

## **School Cancellations:**

Announcements about the closing of school due to weather or other emergencies will be made on the radio, television stations and social media sites listed below. *Please tune in or log on to these stations/websites rather than calling administrators, as they will be in the process of notifying their school staff members.*

AM Radio	KXEL 1540	KWLO 1330	WMT 600	KOEL 950
FM Radio	KOKZ 105.7	KFMW 108	WMT 96.5	KOEL 92.3
Television	KWWL-Ch. 7	KGAN-Ch. 2	KCRG-Ch. 9	School Alerts/ GovDelivery
Internet	kwwl.com	kgan.com	kcrg.com	
Facebook	Twitter	www.union.k12.ia.us		

## **Iowa School Alerts School Notification System**

The State of Iowa Iowa School Alerts notification system that has been in use in the district for many years has been upgraded. In order to receive email or text messages from Union Community School District, you will need to subscribe to the service. Sign up for texts and email notification at <https://insights.govdelivery.com/accounts/IAEDU6536/subscriber/new>.

## **Early Dismissal Schedule:**

### **11:00 DISMISSAL SCHEDULE**

HS: 11:00, 11:00 (shuttle); MS: 11:03 (town/shuttle) 11:25 (all others);  
DG/LPC: 11:10 (town) 11:20 (bus).

### **12 NOON DISMISSAL SCHEDULE**

HS: 12:00, 12:00 (shuttle); MS: 12:03 (town/shuttle) 12:25 (all others);  
DG/LPC: 12:10 (town) 12:20 (bus).

### **1:00 DISMISSAL SCHEDULE**

HS: 1:00, 1:00 (shuttle); MS: 1:03 (town/shuttle) 1:25 (all others);  
DG/LPC: 1:10 (town) 1:20 (bus).

### **2:15 DISMISSAL SCHEDULE**

HS: 2:15, 2:15 (shuttle); MS: 2:18 (town/shuttle) 2:25 (all others);  
DG/LPC: 2:25(town) 2:35(bus).

## **School Starting/Dismissal Times:**

Office hours at all buildings are 7:30 A.M. to 3:30 P.M.

<b>BUILDING</b>	<b>STARTING TIME</b>	<b>DISMISSAL TIME</b>
Dysart-Geneseo Elementary (K-5)	8:00 a.m.	3:10 p.m. (town students) 3:20 p.m. (bus students)
La Porte City Elementary (K-5)	8:00 a.m.	3:10 p.m. (town students) 3:20 p.m. (bus students)
Union Middle School (6-8)	8:20 a.m.	3:03 p.m. (town/shuttle) 3:25 p.m. *(all others)
Union High School (9-12)	8:19 a.m.	3:03 p.m. (all students) 3:07 p.m. * (shuttle)

*\*Middle school students from the Dysart-Geneseo area who are not out for an activity and who will be riding a bus home, will remain in study hall from 3:03 to 3:25 p.m. These students will then board a bus in front of the middle school for their ride home.*

*\*High school students from the Dysart-Geneseo area who are not out for an activity after school and plan to ride the shuttle bus to Dysart must board that bus in front of the high school at 3:07p.m.*

## **Equity Statement:**

It is the policy of the Union Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Mark Albertsen, Equity Coordinator, 505 West Street, Dysart, IA 52224, phone 319-476-5100; or [m\\_albertsen@union.k12.ia.us](mailto:m_albertsen@union.k12.ia.us).

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

## **Notice of Non-Discrimination:**

The Union Community School offers career and technical programs in the following area of study:

Industrial Technology  
Family and Consumer Science  
Business Education  
Agriculture Education

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## **School Visitations Procedure:**

When visiting any of the district's school buildings, visitors are required to stop in the front office and register. All exterior entrances are locked to visitors at the start of the school day. A buzzer system operated by school staff allows visitors in. The visitor log is an important part of the school's plan to keep our students safe, as all individuals entering the building are required to stop in the office first. Upon signing the visitor log, all guests are asked to wear identification. We want our students to clearly identify visitors in our buildings.

