

Union High School Handbook

2018-19



Union Community School District Vision Statement

Education to meet tomorrow's challenges.

Union Community School District Mission Statement

To ensure our students develop their abilities, realize their opportunities and become prepared for a changing world.

THINGS YOU SHOULD KNOW ABOUT UNION HIGH SCHOOL

School Colors: Red, Black & Silver

School Emblem/Mascot: Knight

School Song: Illinois Loyalty

Phone Number: 319-342-2697

Website: www.union.k12.ia.us

Staff Email Contact: first initial, underscore, last name @union.k12.ia.us (Example: j_cayton@union.k12.ia.us)

PEOPLE YOU SHOULD KNOW AT UNION HIGH SCHOOL

Administration

Jim Cayton, Principal

Wayne Slack, K-12 Asst. Principal/A.D.

Office Staff

Brenda Rottinghaus, Office Secretary

Kenda Gleason, Office Secretary

Counselor

Amy Kriz

School Nurse

Alyssa Linderer

Agriculture

Louis Beck

Art

Joleen Darnall Poyner

At Risk/Union Peak

Elizabeth Zondo

Business

Chad Bergmeier

Valerie Warren

English/Language Arts

Kyle Beermann

Ria Jenson

Alison Leytem

Kerrie Michael

Family & Consumer Science

Dawn Stoakes

Health & Physical Education

Scott Denner

Erin Wittenburg

Industrial Technology

Logan Loftus

Instrumental Music

Mike Bistline

Mathematics

Adam Gassman

Justin Parson

Kevin Walters

Media Center/Library

Jennifer Gassman, Teacher Librarian

Becky Smith, Study Hall

Science

Jennifer Gates

Craig Hemsath

Pat Breitbach

Social Science

Dean Bostian

Ryan Kearney

Tina Kvale

Special Education

Mary Delagardelle

Jared Pospisil

Ryan Slater

Sandy Brown, Associate

Stacy Fleshner, Associate

Lora Olson, Associate

Vocal Music

Tim Mitchell

World Languages

Korina Carlson

Holly Dunkelberger

Tina Kvale

Custodians

Scott Appleton

Deb Ehlers

Mike Timmer, Building/Grounds Dir.

Steve Wagner, Head Custodian

Nutrition Staff

Bailey Heerkes, Head Cook

Maria Osmundson

Julie Borton

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** UCSD General Handbook | pp. 19-36

THE SCHOOL DAY

School is in session from 8:10 A.M. to 3:08 P.M. We have a six period day with a closed noon hour. The periods are as follows:

Regular Day Schedule			2:15 Dismissal Schedule			2 HR Late Start		
1	8:10-9:08	Lunch Schedule A 11:45-12:05 B 12:06-12:26 C 12:27-12:47	1	8:10- 9:04	Lunch Schedule A 11:58-12:18 B 12:19-12:39 C 12:40-1:00	1	10:10-10:53	Lunch Schedule A 11:42-12:03 B 12:04-12:24 C 12:26-12:49
2	9:11 - 10:09		2	9:07 - 10:01		2	10:56-11:39	
WIN	10:12-10:42		3	10:04 - 10:58		3	11:42-12:49	
3	10:45-11:43		4	11:01-11:55		4	12:52-1:35	
4	11:46-1:06		5	11:58-1:16		5	1:38-2:21	
5	1:09-2:07		6	1:19-2:15		6	2:24-3:08	
6	2:10-3:08							

*** Note:** In an effort to relieve the congestion in the hallways that occurs before school each morning, we ask that the students make use of the cafeteria area to socialize and eat breakfast. Food and drink is not to be consumed in the hallways. If students need assistance from teachers or a quiet place to study, teachers’ rooms and the Media Center are available.

START OF THE SCHOOL DAY / PASSING TIME

A warning bell will ring at 8:05 notifying students to move to their first period class if they have not already done so, and a tardy bell will ring at 8:10. A bell will also ring at the scheduled beginning and end of each period throughout the day. This bell is only an indicator of the end of a class. **Students should remain in their seats and wait to be officially dismissed from a class by the teacher.** Tardiness is defined as "not being in the classroom when the bell rings" or specific standards as determined by the teacher. Any student who is late to class without a pass from a staff member is required to get an admit pass from the office.

END OF THE SCHOOL DAY

The school day 8:10 AM to 3:08 PM. Students are to leave the building at the end of the regular school day by 3:45 PM unless they are under the supervision of a teacher or coach. Only students who are involved in a school sponsored activity or who have secured advance administrative approval will be allowed to ride the evening shuttle bus. The gym and weight room are OFF LIMITS to any unsupervised activities.

HALL PASSES

All students are required to have a pass written from a staff member to be in hall after the bell has rung. Staff may issue general passes to the restrooms. Students should not be in the halls without a pass except for the time between classes.

ATTENDANCE REGULATIONS

Students graduating from Union High School should exhibit quality performance as responsible citizens. One of the most important ways that students can demonstrate responsible citizenship is through regular school attendance. Students are expected to attend all scheduled classes on time. Establishing a good work ethic through regular attendance will create a positive reputation as reliable and willing learners and workers.

ATTENDANCE PROCEDURE

If your child is ill or has an appointment and will miss any part of the school day - please contact the school via phone after 7:15 AM or send an email to Brenda Rottinghaus (b_rottinghaus@union.k12.ia.us) or Kenda Gleason (k_gleason@union.k12.ia.us). **Please provide a doctor’s note for all medical/health appointments upon returning from an appointment. (This is for appointments only)**

Students who have been absent should first report to the office upon returning to school with a note/email signed by their parent or guardian explaining the reason(s) for the absence, the date(s) of the absence, and the student's name. If a student does not return with a properly signed note/email, he or she will have THREE days in which to do so; after that the absence will be considered unexcused.

The school administration will consider the following factors when determining if a student is excused. Examples of excused absences:

- A. Medically documented illness (physician, school nurse, etc.)
- B. Medically documented appointment (physician, dentist, etc.)
- C. Funeral
- D. Court documented appointments (Juvenile court, DHS, ect.)
- E. School sponsored activities
- F. Religious Holiday
- G. College Visits (Limit 3) [One may be taken during Junior year.
- H. Prior Approval by building administration

Reasons not listed above will be considered unexcused absences. School districts define what are excused and unexcused absences. **The determination of whether an absence is considered excused is made by the building administration (or designee), not by the parent.**

Students who are absent for any part of the school day (excluding school sponsored trips or excused appointments) **shall not participate** in any performance, rehearsal, game, meet, contest, or practice on that calendar date unless cleared by building administration prior to 3:00 PM that day.

Students on work release must be in attendance their total scheduled day in order to participate in activities the same day, unless prior arrangements are made with the principal or assistant principal.

Planned Absences | Any student who is planning to miss three (3) or more days of school is required to have a planned absence meeting. One or more parents should attend with the student to discuss the assignments and missed work in advance of the absence.

Students Leaving The Building

Students who must leave school during the day for any reason other than illness are required to present a note or have their parent call/email the principal, assistant principal or the secretary prior to their first class period of the day. The message must state the reason(s) the student needs to leave school, the time the student will be away from the school, and the date of the absence. In special situations when parents need to have a student dismissed after the school day has started, they should call the high school first and explain the circumstances. Students may not leave the building without prior approval from their parent and/or guardian. **Students leaving without first obtaining office approval will receive an unexcused absence.** Students will not be allowed to leave for any reason unless their parent or guardian informs the office appropriately. Students must always complete the sign out sheet in the office before leaving the building. If the student leaves school with

permission and returns the same day, the student must sign back in at the office before returning to class.

Unexcused Absence Consequence

- **All Unexcused Absence = 6 Hours of detention**

A student is not counted as absent when the student is attending a school-sponsored activity. Opportunities will be provided for students to make up all work missed while attending a school-sponsored activity. If participation points are given, alternate means of make-up will be provided.

The procedure for any absence will allow the student to earn credit for make-up work; all make-up or substitute work must be completed by the student in order to earn credit. It is the student's responsibility to obtain the make-up or substitute work assignments from the teacher and turn it in when it is completed. Currently, each teacher has a procedure in place for making up late or missed work. Exceptions will be made for unusual circumstances, but in all cases the amount of time allowed for make-up will be at the discretion of the teacher.

Student absences from classes without the knowledge of parents or school will be considered "skipping class" and are unexcused. Multiple unexcused absences during a day are truancy, which may result in expulsion.

EXCESSIVE ABSENCE

When a student has missed class more than five (5) times in a trimester, or when an undesirable pattern of attendance occurs, teachers may conference with the student and notify parents of the situation by email, mail or by phone. All persons should be made aware that the student is placing his/her opportunity for a passing grade in jeopardy. If the problem continues, additional parent contact should be made by the teacher to the parent.

If the student reaches nine (9) absences, the principal and/or teachers may request a conference with the student and parent to discuss the situation with him or her. At this time the student may be placed on an attendance contract or an agreement will be made that will clearly spell out the consequences for additional absence; which would include failure without credit due to inadequate time spent on class requirements.

TARDINESS

There is a three (3) minute passing time between each class period. Any student who enters a classroom or study area without a pass after the bell has rung is to be marked tardy unexcused for class. Students must plan ahead, trips to and from the lockers are not excuses for being late to class. If an activity or conference with a teacher or staff member is the reason for the student being late to class, the student shall get a written pass signed by that person to present as an admit to class, and this tardiness will be excused; if no pass is presented, the student will be recorded as tardy. Each student will receive one (1) "grace tardy" per trimester of the

school year, he or she will be assigned detention according to the following scale:

- 30-minute detention starting with the 2nd tardy in a trimester.
- 30-minute detention for every tardy thereafter.

WALKOUTS/PROTESTS

From time to time social issues impact student lives and they are motivated to participate in student walkouts. UHS supports the right to free speech and the right to assemble; however, like any form of civil disobedience, walkouts or other protests come with consequences. UHS does not initiate or endorse any student led walkouts. Students who choose to participate in a walkout will be marked unexcused and consequences will be applied to the existing attendance and discipline policy.

ILLNESS WHILE AT SCHOOL

Students who become ill while in school should go immediately to the main HS nurse's office. Students who are ill may NOT leave the building without consent from the office and prior approval from a parent or guardian. The school secretary or nurse will phone the parents for instructions. If required, transportation will be provided.

