunition • Threat with a weapon • Repeat or escalated offenses from Level 4	• Automatic out of school suspension • Law enforcement involved • Conference with parents/Principal/Social Worker/Counselor	• Superintendent • Principal • Counselor • Law enforcement • Central office personnel (if warranted)	• Behavior Contract • Outside Agency Referral

Board Approved : November 2025