## **Spectator Conduct Policy:**

We encourage our fans to positively support our students and athletes. Individuals disrupting school district activities will be asked to stop the disruption and may be asked to leave the school district grounds, temporarily or permanently.

*Public Conduct on School Premises - Iowa Code 716.7*

## **Public Conduct on School Premises:**

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Individuals are permitted to attend school sponsored or approved activities or visit the school building only as guests of the school district, and accordingly as a condition of such permission, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with the education program, enjoyment of the students participating, other individuals or with the performance of employees and officials supervising the school sponsored or approved activity. Individuals, like the student participants, are expected to display mature behavior and sportsmanship. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program, or activities without fear of interference, and to permit the employees or sponsors and officials of sponsored or approved activities to perform their duties without interference, the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, employees, officials, or sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, employees, officials, or sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, employees, officials or sponsors participating in an sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event and the superintendent may recommend the exclusion of the individual from the school buildings or from future sponsored or approved activities.

## **National Board Certified Staff:**

Jane Aswegan and Jodi Keller, LPC Elementary, along with Adam Gassman, Jennifer Gates, Craig Hemsath, Tom Laures, Kerrie Michael and Jared Pospisil, Union High School, and Michelle Keegan, are among more than 100,000 teachers across the U.S. that have achieved National Board Certification. National Board Certification is an advanced teaching credential. It complements, but does not replace, a state's teacher license.

National Board Certification is achieved upon successful completion of a voluntary assessment program designed to recognize effective and accomplished teachers who meet high standards based on what teachers should know and be able to do.

As part of the certification process, candidates complete four components that are assessed by trained teachers in their certificate areas. The components require candidates to 1) demonstrate knowledge of their content areas at an assessment center, 2) provide evidence and reflective written commentary of how they use student work to differentiate instruction, 3) provide video evidence and reflective written commentary of their teaching practice and how they create a learning environment, and 4) provide evidence and reflective written commentary of how they are an effective and reflective practitioner.

## **Gold Star Teachers:**

Union Community School District boasts nine Gold Star Teachers including Louis Beck, Dean Bostian, Laurie Driscoll, Jennifer Gates, JaDee Gloede, Tom Laures, Kerrie Michael, Justin Parson, and Mike Schmidt.

The Gold Star Award for Outstanding Teaching is a teacher-recognition program for educators in Black Hawk County. The program's mission is to honor and encourage excellence in teaching and inspire outstanding teachers to continue in the profession. The program first grew out of an idea to improve education in Black Hawk County by encouraging outstanding teachers. To date, the Gold Star Award for Outstanding Teaching has recognized 260 teachers in Northeast Iowa for their excellence in teaching.

## **Teacher Qualifications:**

Parents/guardians in the Union Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree.

You may also request the qualifications of an instructional paraprofessional who serves your student in the Title I program or if your school operates a school wide Title I program.

Parents/guardians may request this information from the office of the Superintendent by calling 319-342-2674 or sending a letter of request to office of the Superintendent, 200 Adams Street, La Porte City, IA 50651.

## **Homeless:**

If your family lives in any of the following situations: In a shelter; in a motel or campground due to the lack of an alternative adequate accommodation; in a car; park; abandoned building; or bus or train station; doubled up with other people due to loss of housing or economic hardship, your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.

Your eligible children have the right to: Receive a free, appropriate public education; Enroll in school immediately, even if lacking documents normally required for enrollment; Enroll in school and attend classes while the school gathers needed documents; Enroll in the local school or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference; If the school district believes that the school is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision; receive transportation to and from the school of origin, if you request this; receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your children may be eligible, contact the local liaison at 319-342-2697, to find out what services and supports may be available. There also may be supports available for your preschool-age children.