EARLY RELEASE / LATE ARRIVAL (Seniors Only)

- a. Seniors must qualify to earn an early release or late arrival:
 - Must be proficient or show 1 year growth in 3 of 4 core areas (reading, math, science, social studies) of the Iowa Assessments.
 - Must earn a 2.5 GPA for the previous trimester
 - Must have scheduled four (4) academic classes (including PE)
 - Zero detention previous trimester
 - Each student will be required to re-qualify for each trimester
 - Form must be signed by student, parent, and administration
 - Form is due 5 days after the start of the trimester
- b. Late in and early outs will be revoked for the following reasons:
 - Until accumulative detention time is served.
 - A student has accumulated two hours of detention time.
 - Has been on the F list for two consecutive weeks
 - If student is repeatedly in the building when should be out because of late in/early out.

APPEARANCE AND CONDUCT

Students should dress appropriately and be neat and clean. In the interest of health and safety, shoes must be worn at all times. To ensure propriety and good taste in conduct and

appearance, students whose dress or appearance is inappropriate will be asked to make immediate corrections if they are to remain in school. Appropriate clothing for physical education will include gym shoes, sweat socks, shorts, and an appropriate T-shirt. **NO bare bellies, bare backs, or visible underwear are allowed at any time.**

CELL PHONE USAGE

Cell phones are only allowed between classes and at lunch. Student cell phones are NOT TO BE SEEN OR USED DURING CLASS TIME without permission from a staff member. This includes regular-study hall and WIN-study hall. Students violating this policy will be subject to the following action:

1. **First offense:** the cell phone will be turned over to the staff member and the student can pick up their phone in the office at the end of the school day. Parents will be contacted through JMC.
2. **Second offense:** (30 min detention) the cell phone will be turned over to the office, Assistant Principal, or Principal and the student's parents will be notified, the student can pick up the phone in the office at the end of the school day. 30 min. detention will be assigned at that time.
3. **Third offense:** (1 hr detention) the cell phone will be turned over to the office, Assistant Principal, or Principal and the student's parents will be notified, the student can pick up the phone in the office at the end of the school day. 1 hour detention will be assigned at that time.
4. Any further offenses will result in more severe disciplinary measures and possible loss of phone privileges.

NOTE: In cases of emergency the student can be called out of class. Students are not to use phones during regular school hours except for emergencies and these should be handled through the High School Office.

INAPPROPRIATE BEHAVIOR / DISCIPLINARY ACTION

Any student who fails to comply with the directions of teachers, student teachers, substitute teachers, teacher aides, principals or other authorized school district personnel during any period of time when the student is properly under the authority of school personnel will be subjected to appropriate disciplinary action.

- A. Disciplinary actions that may be considered for those who violate rules, regulations and policies would include, but not be limited to:
 - Before / After school detention
 - Removal of school privileges
 - Removal from class temporarily or permanently
 - In-school suspension
 - Out-of-school suspension
 - Expulsion

B. Before / After school detention will be held for those students failing to cooperate in the classroom during the school day. Detention will take precedence over all other activities. Students may serve detentions in the morning from with permission from the Assistant Principal or Principal. The parent will be informed when a detention is given.

- Detention will be set up for Wednesday afternoons throughout the school year from 3:10-4:10 P.M.
- Students may make arrangements with the Principal or Assistant Principal to serve detention time any day before or after school.
- Students may serve detention time with any staff member before or after school with the permission of teacher.
- When a student receives a detention, he/she will receive a 24-hour notice so transportation can be arranged.
- Students may serve detention during their late-in or early-out periods.
- **Any student with detention time *WILL NOT* be allowed to participate in any extracurricular activities including contests, practices and rehearsals.**
- **Any student with detention time *WILL NOT* be allowed to participate in any “privileged” school sponsored activities (e.g. Dances: Homecoming, Prom, and Graduation Commencement Ceremony).**

C. The school administrators may suspend or the Board of Education may expel any student who repeatedly disrespects, disregards and defies the authority and/or orders of school employees, misuses, damages, or destroys public school property, and disrespects or disregards the rights and welfare of others. A student suspended either in or out of school is also suspended from all school activities. Credit will be given for all work completed while under suspension.

After a student has accumulated five (5) full days of suspension during the year, whether in-school or out-of-school, a parental conference with the Board of Education may be required before the student returns to class. When an unavoidable circumstance causes a delay in this conference, the student will be allowed to be in school in an area designated by the principal until such conference can be held.

STUDENT SEARCH AND SEIZURE (Code 502.8)

The Board of Directors holds all school property in public trust. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles. Such a search may be under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and to protect the safety and welfare of students and school personnel. School authorities

may seize any illegal, unauthorized contraband materials discovered in the search.

It is recognized that illegal, unauthorized, or contraband materials generally cause substantial disruption to the school environment or present a threat to the health and safety of students, employees, and include, but are not limited to, nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student on the school premises.

Periodic unannounced inspections of student lockers are permissible to check for cleanliness, vandalism and proper use. Drug dogs may be used for unannounced inspection of student lockers and student cars parked on school property.

All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

SUSPENSION OF A STUDENT (See General Section p. 23)

EXPULSION OF A STUDENT (See General Section p. 23)

NO SMOKING/USE OF TOBACCO/E-CIGARETTES (See General Section p. 21)

USE OF A CONTROLLED SUBSTANCE (Drugs including Alcohol) OTHER THAN BY PRESCRIPTION (See General Section p. 22)

STUDENT ACADEMIC PROGRAM

GRADUATION REQUIREMENTS

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate. It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete the following required credits prior to graduation:

CREDIT REQUIREMENTS

Students must have earned a minimum of fifty-four (54) credits for graduation from high school in addition to passing a physical education course each trimester they are enrolled. The 54 credits are distributed as follows:

44 Academic Credits will be required include:

- American Government | 1 credit
- American History | 2 credits
- Social Studies Electives | 3 credits
- English I (Freshman) | 2 credits
- English II (Sophomore) 2 credits
- English III (Junior) or Composition | 2 credits
- English Electives | 2 credits

- Science | 6 credits
- Mathematics | 6 credits
- Computer | 1 credit
- Personal Finance | 1 credit
- Careers | 1 credit
- Health | 1 credit

Successful completion of an academic course earns one (1) credit per trimester.

All courses are classified as academic except Resource, Vocal Music, Instrumental Music, Physical Education, and Drivers Education, which are classified as non-academic. Vocal Music and Instrumental Music meet daily and earn one-half (½) credit per trimester, one and one-half (1 ½) credit per year. Resource classes will receive one-half (½) credit per trimester completed. Driver Education will earn one-half (½) credit. Grades from non-academic courses are not used when determining grade point.

A student must be enrolled in and successfully complete Physical Education each trimester that he or she is enrolled in school. Students who do not pass a trimester of P.E. must retake that trimester's work the following trimester. A student must enroll in a minimum of four (4) credit courses including P.E. each trimester.

Four (4) academic credits from outside schools, such as Hawkeye CC, Kirkwood CC, etc., may apply towards meeting the graduation requirements providing the student is enrolled at Union High School when the credits are earned.

Five (5) academic credits earned as a Foreign Exchange Student may apply towards meeting the graduation requirements. The school attended must be an accredited school and must be earned during an academic year.

Students must earn a minimum of 8 of their 54 total credits at Union High School to be eligible for graduation.

Students may request that they be allowed to test out of a class. The request must be approved by the parent or guardian, principal, counselor and the teacher. In testing, the student must meet the criteria established by the school. Credit will not be allowed towards graduation for classes that have been tested out of.

The required courses of study will be reviewed by the board annually.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education

student's graduation, the IEP team will determine whether the graduation criteria have been met.

MID-YEAR GRADUATION

Mid-year completion is designed to allow students who have completed all academic requirements the opportunity to finish their senior year at the end of the first or second trimester. Each student should consider the advantages and disadvantages of this choice in discussion with their parents and counselor. The deadline to submit your request for mid-year completion will be established by the counselor and principal.

Students who choose to graduate at mid-year MAY NOT participate in any extracurricular activities during the remaining trimesters. This includes, but is not limited to athletics, music, speech, drama, and student government.

Mid-year completers must pay regular admission to any school activities such as athletic events, plays or concerts. Juniors must earn all 54 credits for early graduation.

Mid-year completers may not attend school dances or any other social activities not open to the general public unless they are the guest of a currently enrolled student. (The junior/senior Prom is the only exception to this. Mid-year completers may attend the Prom as an enrolled student and may bring a guest.)

The graduation ceremony in May will include those students who choose to finish mid-year. Process:

- Discuss with the counselor your high school credits and fulfilling required classes (online classes included).
- A form will be given to you to complete and have signed by you, a parent, and an administrator.
- Turn in the form for the dates shown above.
- Serve any detention time before mid-year graduation approved.

COMMENCEMENT

Only students who have met the **full requirements (54 credits) for graduation will be allowed to participate in the commencement proceedings provided they abide by the proceedings organized by the school district.**

ALTERNATIVE DIPLOMA

Students who are working towards an alternative diploma (42 credits) must have all their graduation requirements completed by a date established by the high school administration.

Failure of a student to participate in commencement will not be a reason for withholding the student's final progress report or diploma certifying the student's completion of high school.

lesson plans online. Parents are encouraged to call or email the teachers from 7:30 to 3:30 if they have questions concerning their students or assignments.

GRADING & PROMOTION SYSTEM

The following grading system is being used in the Union Middle and Senior High School.

Excellent	A	4.000 points
	A-	3.666 points
	B+	3.333 points
Above Average	B	3.000 points
	B-	2.666 points
	C+	2.333 points
Average	C	2.000 points
	C-	1.666 points
	D+	1.333 points
Below Average	D	1.000 points
	D-	.666 points
No Credit	F	.000 no points

The five letters employed and the significance is:

A = Excellent | This grade indicates the student has given evidence of superior work in quality and quantity far in excess of the standards set forth as a satisfactory passing mark.

B = Above Average | This mark indicates the student has given evidence of work in quality and quantity above the standards set forth for a passing mark.

C = Average | This is a satisfactory mark. It indicates that the student has acquired the necessary ability to proceed in the subject and can use the ability where applicable.

D = Below Average | This mark indicates the student has not acquired the necessary ability to work efficiently or to use his ability efficiently in the work of the course. The "D" grade is the lowest passing grade.

F = No Credit | The grade indicates no credit is given toward graduation. It indicates that the student has not achieved sufficient mastery of skills and content to justify being given a satisfactory mark.

INC = Incompletes may be assigned at trimester reporting at the teacher and Principal’s discretion. The circumstances leading to the assignment of an incomplete will vary from student to student. All final grades marked with an incomplete will need to be completed two (2) weeks following a trimester grading period. Any student experiencing extreme circumstances will be dealt with on an individual basis.

Advanced Placement courses will be graded on a 5.0 scale. Additionally, an “A+” will be worth 5.00 points. Currently, Union High School offers Advanced Placement English Literature and Composition.

MID-TERM PROGRESS REPORTS

Mid-term progress reports are mailed or emailed to all parents approximately six weeks before the end of the trimester. **NOTE:** Parents or students may request information on their progress at any time during the trimester. Parents may acquire access to student grades and

GRADE REPORT CARDS

Grade report cards are issued each trimester. These are mailed or emailed approximately one week after the close of each grading period. Report cards will be mailed or emailed and do not need to be returned.

HONOR ROLL

Announcement of an honor roll is made at the end of each trimester and will be distributed to the local papers for publication.

The Union High honor roll rules are as follows:

- Honor roll will be at the end of each trimester.
- A student must earn a minimum 3.333 grade point average to be eligible for honor roll.
- All subjects except vocal, band, resource, physical education, and driver's education count toward the honor roll.
- Grades will be figured on the four point grading system.

"A" TEAM

This academic award will be presented after each trimester. Students who receive a grade of “A” or “A-” in all Academic courses for the trimester will be recognized by certificate and "Letter" or bar awards.

SILVER CORD

Union High School strives to recognize those students who earn at least 50 hours of community service per year through our Silver Cord program. The following explains the levels of award for hours earned per year:

- 50-74 hours –receive a certificate, a letter, and a silver bar
- 75-99 hrs –receive a certificate, a letter, and a small medallion
- 100 or more hours –receive a certificate, a letter and a medal

Seniors who complete 200 hours of community service will receive Silver Cords to be worn at graduation. Hours must be turned in each year by the end of the current school year to qualify.

STUDENT SERVICES, HEALTH AND SAFETY / GUIDANCE AND COUNSELING SERVICES

The principals, teachers, and counselors are always available to assist any student in reaching their highest potential. Students should feel free to ask for help when it is needed.

There will be occasions when time or other factors will make it difficult for teachers to help the student arrive at a solution to a particular problem. There may be times when a student simply wishes to discuss something in confidence with someone. When such a situation arises, the student is encouraged to use the services of the counselor. Through the counseling relationship, the counselor helps students to:

- understand themselves in relation to the world in which they live.
- accept themselves as they are.
- develop personal decision-making competencies.
- resolve special problems.

The school counselor assumes the role of leader and consultant in the school's program of testing and other pupil appraisal techniques by:

- coordinating the accumulation and use of meaningful information about each pupil.
- interpreting information about pupils to them, their parents, to teachers, and to others who are professionally concerned.
- helping to identify pupils with special abilities and needs.

The school counselor collects and distributes to pupils and parents information concerning:

- course offerings.
- opportunities for further education.
- careers and career training opportunities.

The school counselor coordinates the use of services available beyond those the school can provide by:

- making pupils and parents aware of the availability of such services.
- making appropriate referrals.

The school counselor assists in providing placement services for pupils by:

- helping pupils make appropriate choices of school programs and develop long-range plans of study.
- helping pupils make the transition from one school to another and from school to employment successfully.

EMERGENCY DRILL PROCEDURES

The **fire-warning signal** is an intermittent electronic ring accompanied by visual alarm strobe flashes. The all-clear signal is a short ringing of the classroom bells. Exit routes are posted by the door of each room. When the alarm is given, students are to move quickly and quietly to the designated exit and **assemble as a class** at least one hundred feet from the building. Turn lights off and close windows and door. Students should treat every fire alarm as though it were the real thing. Tampering with the fire alarm system will not be tolerated. Suspension will follow and charges will be filed.

The **tornado (severe weather) -warning signal** is a voice message indicating the threat of weather. Students should treat each tornado drill as though it were the real thing.

The **bomb-threat or other evacuation signal** is a voice message indicating that evacuation of the building is required. Students should proceed to their designated area on the track west of the high school and wait for further information if necessary.

Signals to be added: "soft lock-down" "hard lock-down" "intruder"

LIBRARY MEDIA CENTER

The Media Center is a place for quiet study. To use the Media Center one needs to:

- Be doing something productive.

- Be doing it in a way that allows others to be productive.
- Be respectful of others.
- Not drink or eat in the library media center.
- No cell phone use

Students needing assistance are invited to ask questions of the teacher librarian.

LOAN PERIOD AND FINES

<i>Type of Material</i>	<i>Books</i>	<i>Magazines</i>	<i>Reference</i>
Limit	3	3	3
Renewal	1	1	1
Loan Period	3 weeks	1 day	1 day
Fine per day	10¢	10¢	\$1.00
Maximum	none	none	none

Lost materials will be assessed at the school's cost.

Students are able to avoid fines by keeping track of the due dates on the things they have checked out. If a student has an overdue item or an unpaid fine, he or she will NOT be able to check out another item until the overdue item is returned or fine paid. Students may lose the privilege of coming to the Library Media Center.

STUDENT ACTIVITIES

ACADEMIC ELIGIBILITY POLICY

36.15(2) Scholarship rules

- All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- All contestants must be under 20 years of age.
- All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times. To qualify under this rule, a "subject" must meet the requirements of 281—Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year
 - Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and interim periods of ineligibility are determined by local policy. For purposes of this subrule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.

- b. 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 contest and competitions in which the contestant is a contestant for 30 consecutive calendar days.
- D. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
- E. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of twelve consecutive trimesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board that may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
- F. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- G. A student is academically eligible upon entering the ninth grade.
- H. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration.
- I. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
- J. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in

athletics upon return to school if the student is otherwise eligible under these rules.

- K. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

ATHLETIC ACADEMIC ELIGIBILITY POLICY

- A. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
- B. Each contestant shall be passing all coursework at the Mid-Term Grade grading period. If at the Mid-Term grading 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 contest and competitions in which the contestant participates for 2 weeks after grades are posted.**
- C. Subject to the provision below regarding contestants in interscholastic baseball or softball, 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 participates for 30 calendar school days from the 1st playing date.**
- D. At the end of a grading period that is the final grading period in a school year, if a contestant in interscholastic **baseball or softball who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic baseball or softball for the 30 calendar days** following the end of the final grading period.

SPEECH ACADEMIC ELIGIBILITY POLICY

- A. Each contestant shall be passing all coursework at the Mid-Term Grade grading period. If at the Mid-Term grading a **contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to participate in the next occurring activity/ competitions in which the contestant participates for 2 weeks after grade are posted.**
- B. If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any event sanctioned by the IAHSAA or IGHSAA sponsored event **within a period of 30 consecutive**

school days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district.

participate. For example: an athlete who plays basketball on the high school team and also wants to play indoor soccer with a club in Waterloo, must obtain permission from the head basketball coach prior to joining the indoor soccer team.

DISCIPLINARY AUTHORITY

The activity sponsor, principal, and the activities director (where applicable) will make the final determination on all matters pertaining to discipline in student activities.

TRANSPORTATION TO AND FROM EXTRA-CURRICULAR ACTIVITIES

Students participating in extra-curricular activities are required to ride to and from the activity on school provided transportation. Exceptions can be made when returning from an activity if the student's parents provide a written and signed request to the activity sponsor identifying the adult of legal age whom they authorize to provide transportation for their youngster or make that request in person. Students will not be allowed to ride home with other students even if they are of legal age unless they are family members. School provided transportation ends when students are returned to the school from which the school transportation originated.

EXTRA-CURRICULAR ACTIVITIES

Baseball	Golf	Swimming
Basketball	Instrumental Music	Tennis
Cheerleading	Fall Play/Spring Musical	Track & Field
Cross Country	Soccer	Volleyball
Dance Team	Softball	Vocal Music
Football	Speech	Wrestling

Athletics

Students who are scholastically eligible may participate in the extra-curricular activities listed above.

It is the aim of the coaches to include as many participants in the athletic program as possible in the belief it improves individuals--mentally, physically, and morally.

A physical examination must be obtained from a doctor before anyone is allowed to participate in athletics. Examination forms are available in the office. When they are filled out and signed by a doctor, they must be returned to the office. All students participating in school athletic programs must either show evidence that they are covered by insurance, (health and accident) or their parents must sign a form saying they accept full responsibility for expenses resulting from athletic injuries. Students are responsible for all equipment and uniforms issued to them for athletics. If uniforms are not returned at the end of the sports season,

MUSIC ACADEMIC ELIGIBILITY POLICY

- A. Each contestant shall be passing all coursework at the Mid-Term Grade grading period. If at the Mid-Term grading a **contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to participate in the next occurring activity/ competitions in which the contestant participates for 2 weeks after grade are posted.**
- B. If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any competitive event sanctioned by the IHSMA or any IHSMA sponsored event that is non-graded (event doesn't affect course GPA) **within a period of 30 consecutive school days.** The period of ineligibility will begin with the first school day following the day grades are issued by the school district.

STUDENT ORGANIZATION ELIGIBILITY POLICY

- A. Each contestant shall be passing all coursework at the Mid-Term Grade grading period. If at the Mid-Term grading a **contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to participate in the next occurring activity/ competitions in which the contestant participates for 2 weeks after grade are posted.**
- B. If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any event sanctioned by the SCHOOL sponsored event **within a period of 30 consecutive school days.** The period of ineligibility will begin with the first school day following the day grades are issued by the school district.

NO-CUT POLICY

No student shall be cut from an athletic activity for lack of ability. Some athletic teams may require limitation of participants due to facilities or other circumstances beyond our control. Also, certain programs, such as cheerleading, jazz band, show choir, dance team, plays, musicals, and speech team must be more selective by nature, and appropriate try-outs will be held.

PARTICIPATION IN AAU AND OTHER OUTSIDE ATHLETIC ACTIVITIES

An athlete will be allowed to participate in a non-school sponsored sport (such as AAU Volleyball or club soccer) only if the head coach of that current sport allows the student to

the student will be required to pay the replacement cost of the uniform.

Cheerleading

Any student may try out for cheerleading. We have cheerleaders for fresh-soph and varsity football, fresh-soph and varsity basketball and wrestling. Practices are held and then a selection committee, using a rating system, selects the cheerleaders. Those selected are required to follow specific rules set up by the school.

Instrumental Music

The following are groups that the Union High Instrumental Music Department offers to their students. The groups are marching band, concert band, jazz band, pep band, and small ensembles.