If you need further assistance with your children's educational needs, contact the National Center for Homeless Education: 1-800-308-2145, [homeless@serve.org](mailto:homeless@serve.org), <http://nche.ed.gov>.

## **Smoke-Free Campuses:**

In order to comply with the state-wide smoking ban law the Union Community School District facilities, including school buildings, grounds, parking lots and vehicles, are off limits for smoking.

This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and non school-sponsored events.

Persons failing to abide by this request are required to extinguish their smoking material or leave the school district premises immediately.

## **Level I & II Child Abuse Investigators:**

Boards of Education of each school district in Iowa are required to name Level I and Level II investigators to follow up on reports that are made to them of alleged physical and sexual abuse of students by employees of the school district. The names of the investigators must be listed in the student handbook, published annually in the local newspaper and posted in all school facilities.

The school district has designated Superintendent Travis Fleshner, 200 Adams Street, La Porte City, Iowa, phone 342-2674, as its Level I investigator and the school nurses, Cheryl Wiebbecke, 505 West Street, Dysart, Iowa, phone 476-5100 and Alyssa Linderer, 200 Adams Street, La Porte City, Iowa, 319-342-2697, as the alternate Level I investigators. The Black Hawk County Sheriff's Office or the Tama County Sheriff's Office will act as the District's Level II investigators.

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

Should a student or his/her parent(s) feel there has been physical or sexual abuse by a school employee, the student or his/her parent(s) may contact either the Level I investigator or alternate investigator and report the incident. The Level I investigator or alternate will completely review the case. The Level I and Level II investigators have received special training for their duties.

Any student and/or parent/guardian may contact directly the county attorney or county sheriff in such alleged abuse cases. Naming the local Level I investigators allows for greater opportunity for reporting such incidents since both investigators are readily available and well known in the community.

## **Public Records:**

Public records of the school district may be viewed during the regular business hours of the administration offices of the school district. These hours are 8:30 a.m. to 12 p.m. and 1:00 p.m. to 3:30 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records will contact the board secretary and make arrangements for the viewing. The board secretary will make arrangements for viewing the records as soon as practicable, depending on the nature of the request.

Persons may request copies of public records by telephone or in writing, including electronically. The school district may require prepayment of the costs prior to copying and mailing.

Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of information may be assessed a fee for the time of the employee to compile the requested information. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

Records defined by law as confidential records are viewed or copied upon receipt of written permission by the board secretary or superintendent from the person or entity whose confidential records are being requested.

## **Health Education:**

Students in grades 1-12 will receive as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health resources; prevention and control of disease; and communicable diseases, including acquired immune deficiency syndrome. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above are included in health education and the instruction are adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent. The superintendent will have the final authority to determine the alternate activity or study.

## **School Board Supports Discipline Policies:**

The Union Community School Board supports the school rules and regulations which have been developed and published in the student handbooks regarding student responsibility for their behavior. The Board also supports the school staff who are being held accountable for the implementation and enforcement of these policies.

Public notice of the Board's support of discipline rules, regulations and policies and support of the staff enforcing these discipline rules, regulations and policies is required by state standards. This newsletter article is designed to meet this requirement and at the same time notify students and parents that they should consult the Student Handbooks for information regarding discipline procedures.

## **Asbestos Notice:**

Friable and nonfriable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed. If there is a need to replace asbestos it will be replaced with non-asbestos containing materials. Each school building will maintain a copy of the asbestos management plan. The school district will annually notify, appoint and train appropriate employees as necessary.

Parents, teachers, and school employees, or their representatives, have the right to inspect the school's asbestos management plan. Schools are required to notify parent-teacher organizations once a year about the availability of the school's asbestos management plan and asbestos-related activity taking place within the school. The school must make the plan available for inspection within five working days of it being requested.

## **Video Cameras:**

The Union Community School Board has authorized the use of video cameras on school district buses. The cameras will be used to monitor student behavior, to maintain order on the school buses and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in student disciplinary proceedings. The content of the tapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined appropriate by the administration.

## **Classroom Activities May Be Videotaped**

Parents are being notified that videotaping of classroom activities is allowed at the discretion of the superintendent.

# Health Information

## Immunization Requirements:

**Elementary/Secondary School, 4 years of age and older.**

**Diphtheria/Tetanus/Pertussis:** 3 doses, with at least 1 dose of diphtheria/tetanus/pertussis-containing vaccine received on or after 4 years of age if the applicant was born on or before September 15, 2000; or 4 doses, with at least 1 dose of diphtherial/tetanus/pertussis-containing vaccine received on or after 4 years of age if the applicant was born after September 15, 2000, but on or before September 15, 2003; or 5 doses with at least 1 dose of diphtherial/tetanus/pertussis-containing vaccine received on or after 4 years of age if the applicant was born after September 15, 2003, and 1 time dose of tetanus/diphtheria/acellular pertussis-containing vaccine (Tdap) for the applicant in grades 7 and above if born after September 15, 2000; regardless of the interval since the last tetanus/diphtheria-containing vaccine.

**Polio:** 3 doses, with at least 1 dose received on or after 4 years of age if the applicant was born on or before September 15, 2003; or 4 doses with 1 dose received on or after 4 years of age if applicant born after Sept. 15, 2003. Polio vaccine is not required for persons 18 years of age or older.

**Measles/Rubella:** 2 doses of measles/rubella-containing vaccine; the first dose shall have been received on or after 12 months of age; the second dose shall have been received no less than 28 days after the first dose; or the applicant demonstrates a positive antibody test for measles and rubella from a U.S. laboratory.

**Hepatitis B:** 3 doses.

**Varicella:** 1 dose received on or after 12 months of age if the applicant was born on or after September 15, 1997, but born on or before September 15, 2003, unless the applicant has had a reliable history of natural disease; or 2 doses received on or after 12 months of age if the applicant was born after September 15, 2003, unless the applicant has a reliable history of natural disease.

**Meningococcal (A, C, W, Y):** 1 dose of meningococcal vaccine received on or after 10 years of age for the applicant in grades 7 and above, if born after September 15, 2004; and 2 doses of meningococcal vaccines for the applicant in grade 12, if born after September 1999; or 1 dose if received when the applicant is 16 years of age or older.

## **New Vaccine Requirement for 7th, 12th Graders**

Beginning with the 2017-2018 school year and thereafter, students entering seventh grade born on or after September 15, 2004, shall have one dose of meningococcal conjugate vaccine (A, C, W, Y).

Students entering twelfth grade born on or after September 15, 1999, shall have two doses of meningococcal conjugate vaccine (A, C, W, Y); or one dose if the dose was previously received when the student was 16 years of age or older.

There is no provisional period to implement this requirement if the seventh grade or twelfth grade student has received no meningococcal conjugate vaccine.

Additionally, all students entering, advancing to, or transferring into seventh grade and born on or after September 15, 2000, will require a one-time *booster* dose of tetanus, diphtheria and acellular pertussis-containing vaccine regardless of the interval since the last tetanus/diphtheria containing vaccine.

Documentation of the vaccines on the Certificate of Immunization will need to be provided to your child's school prior to the first day.

## Administration of Medication in Schools:

The following guidelines are to be observed if it is necessary for a student at any grade level to take medication (including Tylenol and cough syrup) at school. These procedures are fairly uniform for most schools. They were developed to minimize the potential for one student to "share" medication with another student or to leave medication carelessly about where another student might take it and have a severe reaction. We urge your full cooperation with these procedures to protect your student, as well as others who attend our school. It may make life a little more inconvenient, but we believe the safety of our students is worth the inconvenience.

If it becomes necessary for a student to take medication at school, these guidelines must be followed. Authorization for medications is reviewed annually.