The philosophy of the Instrumental music department is to help the students develop a good musical background with a lot of variety. We will perform for local events and concerts. We will also participate in the State of Iowa Music Contest. We will perform for all home athletic events. A Union High Band student may elect to try out for one of our jazz bands, try out for various honor bands, go to Solo & Ensemble Contest, or try out for All-State. The Union High School music program is one that is a commitment to excellence and a program that is full of pride and fun to experience. Band lessons are available to students during the summer and the school year.

Speech Team and Plays

Speech Team has two opportunities for participation: large group and individual competition. Tryouts may be held if necessary. Speech rehearsals are generally before and after school.

The drama department will produce one play and one musical each year. Tryouts for both productions are open to all students. A student does not need to be in chorus to try out for the musical. Rehearsals may be after school or in the evening (after sports practices). Students may elect to be a part of the stage or technical crews. These crews meet after school and on occasional Saturdays, if needed.

Vocal Music

The Vocal Music Department is a unique combination of curricular and co-curricular activities. The curricular aspects of the program are the Concert Choir, which meets each day, and the voice lessons, which are given to each student once a week. The Concert Choir has responsibilities outside of the school day and is required as a part of the grade. These activities include the Fall Concert, Winter Concert, NACL Festival, State Solo and Ensemble Contest, State Large Group Contest, Spring Concert, Baccalaureate, and Graduation. A list of these dates will be provided to each student at the beginning of the year in the Vocal Department Handbook. Extra-curricular activities that are not required as part of the grade include Show Choir and various honors choirs such as

All-State, Dorian, Meistersinger, and UNI. According to state regulations, students must be a part of the Concert Choir in order to be a member of the co-curricular activities.

Show Choir is an auditioned ensemble and students will be selected based on vocal ability, movement ability, and work ethic. These auditions take place in the fall of the year and the group will rehearse on Monday and Thursday mornings at 7:15 a.m. Students are required to attend all rehearsals and performances or be removed from the group. Excused absences must be cleared with the director ahead of time. This group will perform at various competitions and concerts throughout the year.

Yearbook Support Staff

The Yearbook attempts to reveal through pictures and captions the school's academic, extracurricular activities, and achievements for a given year. A yearbook support staff member is someone who is willing to give of his/her time to help make the yearbook accurate, interesting, as well as helping fulfill the financial obligations in producing the book. Duties will include selling ads to businesses, taking photos, proofreading pages, and working at fundraising activities. This activity is open to any high school student.

STUDENT ORGANIZATIONS:

FFA

FFA is a national organization for youth who are enrolled in Agricultural Education classes. The organization's objectives are to help youths explore and develop agricultural careers, develop and practice leadership skills, practice citizenship, and develop character through cooperative activities. Its activities are educational, social, and recreational.

National Honor Society

The Union High School Chapter of the National Honor Society is an honorary group composed of juniors and seniors who have met membership requirements of scholarship, leadership, character, and service. To become a member, students after the first trimester of their junior or senior year must:

- Meet 3.5 cumulative minimum GPA requirement
- Have zero (0) Good Conduct Rule violations and minimal behavior infractions
- Complete an application documenting leadership activities
- *For the Class of 2019-2021:* complete an application documenting service activities
- *For the Class of 2022 and beyond:* have participated in the UHS Silver Cord Program (documenting service hours)
- Have the application(s) and other supporting documents (i.e. transcript and teacher/coach evaluations) successfully completed and reviewed by the faculty NHS membership committee

To maintain membership in the organization, a member must:

- Maintain the 3.5 minimum GPA requirements throughout high school
- Have zero (0) Good Conduct Rule violations and minimal behavior infractions
- Have active involvement in the organization by attending meetings and participating in the service activities

If any of the above is not being met, the student may be placed on a one-trimester probation or dropped from the NHS organization.

In case of a denial of acceptance, a student can request a meeting with the sponsor and/or faculty committee for an explanation.

Student Council

The student council represents the entire student body. The Student Council is an important link between the students, teachers, and administration. The student council presidency should be the most important office in the school. Members of the student council are elected by the class that they represent. A member of the Student Council must attend this school system at least one semester prior to being elected. The Student Council has at least two advisors--a faculty member and the principal or his or her designee. All campaign signs for Student Council election must be cleared through the principal's office.

SCHOOL DANCE REGULATIONS

The purpose of school dances is to furnish clean, wholesome entertainment and to promote high school social ideals and school spirit among the high school students.

- Any official school organization may sponsor a school dance.
- In order to sponsor a dance, a school organization must:
 - Get permission from its faculty sponsor,
 - Select a date that is acceptable to members of the organization and the sponsors,
 - Obtain approval of the principal or assistant principal and have the date placed on the master calendar.
- The time set for school dances shall be from 8:00 P.M. - 11:00 P.M. with the exception of dances after athletic contests (including Homecoming) and the Junior-Senior Prom, which will end no later than 12:00am. School dances that follow athletic events may last until 12:00 am.
- The organization sponsoring the dance will have charge of ticket sales, setting prices, refreshments, decorations, music and cleaning up after the dance.
- There will be no leaving and reentering of the building during the dance. When a student leaves the building, it will be considered that he or she is going home and the student may not return to the dance.
- There are two (2) special dances that can be planned each year. They are the Homecoming Dance and Prom. Homecoming and Prom are open to invited Union High School students and their bonafide date. Guests may be invited to dances providing their names are turned into the principal's office ahead of time. Middle school students may not attend any high school dances. Students will be responsible for their guest.

- All guests will observe the same rules as our students.
- Students are to remain in the dance area during the dance and not roam throughout the school.
- Dances can be held on Friday, Saturday, or the night preceding vacation.
- Students should have their transportation home arranged ahead of time. Parents should pick students up immediately following the dance.
- All NON-Union guests are required to complete and hand in a Guest Request Form three (3) days prior to the date of the dance.

Junior-Senior Prom

The Junior-Senior Prom shall be sponsored and underwritten by the junior class. All financial agreements and expenditures are to be approved by the class sponsors and the administration. Guests may be invited to the Junior-Senior Prom providing they are high school students or older. Participants will not be allowed to leave the dance after upon entering. All school rules apply.

GOOD CONDUCT CODE

I. Philosophy and Purpose for Establishing the Good Conduct Code

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 that are illegal, immoral, or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal shall keep records of violation of the Good Conduct Code. It shall be the responsibility of the UCSD (Union Community School District) Board of Education to adopt rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the UCSD for participation in the activity.

The activities that are affected by the Good Conduct Code are all school sponsored public events (i.e. athletic activities, plays, etc.) or events in which the student is acting as a representative of the school (including elected and honorary offices, Homecoming attendant, music contests, etc.), with the exception of direct extensions of curricular activities (i.e. winter concert, field trips, etc.), as determined by administration.

II. Good Conduct Code

Violations of the Good Conduct Code are cumulative from completion of the eighth (8th) grade through the summer

after graduation from high school. The Good Conduct Code is in effect for twelve (12) months of the year.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student’s side, is found to have violated the school’s Good Conduct Code will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Code for any of the following prohibited behaviors:

- A. Possession, use, or purchase of tobacco/e-cigarette products, regardless of the student’s age.
- B. Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one’s breath is evidence of “use”; possession has been defined by the Iowa Supreme Court as being within reach of or in close proximity to the contraband).
- C. Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs.
- D. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited arrested, convicted or adjudicated for the acts.
- E. Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination, serious hazing or harassment of others.

Educational Responsibility Regarding Good Conduct Policies

It shall be the responsibility of each head coach and activity sponsor to communicate and educate the students in his or her program regarding the expectations and consequences associated with the Good Conduct Code. This would ideally involve at least one time spent covering the Code in depth, as well as occasional update/reminder sessions.

Additionally, efforts will be made to teach all students about his or her code and the expectations and consequences in a timely manner, preferably before the end of 8th grade, as well as throughout the school year.

III. Consequences for Violating the Good Conduct Code

When a student has been determined to be in violation of the Good Conduct Code, he or she will be faced with the following penalties:

First Violation

Ineligibility for up to 1/3 of the contests in his or her current sports season, or for the next activity event. If necessary the suspension will continue into the offender’s next sport/activity season until the equivalent of 1/3 has been served.

Second Violation

The student will be declared ineligible for 2/3 of the contests in his or her current sports season, or for the next activity event.

Third Violation

A third violation of any of the provisions of this rule shall result in a student being ineligible for all activities and performances for a period of up to one calendar year (365 calendar days) from the declaration of ineligibility.

Activity	Games Perform.	1st Offense	2nd Offense	3rd Offense
Football / Cheer	9	3 games	6 games	1 year
Volleyball	14	4 games	8 games	1 year
X Country	10	3 meets	6 meets	1 year
Basketball / Cheer	21	7 games	14 games	1 year
Wrestling / Cheer	15	5 meets	10 meets	1 year
Golf	12	4 meets	8 meets	1 year
Soccer	17	6 meets	12 meets	1 year
Tennis	12	4 meets	8 meets	1 year
Track	12	4 meets	8 meets	1 year
Baseball	TBD	TBD games	TBD games	1 year
Softball	TBD	TBD games	TBD games	1 year
Marching Band	6 MAX	2 events	4 events	1 year
Pep Band	9 MAX	3 events	6 events	1 year
Dance Team	TBD	TBD events	TBD events	1 year
Speech Team	4	1 event	2 events	1 year
Drama / Plays	1	1 event	2 events	1 year
FFA	1st offense: 1/3 of events individual is involved 2nd offense: 2/3 of events individual is involved 1 Year ineligibility			

NOTES:

- The period of ineligibility begins immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity. If the ineligibility is not completed during the current activity, it is carried over to the next contest or activity the student participates in.
- If the period of time between a violation and the ineligibility penalty is twelve calendar months or more, the

student shall not serve an ineligibility period for the violation.

- Students, who, in an attempt to maintain their eligibility or delay their ineligibility, withhold information, lie to or mislead school officials concerning dates or details concerning arrests or violation(s) will automatically be declared ineligible for the maximum time for that violation.
- Students may not join an activity after the first day of practice for the purpose of satisfying the code requirements on ineligibility.
- Students must satisfactorily complete an activity/athletic season in which he/she serves a period of ineligibility. In other words, a student cannot go out for a sport, serve a period of ineligibility, and then quit just to satisfy the code requirements.
- If a student violates the Good Conduct Code while ineligible due to an earlier violation or academic suspension, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
- 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 Code 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.

IV. DETERMINATION OF A VIOLATION

The school administrator will make the determination if a student has violated the Good Conduct Code or deemed to be in violation of the Good Conduct Code by any one or a combination of the following:

- A. Is found guilty in a court of law.
- B. Admits to violating one of the items of the Good Conduct Code.
- C. Witnessed breaking one of the items in the Good Conduct Code by one or more staff members.
- D. Is found in violation by the school administrator based on the evidence.
- E. If the student transfers in from another school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Code in the previous school district, the student shall be ineligible until that penalty has been served.