1. Over the counter medication, such as Tylenol, Ibuprofen and cough medication can be given if sent in the **original container** and accompanied by dated, written permission from parents that includes why it needs to be given. Product label recommendations for administration will be used for medication dosage. If medication dosage needs to be given outside the guidelines of product labeling a doctor's prescription needs to be provided.
2. Prescription and non-prescription medications must be sent to school in the **original** pharmacy bottle with a medication label that includes student's name, name of medication, directions for use, date and physician's name. You may need to ask your pharmacist to give you two containers, one for school and one for home. Written permission from parent is also required.

3. Self-administration of medication for students with asthma or other airway disease is allowed under the following guidelines. It is the provider and parent who will decide if the student is capable of carrying and using his/her inhaler. The school (nurse) will **not** be responsible for determining if the student is competent to use inhaler, nor will the school nurse have to record how often the student is using the inhaler. The school must have a **written statement** from the physician, physician's assistant or advanced nurse practitioner indicating the need for the inhaler and **permission to carry the inhaler at all times**. The school must also have a written consent from the parent for the student to carry their inhaler at all times. The inhaler must have a prescription label on the inhaler itself, not the box. Students who fail to comply with the self-administration or abuse the privilege (example: incorrect technique, overusing, or sharing medication) can by law, have the privilege to carry an inhaler revoked. Authorization is reviewed annually. If changes occur in the medication dosage or time of administration, the parent is to notify school officials immediately.
4. Medication that is prescribed for three times a day or less does not need to be given during the school day. We prefer, if it is okay with the physician that this medication be given before school, immediately after school, and at bedtime.
5. On special occasions, such as field trips, when students are out of the building at the time their medication is scheduled to be given, their medication will be packaged and sealed in individual envelopes, labeled with the students' name, name of the medication and time it is to be given. The supervising instructor will then dispense the medication at the appropriate time.

## **Permission Form for Inhaler:**

I'm not sure who has this form. Possibly the nurses.

## **Sports Physicals & Insurance:**

A physical examination must be obtained from a doctor before any student is allowed to participate in athletics. Forms for this purpose are available in the superintendent's office, the middle school and high school offices, and the district's webpage. Sports physical forms must be returned with the doctor's signature before a student will be allowed to practice. Parents of students participating in school athletic programs must sign a form indicating they have adequate insurance (health & accident), or they must sign a form saying they accept full responsibility for expenses resulting from athletic injuries.

# Transportation

## **SCHOOL BUS RIDING RULES:**

Riding a school bus is a privilege reserved for those students who are mature enough to follow the rules.

### **BUS RULES**

1. Be respectful to persons and property. (No rude behavior, fighting, tripping, etc.)
2. Always use appropriate language.
3. Stay seated while bus is in motion.
4. Wait for the signal before crossing road.
5. Don't bring dangerous objects onto the bus.
6. No throwing objects in or around the bus.
7. Keep the aisle clear.
8. No gum chewing, eating, or drinking without the bus driver's permission.
9. Keep all body parts inside the bus.

For any serious violations/offenses, the student's bus riding privileges may be removed immediately. Loss of transportation for the remainder of the year is classified as a minimum of 60 days. In the event of less than 60 days left in the school year, the remainder of the revocation will be served in the subsequent school year.

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading, or leaving the bus. The driver has the authority to discipline a student and may notify the principal of a student's inappropriate bus conduct.

## **NOTES FOR THE BUS DRIVER:**

Elementary and middle school students who are not riding their regular bus route for any reason, ie., staying overnight with a friend, getting off at a relative's house or getting off in town, should present a note to the bus driver signed by the parent concerning the change.

## **STUDENT ACTIVITY TRANSPORTATION:**

Students who are provided transportation in school district transportation vehicles for extracurricular events will ride both to and from the event in the school vehicle unless arrangements have been made with the building principal or coach in writing. A student's parent may *personally appear* and request to transport the student home from a school-sponsored event in which the student traveled to the event in a school district transportation vehicle.