V. APPEAL PROCEDURE

If the school administrator finds a student in violation of the Good Conduct Code after conferencing with him/her about an alleged violation, but the student claims innocence, the student and/or his/her legal custodian may appeal the school administrator's decision in writing within five (5) calendar days to the superintendent. If the student and/or his/her legal custodian are not satisfied with the decision of the superintendent concerning the matter, they may appeal this decision by making a written request within five (5) calendar days to the school board. The student will be ineligible during this appeal process.

USE OF STUDY PERIODS

Students not scheduled in a class will report to the library for a study period. Students should spend this time studying or reading quietly. Students may ask to study in pairs; however, conversations must be quiet and pertain to their work. During the last 15 minutes of the period students will have a "break time" to socialize and move about the Student Center.

1. Students must bring homework or reading material with them to study center.
2. Students may "sign out" with permission from the study center to:
 - (a) Go to the media center (library),
 - (b) Go to their locker.
 - (c) Use a pre-signed pass to see a teacher, counselor, or the office
3. Students who are wandering in the building will lose their sign out privileges.
4. Students should not be in the hallways the last five minutes of any class period.

CARE OF BOOKS

All rental books are the property of the school and loaned to the student for a nominal fee. Soiling and damaging books will bring about assessment of fines for all offenders:

1. Soil (beyond normal use)/water damage = \$5
2. Broken spine, cover requiring rebinding = \$10
3. Lost, destroyed, unusable = replacement cost.

(It is recommended that all books be covered for protection.)

VISITORS

Visitors must check in at the office and must have the permission of the principal or superintendent to tour our school. Visiting students will not be permitted to visit classes unless the administration approves them at least one day in advance. Office staff must be made aware of all planned visitors.

LOCKERS AND LOCKS

Lockers are the property of the school and are subject to inspection by authorized school personnel. Corridor lockers and PE lockers are assigned to each student, and Art and Shop lockers as needed. The teacher in charge of these lockers will issue padlocks and students are expected to use them. The maintenance staff needs access to all lockers; therefore students may NOT use their own personal padlocks. Students will be expected to pay for lost padlocks.

The proper use of padlocks on lockers will protect against theft. **The school is not responsible for stolen items and students are expected to keep lockers locked at all times.** Union High School makes every effort to ensure the security of students' personal property and books; however, if lockers are left unlocked or 'set' to open on the last number of the combination, the student has removed the only measure of safety the school can provide. If lockers or locks are broken or malfunctioning, the student should report the problem to the office immediately so the custodian can repair them. The student should not share his/her combination with others and **NEVER** leave valuables (especially purses and billfolds) in

unlocked lockers. Students are expected to keep lockers in good condition. Students will be assessed for damages to lockers if necessary. Paint, nail polish, magic marker and glue are not to be used inside the lockers. Banging of locker doors is disruptive and will result in disciplinary action.

MEAL TICKETS

Money may be deposited into a personal meal account in the high school office before school or in the lunch line. Payment must be made prior to charging another meal. **Sharing of school lunches is not permitted.** We must abide by the federal guidelines set up for the program. Therefore, students may not drink pop from 11:30 A.M. to 1:30 P.M.

BREAKFAST

Breakfast will be served from 7:30 to 8:00 A.M., and all cafeteria rules apply.

CAFETERIA BEHAVIOR

Students should have meal tickets ready when going through the cafeteria line. Students are asked to enter the cafeteria by using the steps leading from the corridor on the front side of the building. Any student who disrupts the cafeteria will be placed on restriction. Students who are on restriction will be assigned a seat in the cafeteria or will eat in the office. No food or drink from the ala carte line may be taken from the cafeteria, and violators will lose ala carte privileges.

NOON HOUR REGULATIONS

No student may leave the high school building during the lunch period (or any other time) without permission from the office. Parents will be contacted to inform and gain permission. Students will remain in the cafeteria for the entire lunch period, unless they have a pass to the media center. After students finish eating, trays are to be taken to the dishwasher. Students are not to be in the halls, classrooms, etc., until their lunch period is over.

SNACKS, BEVERAGES, AND GUM CHEWING

Beverages OR snacks are to be consumed in the cafeteria unless allowed by individual teacher discretion. Individual teachers reserve the right to NOT ALLOW beverages or snacks in their classroom. Litter should be placed in wastebaskets. As long as students do not abuse the privilege of having, beverages, snacks, and gum we will follow these rules. When the privilege is abused, appropriate administrative action will be taken.

ASSEMBLY PROCEDURE

Students are to enter the auditorium in an orderly manner and take their seats immediately. Students are expected to be on best behavior for all assemblies. Seating assignments will be as follows:

<i>Juniors (Overflow - front rows)</i>	<i>Freshman (overflow behind Seniors) Seniors (Overflow - front rows)</i>	Freshmen <i>Sophomore (Overflow - front rows)</i>
Juniors	Seniors	Sophomores
STAGE		

LOST AND FOUND

Report any lost or found items to the office. P.E. articles that are lost or found will be taken care of by the P.E. teachers.

SCHOOL TIME PUBLIC DISPLAYS OF AFFECTION

Students are requested to limit their physical PDA activities to holding hands. Greater physical contact will result in staff members talking to the violators about the problem and if corrections are not made, parents will be contacted.

TELEPHONE USAGE

All emergency phone calls may be placed through the office with the assistance of the secretaries.

USE OF CARS AND CYCLES

Students who drive to school are expected to follow good driving rules. Any students who are observed by school officials driving in an erratic or unsafe manner at any time will lose the privilege of driving to school and will be reported to the proper authorities. Students are to park in either the north or south parking lot in the "head-in" fashion and only in actual spaces (that is with parking lines on both sides). Cars should not be parked so that they block another car, block the drive, or cover the sidewalk so that snow cannot be removed. Violations will result in loss of parking privileges. **Cars illegally parked will be towed at the owner's expenses.** Students who will be working on their vehicle during shop class should park in the north lot when they come to school. Students are not to go to their vehicle or drive them at any time during the school day unless they obtain permission from the principal first. Students must exit the parking lots by the most direct route. Students are **not to drive through the lot in front of the school building during class time or when the busses are loading and unloading.**

UNION COMMUNITY SCHOOL DISTRICT GENERAL HANDBOOK INFORMATION**STUDENT RIGHTS AND RESPONSIBILITIES STUDENT RIGHTS AND RESPONSIBILITIES**

Each student has the opportunity and the right to use school as a means for self-improvement and individual growth. In so doing, he or she is expected to conduct his or her affairs in such a way as to assure other students the same opportunities without serving to restrict or otherwise inhibit their individual and collective rights. As a citizen of the Union Community School District, you have citizenship responsibilities to your school, classmates and the faculty. We have three basic rules in this school district that deal with both rights and responsibilities:

- 1) The student cannot interfere with a teacher's right to teach,
- 2) The student cannot interfere with another student's right to learn,
- 3) The student cannot cause harm to themselves, others and/or property.

Of equal importance is the right of school authorities to prescribe and control, consistent with fundamental and constitutional safeguards, student conduct in the schools. In exercising this right, the building principal, working with the staff and students, will attempt to achieve the objectives and follow the procedures set forth by Board policies and administrative regulations pertaining to the various aspects of student rights, student conduct, and student discipline. Respect for the authority vested in all school employees, regard for public and private property and consideration for the rights and welfare of all students and adults shall govern student actions. All employees of this district share the responsibility for seeing that the behavior of students meets standards of conduct that is conducive to a favorable learning situation. Emphasis shall be placed upon the development of the student's ability to use self-discipline. A student shall not cause or attempt to cause physical injury to a school district employee, volunteer, or other student. A student shall not attempt to harass or intimidate any other student or school district employee as a result of the employee's relationship with the school:

- 1) on the school grounds during and immediately before and immediately after school hours,
- 2) on the school grounds at any time when the school is being used by a school group,
- 3) off the school grounds at a school activity, function or event, or
- 4) In any building or area owned, leased or borrowed by the school district. Neither self-defense, nor action taken in the reasonable belief that action was necessary to defend or protect another person, shall be considered an "intentional act."

EQUITY STATEMENT

The Union Community School District does not discriminate on the basis of 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 family status in its education programs, services, employment practices, or extracurricular activities. Students, parents of students, applicants for employment and employees of the Union Community School District shall have the right to file a formal complaint alleging noncompliance with equity regulations. Inquiries concerning application of this statement should be addressed to: Mark Albertsen, Equity Coordinator, Union Middle School, 505 West Street, Dysart, IA 52224; phone 319-476-5100; email m_albertsen@union.k12.ia.us.

NON-DISCRIMINATION GRIEVANCE PROCEDURE

Students, parents, employees and others doing business with or performing services for the Union Community School District are hereby notified that this school district does not discriminate on the basis of 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 family status in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of 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 family status in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), 504 or Iowa Code 280.3 is directed to contact Superintendent of Schools, 200 Adams Street, La Porte City, Iowa 50651, 319-342-2674, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, and ADA, 504 and Iowa Code 280.3 (2007).

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnic background, religion, and physical disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multi-cultural, nonsexist society.

Students who feel they have been discriminated against are encouraged to report it to the Superintendent, Union Community School District, 200 Adams Street, La Porte City, IA 50651, or phone 319-342-2674, who serves as the district's Affirmative Action/Title IX Compliance Officer. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367, (816) 891-8156, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

Informal Review Procedures - If a student has a problem dealing with discrimination practices, the student should discuss the problem, as soon as the problem develops, with the teacher or principal involved. Generally the informal discussion will resolve the issue. If the case may be that the student cannot or chooses not to approach the teacher or principal, or the student feels that the response received from the supervisor does not resolve the issue, then the student is encouraged to discuss the problem with the Title IX Compliance Officer. The Informal Review Procedures shall be initiated within 9 (nine) weeks of the alleged discrimination.

Formal Review Procedures - These procedures are to be used for specific kinds of student problems that remain unresolved after informal review has occurred. The procedures may not be used for expulsion or discipline cases and can only be used in connection with believed discrimination cases. Time limits are expressed in weeks and shall mean calendar weeks. Time limits may be extended by mutual consent of the student and person or persons by whom the grievance is being considered.