## **REGULAR ROUTES/SHUTTLES/ACTIVITY SHUTTLES:**

### ***REGULAR ROUTES***

The first students on regular routes will be picked up between 6:45 and 7:00 AM in most cases. All regular route buses are scheduled to arrive at Union Middle School in Dysart or Union High School in La Porte City about 7:40 AM. At this point students will board the appropriate buses to take them to the school building where they will attend classes.

### ***REGULAR SHUTTLES***

Sixth, seventh and eighth graders from the La Porte City area will board shuttle buses at approximately 7:40 AM at the high school to complete the rest of their trip to the middle school in Dysart. Ninth, tenth, eleventh and twelfth graders from the Dysart-Geneseo area will board shuttle buses at approximately 7:40 AM at the Middle School to complete the rest of their trip to the High School. All of these shuttle buses will meet on the corner of Highways 218 and 8. The drivers will exchange buses at this point and return to their home communities arriving at the two schools at approximately 8:15 AM.

In the afternoon, students will be dismissed at the middle and high school at 3:03 PM. The shuttle buses will leave at approximately 3:07 PM. After exchanging drivers again at the corner of Highways 218 and 8, they will continue their trip arriving at either the Middle School or High School at approximately 3:40 PM.

### ***ACTIVITY SHUTTLE***

An "early-bird" shuttle bus will leave Union Middle School about 7:00 AM for those Dysart-Geneseo area high school students who are out for any co-curricular activities which have practices before school starts in the morning. Dysart-Geneseo area students who will be taking "early-bird" PE will also be able to ride this bus as will any student who wants to study in the media center before school or



any student who has made arrangements with a teacher for extra help. Students will be responsible for their own transportation to the middle school to catch this early shuttle bus.

La Porte City area students who are out for co-curricular activities after the school day at the middle school will board a shuttle bus for a return trip to their home community at 5:15 PM. This shuttle will arrive at the high school at approximately 5:40 PM. and make a return trip to the middle school with Dysart-Geneseo area high school students who have been out for activities.

**Students who are not regularly scheduled to ride either the 3:07 or 5:15 PM shuttle from Union Middle School must check with the principal a day in advance to see if it is possible to ride. There will be times when these shuttles are full to capacity with regular riders and “extras” cannot be accommodated. The student who is riding a different bus must bring a note from his/her parents to the office. The student will have to obtain a bus pass from the office in order to ride the shuttle. Parents should make their own transportation arrangements for things like birthday parties, sleepovers, etc.**

During the school year, shuttle buses will also be provided, if necessary, to transport students to the “point of departure” for the team or activity bus and to return them to their home community when the activity is over. This is for away games only. High school students must notify coaches if they are in need of a return shuttle. Announcements will be made to students ahead of time informing them of when and where these buses will depart.

## **FOG, BAD WEATHER & SCHOOL BUSES: A Safety Dilemma**

One of the most dreaded problems school administrators and school bus drivers have to deal with is picking up and letting off students when it's foggy. The combined territory of our district encompasses 256 square miles. The weather (especially fog) and road conditions can vary considerably within that territory. It can be satisfactory when the buses leave on their routes but become worse before the routes are completed. When the fog is spotty or light, it is better to stay with the regular pick up times rather than to delay for an hour or two. The drivers who are traveling on the roads during the regular pick up times are expecting the buses to be there and are watching for them. It is also a little darker at the regular pick up times, and the strobe lights on the buses are more easily seen than when the sun begins to bounce off the fog making visibility more difficult.

All bus drivers have been instructed not to stop unless they feel they have 300 feet of visibility. All the buses are equipped with radios and drivers can call in if they do not feel it is safe to stop to pick up students. The transportation coordinators or the superintendent will then call the parents to make arrangements to transport these students to school by some other means.

Student safety is our top priority! If, as a parent, you think it is not safe to drive because of the weather conditions, then we urge you to exercise your good judgement and refrain from letting your children ride the bus or drive to school.