1. The student may request a review of the case by submitting a letter stating the precise problem to the building principal and a copy to the Title IX Compliance Officer within two (2) weeks after the Informal Review Procedure. The principal shall arrange to meet with the student within one (1) week after the letter is received. The principal will mail a written response to the complainant and Compliance Officer within two (2) weeks after the meeting.
2. If the complainant is not satisfied with such response, he or she may submit a written appeal within three (3) weeks from receiving the written response from the Principal to the Title IX Compliance Officer. The Compliance Officer, or a designee, along with advice and assistance as deemed necessary, shall investigate the case. Depending upon the circumstance, this investigation may include a meeting between the student and the teacher or principal involved. The Compliance Officer will mail a written response to the complainant within four (4) weeks from the time the written appeal is received from the complainant.
3. Students who are not satisfied with the written response from the Compliance Officer, may submit a written appeal to the Board of Education, indicating specifically the nature of the disagreement with the response and the reasons underlying such

disagreement. This appeal must be submitted within three (3) weeks from the date of receiving the response from the Compliance Officer. The Board of Education shall consider the appeal at the next regular or special Board meeting.

The complainant shall be given written notice of date, time, and place of appeal at least five (5) calendar days prior to the date of appeal as set by the Board of Education. The Board of Education shall permit the complainant to address the Board and shall allow the complainant to be represented by counsel concerning his or her complaint. The Board of Education shall provide the complainant with its written decision in the matter within three (3) weeks following completion of the hearing. Legal Reference (Code of Iowa) - Federal Executive Order 11246, Federal Executive Order 11375, Iowa Executive Order 15, Sections 503 & 504 of the Rehabilitation Act of 1973, the Civil Rights Act of 1964, and Equal Employment Opportunity Act of 1973, the Iowa Civil Rights Act of 1965 and the Equal Pay Act of 1963.

JURISDICTIONAL STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct that disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not

limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the Superintendent's Office (342-2674) for information about the current enforcement of the policies, rules or regulations of the school district.

DEFINITIONS

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

APPEARANCE AND CONDUCT - DRESS CODE

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors to the school. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco, from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a more strict dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students who are inappropriately dressed will be required to make modifications.

Students will not be allowed to wear any type of headgear in the school building during the school day.

Students will not possess water guns, toys or other similar items in the academic/activity areas, which in the opinion of the teacher or administrator, interfere with the educational environment. Such items will be taken away from the student and returned at a later time.

Students will not possess radios, headsets, televisions, water guns, toys or other similar items in the academic/activity areas which, in the opinion of the teacher or administrator, interfere with the educational environment. Such items will be taken away from the student and returned at a later date.

INAPPROPRIATE STUDENT BEHAVIOR

Acts of behavior that may result in the student being suspended and/or referred to the authorities are as follows:

- Repeated breaking of school rules
- Conduct that disrupts the school
- Insubordination; open defiance of school personnel
- Fighting
- Threats
- Profanity & Obscenity
- Stealing
- Vandalism
- Gambling
- Possession, consumption, or sale of a controlled substance including alcohol is illegal and authorities will be contacted
- Turning in a false fire alarm or bomb threat
- Bringing tobacco on the school grounds or smoking or chewing tobacco in or about the school building
- Presenting a written statement to school authorities signed by a person other than a parent or guardian
- Possession or use of a lethal weapon
- Showing disrespect for other persons or their property
- Sexual, Verbal or Physical Harassment
- Driving Recklessly
- Unauthorized possession or use of school keys

Repetition of these acts may result in suspension or expulsion. Suspension is the temporary restraining order prohibiting a student from attending classes or any school events. Expulsion is the permanent removal from school and may result only by action of the Board of Education.

Parents and students should be aware that under certain circumstances school officials are obligated to inform law enforcement authorities of certain types of student misbehavior. In addition, legal action may be instituted against the student.

NO SMOKING/USE OF TOBACCO/E-CIGARETTES

No one is allowed to smoke, use tobacco, or any nicotine-use device on any part of the school grounds at any time or while representing the school at school activities. Middle and High School Students will be placed on suspension for three (3) days if found in violation of this policy. Students should not

have in their possession or in their locker any smoking, chewing tobacco or any form of nicotine-use device (e-cigarettes). Teachers and administrators will take tobacco/e-cigarette products from students. These materials will not be returned to the student.

USE OF A CONTROLLED SUBSTANCE (drugs including alcohol) OTHER THAN BY PRESCRIPTION

- A. If school officials determine that a student has apparently been using a controlled substance prior to coming to school, the student's parent(s) will be notified (when possible). The student will be placed on a suspension three (3) days for middle school and high school students. If the student commits a second offense of this nature, the procedures outlined under B will apply.
- B. If a student is caught using and/or in possession of a controlled substance including look-a-likes or has drug paraphernalia while on school property or at any other time under school supervision, these procedures will be followed:
 - a. For a first offense as described in item B, the student will be put on suspension five (5) days for middle school and high school students and the student will be required to enroll and complete a substance abuse program approved by the school within sixty (60) days from the date of the offense. The student and/or his/her legal custodian must sign a "release of information" form so that the school can verify enrollment in, attendance at, satisfactory progress in and completion of the substance program.
 - b. If the student does not meet the above requirement, the administration will recommend to the Board that the student be expelled from school.
 - c. For a second offense, the administration will recommend to the Board that the student be expelled from school.
- C. It is against the law for anyone to be in possession of or consume any controlled substance (including alcoholic beverages) on any part of the school grounds at any time. Violators will be reported to law enforcement officials.
- D. If a student is selling or distributing a controlled substance (including look-a-like drugs) or drug paraphernalia while on school property or at any other time under school supervision, the administration will recommend to the Board that the student be expelled from school.

WEAPONS POLICY

The board believes weapons and other dangerous objects and look-a-likes in/on school district facilities/properties 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.

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm, including a hunting rifle/shotgun, to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term firearm includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

SCHOOL COOPERATION WITH LAW ENFORCEMENT OFFICIALS

It is a policy of the school district that a reasonable cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises, or during a school-sponsored activity or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions.

PROCEDURES FOR STUDENT INTERVIEWS WITH LAW ENFORCEMENT OFFICIALS

A student may not be interviewed during the school day or periods of extra-curricular activities unless the principal or another delegated staff member is present.

If police officers or other officials request an interview for any issue other than child abuse, an attempt shall be made to contact the student's parents or legal guardian and to have one of them present during the interview. If the topic of the interview is child abuse and the investigator determines that the child should be interviewed independently of his or her parent(s) and the school is the most appropriate setting for the interview, school officials will allow the investigation without contacting the parents. It shall be the responsibility of the investigator in abuse cases to determine who will be present during the interview.

No student may be taken from school without the consent of the building principal and without a proper warrant. In all cases, the welfare of the child and the protection of his or her constitutional rights shall be the principal's first considerations.

SUSPENSION OF A STUDENT

A school building administrator may suspend a student from school for a period not to exceed five (5) days for immorality (as determined by the principal), violation of the rules and regulations approved by the Board of Education, or when that student's actions vary radically from patterns necessary for the maintenance of a proper educational environment.

The building administrator may suspend a student by following the due process procedures. The minimal due process procedures include the right of students to:

- 1. Be given oral and/or written notice of the charges,*
- 2. Be given the opportunity to admit or deny such charges,*
- 3. Be given an explanation of the evidence against the student if he/she denies the charges.*
- 4. Be given an opportunity to explain the situation.*

If after hearing the facts of a case from both sides, a building administrator decides that suspension of the student is warranted, the following steps shall be taken:

- 1. Inform the Superintendent of Schools orally of the decision to suspend the student, explaining the basic facts of the case.*
- 2. Inform the student orally of the suspension, explaining the length and provisions of the suspension and the basis for the decision to suspend.*
- 3. Inform the parent orally or by mail of the decision to suspend the student and shall explain the basic facts of the case to the parent. When the student is to be sent home before the end of the regular day as a result of suspension, the parent must be informed.*
- 4. The parents, the superintendent and the president of the Board shall be informed, in writing, of the facts of each suspension case as soon as is reasonably possible. Such reports shall include an explanation of the reasons for the suspension and shall indicate the*

probable disposition of the case. The student and/or parent(s) may either accept the principal's decision or ask for a hearing with the superintendent. If the student or parent(s) is still not satisfied after this hearing with the superintendent, a hearing before the school 8 board may be requested. If the building principal feels the continued presence of the student presents a danger to others or would substantially disrupt the operation of the school, the principal may cause the student to leave the school without the due process described above.

The superintendent may extend a suspension upon the principal's request for a total of no more than ten (10) days.

Readmission of the student after a short-term suspension (less than 5 days) will be done by the building principal and may require a conference with the student and/or his/her parents. Readmission after an extended suspension (5 days or more) will require an informal hearing before the Board. The purpose of this informal hearing shall be to determine the most appropriate educational program available for the student, or to consider an administrative recommendation to the Board for expulsion.

The informal hearing shall be attended by the superintendent, the principal, the student, the parents, and any other persons deemed appropriate by the Board or requested by the parent or the student.

Parents and students should be aware that under certain circumstances school officials are obligated to inform law enforcement authorities of certain types of student misbehavior. In addition, legal action may be instituted against the student.

EXPULSION OF A STUDENT

The Board of Education may, by a majority vote, expel any student from school for immorality or for a violation of rules and regulations approved by the Board or when the presence of that student is considered to be detrimental to other students or to the purpose for which school is conducted.

The building administrator responsible for the origin of the recommendation for expulsion of a student shall have the authority to suspend said student from attendance until such time as a special meeting of a majority of the members of the Board of Education can be held to weigh the charges, act upon them and notify the student and his/her parent(s) /guardian(s) of its decision. The provision for "suspension pending hearing" shall exist as a means by which the student and/or the school may be protected from further unpleasant or harmful consequences of the incident that prompted the expulsion request. In cases where there is to be unusual delay in assembling, the Board or the Superintendent may place the student on probationary status and allow the student to return to classes pending the arrangement of a meeting of the Board as mentioned above. Every effort shall be made to hold such meeting within five (5) days following the incident or

action that led to the proposal of expulsion. Where a student is suspended pending a hearing, said student shall be afforded means of alternative education during the period of such suspension. Such education shall be of a type which will guard against the loss of credit for classes missed should the hearing prove the student guiltless.

When it is felt that sufficient reason exists for calling a meeting of the Board to consider the expulsion of a student, the Superintendent of Schools shall notify the student and parent(s) or legal guardian(s) of said student of the place and time at which the Board will hold said meeting. Such notice shall be both oral and in writing and shall also include a summary of the specific reason(s) for the consideration of the expulsion of the student. Furthermore, the above mentioned student and said parent(s) or legal guardian(s) shall be made aware of their right to have themselves represented by counsel, and their right to have present at such meeting witnesses who, in their opinion, may have vital information or material to that specific consideration of expulsion.