### **PARENT HELP NEEDED!!!**

Please discuss with your kids, no matter what their age, the importance of waiting for the bus at a good safe distance from the traveled roadway. They should always wait until the driver gives them the signal to board, especially if they must cross the road to enter the bus. Please also tell them if the bus goes by and does not stop, to return to the house, wait a few minutes, and then call the appropriate bus garage number.

### **COURTESY CALL**

If your child will not be riding the bus in the morning, call the appropriate bus garage so the driver can be notified.

If you can't reach anyone at the bus garage, call the stop just before yours and ask them to inform the bus driver.

### **DRIVING RULES FOR YOU**

The most frightening and potentially the most dangerous experience for school bus drivers and their passengers is the violation of Iowa's school bus law by motorists. It is of the utmost importance that all motorists be aware of their responsibility when following or approaching a school bus. Section 321.372(3) of the code states: “The driver of any vehicle, when meeting a school bus on which the amber warning lamps are flashing, shall reduce the speed of said vehicle to not more than twenty (20) miles per hour. The driver shall bring said vehicle to a complete stop when the school bus stops and the signal arm is extended and shall remain stopped until the stop arm is retracted after which the driver may proceed with due caution. The driver of any vehicle overtaking a school bus shall not pass the bus when red or amber warning signal lights are flashing and shall bring said vehicle to a complete stop not closer than fifteen (15) feet to the school bus when it is stopped and stop arm is extended. The driver shall remain stopped until the stop arm is retracted and the bus resumes motion, or until signaled by the bus driver to proceed.”

Iowa Code 321.372A addresses the Prompt Investigation of Reported Violations of Failing to Obey School Bus Warning Devices; Citation Issued To Driver OR Owner

“The driver of a school bus who observes a violation of section 321.372, subsection 3, may prepare a written report on a form provided by the Department of Public Safety indicating that a violation has occurred. The school bus driver or school official may deliver the report not more than 72 hours after the violation occurred to a peace officer of the state, or a peace officer of the county or municipality in which the violation occurred. The report shall state the time and the location at which the violation occurred and shall include the registration plate number and a description of the vehicle involved in the violation.

“If, from the investigation, the peace officer has reasonable cause to believe that a violation occurred but is unable to identify the driver, the peace officer shall serve a uniform traffic citation for the violation to the owner of the motor vehicle.”

# **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Union Community School District maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his or her education and may include, but are not limited to, the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The board secretary is the custodian of student records. The district policy on student records can be secured on request to the board secretary. The records of each student are generally located in the school in which he or she is attending. The name and position of the person responsible for maintenance of student records for each school building is listed below.

<u>School</u>	<u>Name</u>	<u>Position</u>
Dysart-Geneseo Elementary	Brenda Gardner	Secretary
La Porte City Elementary	Kim Thomsen	Secretary
Union Middle School	Mindy Ollendieck	Secretary
Union High School	Brenda Rottinghaus	Secretary
District Office	Carol Grote	Secretary

Student records are reviewed and unnecessary material removed periodically and, at a minimum, whenever a student moves from the elementary to middle school level, and from the middle school level to the high school level, and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee or; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by August 20, to the principal. The objection needs to be renewed annually.

Name, Address, Telephone Listing, Date and Place of Birth, E-Mail Address, Grade Level, Enrollment Status, Major Field of Study, Participation in Officially Recognized Activities and Sports, Weight and Height of Members of Athletic Teams, Dates of Attendance, Degrees and Awards Received, the Most Recent Previous School or Institution Attended by the Student, Photograph and Likeness and Other Similar Information.

The School District may share any information with the Parties contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the School District to the Parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the School District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. Information obtained from others shall not be used for the basis of disciplinary action of the students. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

# Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of-*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use-
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Union Community School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Union Community School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Union CSD will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parents to opt his or her child out of participation of the specific activity or survey. Union CSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement.

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.

- Any non-emergency, invasive physical examination or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920