At the meeting, the Board shall have in attendance the person(s) who primarily initiated the request for the student(s) expulsion and such other persons as it may wish to call as witnesses.

All written statements to be considered in the expulsion hearing shall be made available at the meeting and shall be accessible for examination by the student, parent(s) or guardian(s), and the representatives of the student. The hearing to consider the expulsion of a student shall be in closed session with the vote on expulsion made in open session.

The secretary of the Board of Education shall be responsible for seeing that the minutes of the meeting are completely and accurately recorded.

Within five (5) days of the meeting held by the Board of Education to consider the expulsion of a student, the president of said Board will instruct the secretary of the Board to notify said student and his/per parent(s) or guardian(s) of the Board's decision in the matter specifying terms and provision of the decision. The student and/or his/her parent(s) or guardian shall have thirty (30) days, following notice of a decision to expel, to appeal said decision to the Department of Education. If an appeal by the student or his/her parent(s) or guardian(s) is not made within thirty (30) days following notice of the decision to expel, the matter will be considered closed.

When expelled by the Board of Education, a student may be readmitted only by the Board of Education upon written request from the student.

STUDENT LOCKERS

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing

their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

A student's locker can be searched whenever an administrator or teacher has a reasonable and defensible suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and defensible belief that the search will produce evidence of the violation. Items found in student lockers that are in violation of school district policies, rules or regulations will be confiscated. Illegal items may be given to law enforcement officials.

Locker inspections may be conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept. Whenever possible, students will be present when their locker is being inspected.

CARE OF SCHOOL PROPERTY

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

POSTING OF INFORMATION

Students who wish to post or distribute information must receive permission from the principal before the posting or distribution. This applies whether the information deals with school-sponsored or non-school sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry,

political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances;

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc;
- Demeaning jokes, stories, or activities directed at the student;
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The building principal or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

ANTI-BULLYING/HARASSMENT PROCEDURES

INVESTIGATION

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should: Tell a teacher, counselor or principal; and Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - What, when and where it happened;
 - Who was involved;
- Exactly what was said or what the harasser did;
 - Witnesses to the harassment;
 - What the student said or did, either at the time or later;
 - how the student felt; and
 - How the harasser responded.

COMPLIANCE PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the building principal, the designated investigator. The alternate investigator will be designated by the building principal. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to

the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator’s report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal’s discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

STUDENT/PARENT COMPLAINTS

Students/Parents may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee;
- If unsatisfied with the employee’s response or if there is no employee involved, talk to the principal;
- If unsatisfied with the principal’s response, talk to the superintendent;
- If unsatisfied with the superintendent’s response, students/parents may request to speak to the board. The board determines whether it will address the complaint.

STUDENT PUBLICATIONS

Students may produce official school district publications as part of the curriculum under the supervision of a faculty

advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material that is:

- obscene;
- libelous;
- slanderous; or
- encourages students to:
 - commit unlawful acts;
 - violate school district policies, rules or regulations;
 - cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - disrupt or interfere with the education program;
 - interrupt the maintenance of a disciplined atmosphere; or
 - infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

STUDENT ATTENDANCE ATTENDANCE POLICY

The Union Community School District Attendance Policy is **based on the fact that something important happens in class every day** and that the activity or interaction between teacher and student can never be exactly duplicated.

In order for the Union staff to do the best job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of parents, the student to attend regularly, and the staff to be involved at all points in the process. One of the most vital points is that of student attendance. The attendance policy has been developed to encourage good attendance.

Parents are requested to call the school when their student will be absent. If no call is received, the school will attempt to call the parent. If no contact is made, the student must bring written documentation explaining the absence on the next day of attendance.

Students six years of age through the completion of the year they turn 16 are **required** to attend school on a **regular basis** or have competent private instruction as described under section 299.4 of the Code of Iowa. Iowa law **requires** that a student be in **regular attendance** at their registered district. By law it is the responsibility of the parent to insure that their children are in school.

The State of Iowa establishes the number of days in an academic school year. The Union School Board believes attendance is crucial to academic success. It has limited the number of days that a student can have an unexcused absence to the equivalent of **5 days during a trimester**.

Absence due to school related and school supervised activities do **NOT** count toward their total. Absences due to court proceedings or suspensions do not count toward their total. Serious or prolonged illness, extended hospitalizations, or other extenuating circumstances need to be presented to the office and will be at the discretion of the building principal. All absences, except those stated, will be counted toward the student's allotted 12 days of absences.

Step 1: 9 absences. A letter of concern may be sent from the guidance counselor, success counselor, or principal. A parent conference may be required. Further illnesses may require a doctor's excuse.

Step 2: 12 absences. A letter of concern may be sent from the guidance counselor, success counselor, or principal. A letter may be sent to the County Attorney for mediation/disposition purposes at the parent's expense.

Administrators, counselors, and/or secretaries of the Union Community School District will serve as truancy officers for their assigned buildings. **Local law enforcement** may be used to visit homes of students considered truant.

We do realize that most absences are justified; however, our concern is how to help students from getting so far behind that things look hopeless, thus making it harder for them to return. It is the student's' responsibility to get assignments and make up work missed.

Whenever students know beforehand that they are going to be absent from school, they should secure advance arrangements with each teacher as far ahead of the absence as possible. A phone call or written statement from parents is required in the office of any known days a student is going to be absent .

INCLEMENT WEATHER

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over the following radio and television stations:

AM Radio KXEL (1540) KWLO (1330) WMT (600) KOEL (950)
FM Radio KOKZ (105.7) KFMW (108) WMT (96.5) KOEL (92.3)
T.V. KWWL (Ch. 7) KGAN (Ch. 2) KCRG (Ch. 9)

Iowa School Alerts: *signup and create your personal notification alert at <https://schoolalerts.iowa.gov>, or text message alerts from local television stations.*

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. The superintendent determines whether buses will follow the regular routes or emergency routes, and the announcement will be made accordingly. Because of the size of our district (256 sq. mi.) the weather can vary considerably from one part of the district to another, making it difficult deciding when to cancel school or dismiss early. If parents think the conditions are unsafe for buses to be on the road, they should use their own judgement and keep their student(s) at home or make arrangements to pick them up at school.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The administrators will determine whether to hold extracurricular activities or practices.

STUDENT HEALTH, WELL-BEING AND SAFETY

EMERGENCY FORMS

Annually, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to an alternate person in the event the parents cannot be reached. Parents must notify the office of the building in which the student attends if the information on the emergency form changes during the school year.

IMMUNIZATIONS

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may be required to pass a TB test prior to attending school. Parents who have questions should contact the office.

CONCUSSION FORMS

Prior to the start of each school year parents/guardians and their student(s) in grades 7-12 must sign the concussion acknowledgement form. Students cannot practice or compete in interscholastic athletics, cheerleading and dance until the form is signed and returned to the school. The forms are available at the middle and high school buildings and online.

PHYSICAL EXAMINATIONS

Parents are encouraged to have their children receive periodic physical examinations. A physical exam will be required of all students entering kindergarten and may be required of other students entering the school district for the first time. Students participating in athletics are required to provide the school district a physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible.

EMERGENCY DRILLS

Periodically the school holds emergency fire and tornado drills. Teachers will notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

ADMINISTRATION OF MEDICATION

If it becomes necessary for a student to take medication at school, these guidelines must be followed:

- 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 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 the 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 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 student's name, name of the medication, and time it is to be given. The supervising instructor will then administer the medication at the appropriate time.

STUDENT ILLNESS OR INJURY AT SCHOOL

A student who becomes ill or is injured at school must notify his or her 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 emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

SCHOOL NURSE

Two part-time school nurses are employed by the district and are responsible for our Health Services Program. This program is designed to help each student protect, improve and maintain his/her physical, emotional, and social well being. The nurse is involved in environmental health and safety in our school and emergency procedures for our students. The primary emphasis for the nurse will be on disease prevention and control, including communicable diseases. Health assessments and screening programs are a large part of the nurse's responsibility. One part-time nurse will be responsible for D-G Elementary and Union Middle School. The other part-time nurse will be responsible for LPC Elementary and Union High School. Parents are requested not to use the nurse to diagnose illnesses or injuries that should be seen by a doctor. Parents who wish to consult with the school nurse should contact the secretary of the building in which their child attends school.

COMMUNICABLE AND INFECTIOUS DISEASES

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and

their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chickenpox.

HEALTH SCREENING

Throughout the year, the school district sponsors health screening for vision, hearing, and height and weight measurements. Parents will be notified prior to the health screening. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

STUDENT INSURANCE

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the principal's office in the building where their child attends school. Student athletes must have health and accident insurance in order to participate in extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance.

PHYSICAL/SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the Superintendent (342-2674) as its Level I investigator and the school nurses (342-2697 or 476-5100) 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 abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a

disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm. Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment.

Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

STUDENT ACADEMIC PROGRAM

SCHOOL COUNSELING PROGRAM

The school district school counseling program is divided into four separate categories. The categories are counseling services, information services, appraisal services and placement services. Each of these categories is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults. Confidentiality is maintained by the employees involved in the guidance program.

INSPECTION OF EDUCATIONAL MATERIALS

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the principal of the building in which the material is being used.

STANDARDIZED TESTS

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Students are tested unless they are excused by the principal.

CENTRAL RIVERS AEA (Formally 267) SERVICES

The following special service personnel are made available through Central Rivers Area Education Agency: Speech Therapist, Hearing Clinician, Education Strategist, Psychologist, and Social Worker. Students will be referred for help from these special personnel when deemed necessary by the classroom teacher and the principal, but only after parents have signed the referral that states the reasons the student is being referred.

HUMAN GROWTH AND DEVELOPMENT

The school district provides students with instruction in human growth and development. Parents may review the

human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1st of the school year preceding the school year in which they wish to open enroll. This does not apply to requests for entering kindergarten students who have until September 1st to make application. Students interested in open enrolling out of the school district must contact the Superintendent's Office for information and forms.

DUAL ENROLLMENT STUDENTS

Home school or home school assistance program students enrolled in classes or participating in school activities in the 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 Superintendent's Office.

STUDENT ACTIVITIES

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. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

STUDENT FUNDS AND FUND RAISING

Students may raise funds for school activities and programs with prior approval of the superintendent. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the superintendent prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

USE OF SCHOOL DISTRICT FACILITIES BY STUDENT ORGANIZATIONS

School district facilities are available during non school hours to school-sponsored and non-school sponsored student organizations for the purpose of meetings or activities. Students or organizations wishing to use the school district facilities must contact their sponsor and the principal or

activities director to reserve a room. School district policies, rules and regulations are in effect during these meetings.

STUDENT ACTIVITY TICKETS

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities.

CONDUCT AT SCHOOL FUNCTIONS

Students who attend school functions of any kind (plays, concerts, ball games, etc.) are expected to display proper conduct. This means watching the activity without going in and out to the bathroom or concession stand more than is necessary. Parents are asked to cooperate with the school by not allowing their children to run around. Sitting as a family to enjoy the activity will help prevent such problems. Students who cannot act properly will be asked to leave the activity.

SPORTSMANSHIP

The roots of good sportsmanship are best traced from one simple word *RESPECT*. This means respect for players, opponents, spectators, coaches, and game officials. Admission to an interscholastic event is a privilege, and with the privilege comes *RESPONSIBILITY* - the responsibility to conduct oneself in a manner so that the event is enjoyable for other fans and participants as well as yourself.

STUDENT RECORDS

LEGAL STATUS OF STUDENT

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the office of the school where the student attends. The office in the building where a student attends should be notified when changes occur in a student's legal status to ensure that the student's permanent record is current and accurate. It is also advisable to notify the appropriate office each year if there are restrictions regarding which parent a student can be released to.

EDUCATIONAL RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

Student directory information is designed to be used internally within the school district. Directory information is defined in the annual notice. It may include the student's name, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, photograph, and other likeness, and other similar information. Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Prior to developing a student directory or to giving general information to the public, parents (including parents of students open enrolled out of the school district and parents of children homeschooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

PROCEDURES FOR STUDENTS WHO ARE TRANSFERRING TO ANOTHER SCHOOL OR SCHOOL DISTRICT

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been sent are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

TECHNOLOGY ACCEPTABLE USE REGULATION

Union Community School District Offers Internet access for student and employee use. The following is the Acceptable Use Policy for your use of the Union Community School's Computer Network.

A. EDUCATIONAL PURPOSE

- a. Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.
- b. The Union Community School's Computer Network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- c. The Union Community School's Computer Network has not been established as a public access service of a public forum. Union Community School District has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in

student handbooks and the law in your use of the Union Community School's Computer Network.

- d. You may not use the Union Community School's Computer Network for commercial purposes, This means you may not offer, provide, or purchase products or services through the Union Community School's Computer Network.
- e. You may not use the Union Community School's Computer Network for political lobbying. You may use the system to communicate with elected representatives and to express your opinion on political issues.
- f. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.

B. STUDENT INTERNET ACCESS

- a. All students will have access to Internet World Wide Web information resources through their classroom, library media center, or school computer lab.
- b. Student access to email, message boards, or community forums is not permitted at Union Community Schools unless under direct supervision of a teacher. At the elementary schools (K-5), students will have access to resources only under adult supervision. This applies to individual and group use. At the middle school (6-8) and high school (9-12), students may have access to online resources and the Internet 20 under supervision of a classroom teacher or the teacher/librarian. Independent student use of electronic information resources will be permitted upon submission of permission forms signed by parents of minor students (under 18 years of age) and by the students themselves. Independent Internet use will require agreement by users to acceptable use policies outlining standards for behavior and communication. **FAILURE TO FOLLOW GUIDELINES WILL RESULT IN LOSS OF PRIVILEGES TO THE TECHNOLOGY.**
- c. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.

C. UNACCEPTABLE USES The following uses of Union Community School's computer network are considered unacceptable.

a. Personal Safety

- 1. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- 2. You will promptly disclose to your teacher or other school employee any site you access that is inappropriate or makes you feel uncomfortable.

b. Illegal activities

- 1. A student will not attempt to gain unauthorized access to the Union Community School's Computer Network or to any other computer system through the Union Community School's Computer Network or to go beyond your

authorized access. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purposes of "browsing."

- 2. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- 3. You will not use the Union Community School's Computer Network to engage in any other illegal activity, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.
- 4. Transmission of material, information or software in violation of any board policy or regulation is prohibited.

c. Security System

- 1. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- 2. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- 3. You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if you download software.
- 4. It is the goal of the district to allow teachers and students access to the rich opportunities on the Internet while we protect the rights of students and parents who choose not to risk exposure to questionable material.

d. Inappropriate Language

- 1. Restrictions against inappropriate language applies to material posted on Web pages.
- 2. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- 3. You will not post information that could cause damage or a danger of disruption.
- 4. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- 5. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop, you must stop.
- 6. You will not knowingly or recklessly post false or defamatory information about a person or organization.

e. Respecting Resource Limits

- 1. You will use the system only for educational and career development activities and limited, high-quality, self discovery activities. There is no limit on use for educational and career development activities.

2. You will not download files unless prior permission is granted by the system administrator or staff member.
3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical, and legal utilization of network resources.
4. To reduce unnecessary system traffic, users may use real-time conference features such as video conferencing/ talk/chat/Internet relay chat only as approved by the supervising teacher and network administrator.

f. Plagiarism and Copyright Infringement

1. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
2. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owners. Copyright law can be very confusing. If you have questions, ask a teacher.

g. Inappropriate Access to Material

1. You will not use the Union Community School's Computer Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
2. If you mistakenly access inappropriate information, you should immediately tell your teacher, system administrator or teacher/librarian. This will protect you against a claim that you have intentionally violated this policy.
3. Your parents should instruct you if there were additional material that they think would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.

h. Online Behavior

1. You will display appropriate online behavior, including interacting on social networking sites and chat rooms.
2. You will be educated on cyberbullying, including awareness and response. Employees will provide the age appropriate training for students who use the internet.

3. **Unauthorized Costs** If a student gains access to any service via the Internet, which has a cost involved, or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

D. STUDENT RIGHTS

- a. **Free Speech** Your right to free speech, as set forth in the school handbook, applies also to your communication on the Internet. The Union Community School's computer network is considered a limited forum, similar to a school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

b. Search and Seizure

1. You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker. Network administrators may review the contents to maintain integrity system-wide and ensure that students are using the system responsibly.
2. Routine maintenance and monitoring of the Union Community School's Computer Network may lead to discovery that you have violated this Policy, the student handbook, or the law.
3. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the student handbook, or the law. The investigation will be reasonable and related to the suspected violation.

c. Due Process

1. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Union Community School's Computer Network.
2. In the event there is a claim that you have violated the Policy or student handbook in your use of the Union Community School's computer network, you will be provided with a notice of the suspected violation and an opportunity to present an explanation before a neutral administrator.
3. If the violation also involves a violation of other provisions of the student handbook, it will be handled in a manner described in the student handbook. Additional restrictions may be placed on your use of your account.

- E. **LIMITATIONS OF LIABILITY** The District makes no guarantee that the functions or the services provided by or through the District system will be error free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District

will not be responsible for financial obligations arising through the unauthorized use of the system.

- F. **PERSONAL RESPONSIBILITY** When you are using the Union Community School's Computer Network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints" so the odds of getting caught are really about the same as they are in the real world. But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong - and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

G. **STUDENT VIOLATIONS**

- a. The 1st offense violation of Acceptable Use Policy will result in loss of privileges to Union Community School's Computer Network (on all district machines) for 2 weeks.
- b. The 2nd offense violation of Acceptable Use Policy will result in loss of privileges to Union Community School's Computer Network (on all district machines) for the rest of the current school year.
- c. If violation of Acceptable Use Policy warrants, suspension or other loss of privilege will be enforced by school administration.

MISCELLANEOUS

SCHOOL NUTRITION PROGRAM

A breakfast and hot lunch program is available to students in each building. The district uses a ticket scanning system for keeping track of student's payment for and participation in the breakfast and lunch program. Students have their own ticket and account. Students will use the same ticket for breakfast and lunch. Parents can send any amount of money, and it will be credited to their student's account. The system keeps track of how much money is in each student's account, and it prints out a special notice when a student's account is down to within three lunches of running out of money. This notice is given to the student to take home so parents know it is time to send money to replenish the account. Students are not allowed to borrow another student's ticket, and charging will not be allowed except under unusual circumstances.

If a ticket is lost or damaged, there is a \$3.00 charge to replace the ticket. The tickets are the school district's property, and students must pay to replace them if they are lost or damaged.

BUSES AND OTHER SCHOOL DISTRICT VEHICLES

Riding a school bus is a privilege reserved for those students who are mature enough to follow the rules. Students who cannot behave on the bus will receive a verbal or written warning and be referred to their building principal. The parents will also be notified. On the **second written** bus offense, the student may be referred to the building principal

and a letter will be sent to the parents informing them that the student will be removed from riding the bus for a period of five (5) days. After a **third written** referral to the building principal for a third bus offense, the student may be required to be removed from the bus route up to a maximum of 20 school days and/or require the student and his/her parents to meet with the school board to discuss the matter. At the Board's discretion, the student may be removed from the bus and denied school transportation for a longer duration.

After a 20-day suspension, the student will be on probation for the rest of the school year. Any further violation by the student may result in the board suspending the student from riding the bus for the rest of the year.

RULES FOR RIDING SCHOOL BUSES

1. Be respectful to persons and property. No rude behavior, fighting, tripping, etc.
 2. Always use appropriate language.
 3. Stay seated while the bus in motion.
 4. Wait for the signal before crossing the 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 riding privileges may be revoked 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.

VIDEO CAMERAS ON BUSES

The Board supports the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses used for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the videotapes may be used as evidence in a student disciplinary proceeding.

The content of the videotapes is a student record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the video tapes. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, transportation director, bus driver and special education staffing team. A parent may view the video without the consent from any student or parent also shown in the video if the other students are just bystanders. But if there is an altercation between multiple students, then all parents must give consent in order for the video to be viewed by parents.

A videotape recorded during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the videotape becomes the subject of a student disciplinary proceeding, it will be treated like other evidence in the proceedings.

Notice

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

The school district will review videotapes when necessary as a result of an incident reported by a bus driver or student. The videotapes may be recirculated for erasure after fourteen (14) days.

HOMELESS?

If you know of a school-aged child who is homeless, please contact Union CSD Homeless Liaison, at 319-342-2697. Chapter 33 of Iowa Administrative Code defines "Homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

- 1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;*
- 2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;*
- 3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or*
- 4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.*

NOTICE TO PARENTS: CHAPTER 103

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and

necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact the district superintendent, at 319-342-2674. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.iowa.gov/educate.