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Union Middle School 2018-2019 School Year



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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 non-compliance with equity regulations. Inquiries concerning application of this statement should be addressed to: Mark Albertsen, Equity Coordinator, Union Middle School, 505 West Street, Dysart, Iowa 52224, Telephone 319-476-5100.

ESSENTIAL LEARNINGS

➤ **Knowledgeable Students**

- have a strong knowledge base
- know how to get information
- can interpret information
- are constantly learning

➤ **Quality Producers**

- have a strong work ethic
- proofread their work
- strive to meet their goals
- work to their potential

➤ **Cooperative and Collaborative Workers**

- respect each other's ideas
- contribute as a team member
- encourage others

➤ **Problem Solvers**

- identify problems
- generate ideas
- analyze possible solutions
- make decisions
- evaluate results

➤ **Effective Communicators**

- read, write, listen, & speak effectively
- use non-verbal communication
- speak appropriately to their audience

➤ **Contributing Citizens**

- assume responsibility for their actions
- show pride and respect for their school
- try to improve the community
- actively participate in civic duties
- respect individual differences

UMS GOALS

Staff, parents, and community members will work together to help students gain:

- * More knowledge
- * More responsibility and accountability
- * More confidence in themselves and their abilities

LATE ARRIVALS—EARLY DEPARTURES

Students are required to check in the office if they arrive late. Students will not be allowed to leave during the school day unless parents contact the school office prior to the school absence. Administrative discretion will be used in certain situations

THE SCHOOL DAY

The school day is 8:19 a.m. to 3:03 p.m. Students in the building at any time are to be under the direct supervision of a staff member and should remain on the school grounds from the time they arrive in the morning until they leave at the close of the day.

7:30	Doors Open
7:45	Media Center Opens
8:05	Warning Bell Rings
8:10 – 9:01	1st hour
9:04 – 9:29	W.I.N.
9:32 – 10:22	2nd hour
10:25 – 11:15	3rd hour
11:18 – 12:30	4th hour (lunch)
12:33 – 1:23	5th hour
1:26 – 2:15	6th hour
2:18 – 3:08	7th hour

LATE STARTS/EARLY DISMISSALS

Should there be a need to start school late or dismiss early due to inclement weather or other reasons (the day before a holiday is always a 2:15 dismissal), the following schedules should be followed:

Two Hour Delay

10:10 - 10:42	1st hour
10:45 - 11:10	W.I.N.
11:13 - 12:13	2nd hour (lunch)
12:16 - 12:48	3rd hour
12:51 - 1:24	4th hour
1:27 - 2:00	5th hour
2:03 - 2:34	6th hour
2:37 - 3:08	7th hour

2:15 Dismissal

8:10 - 8:54	1st hour
8:57 - 9:22	W.I.N.
9:25 - 10:09	2nd hour
10:12 - 10:56	3rd hour
10:59 - 11:59	4th hour
12:02 - 12:45	5th hour (lunch)
12:48 - 1:31	6th hour
1:34 - 2:15	7th hour

District 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 a 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 student can have an unexcused absence to the equivalent of **5 days** during a **trimester**.

The school may send out letters of concern for absences.

Step 1: 9 Unexcused Absences Per Trimester. 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 Unexcused Absences Per Trimester. 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 students' 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 absent in advance.

Building Attendance Regulations

Based on this philosophy, the following regulations will be followed:

1. If a student anticipates an absence, the office and teachers should be notified and every effort should be made to make up the work in advance.
2. **Parents may call the office to request make-up work if the student is absent for more than two days.**
3. When a student returns after an illness, he or she must bring a written excuse (including date of absence, reason, and parent signature) to the office, or parents must call the office to excuse the absence.
4. Students will be allowed two days to make up work for each excused absence. Students will receive full credit for work missed due to excused absences, or school related activities or suspensions *if* the work is made up within the time allowed.
5. For absences of an extended period of time, additional time may be granted at the teacher/principal's discretion.

6. In case of an absence classified as an unexcused absence, the work may be required to be made up for no credit. The decision to grant credit in truancy situations is at the discretion of the instructor and/or principal.
7. Students participating in school activities must be present by 1:30 p.m. on the day of the event or performance in order to participate. This regulation may be waived only in extraordinary circumstances by the principal. Students must attend school in the afternoon in order to participate in practice.

When a child is sick or out of town, parents are asked to call the school (476-5100 or 800-670-5237) and give the reason for the absence. If a parent does not notify the school, the office will make an effort to contact the parents whenever possible.

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 or bathroom 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 unexcused tardy. If a student is tardy to class more than two (2) times in the first quarter of the school year, he or she will be assigned detention according to the following scale:

- 30-minute detention starting with the 3rd unexcused tardy in a quarter
- 30-minute detention for every unexcused tardy thereafter.

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

Examples of excused absences:

- A. Illness
- B. Medically documented appointment (physician, dentist, etc.)
- C. Funeral
- D. Court documented appointment (Juvenile court, DHS, etc.)

- E. School sponsored activities
- F. Religious Holiday
- G. 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.

In cases where a parent has signed a note excusing a son or daughter who was absent, but the principal knows or finds out the student was doing something that would be considered an unexcused absence, the student's absence will be recorded as Unexcused and the student will be subject to detention and/or suspension.

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 the principal or the secretary prior to their first class period of the day.

The note 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. This note must be signed by the parents. In special situations when parents need to have a student dismissed after the school day has started, they should call the middle 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.** Therefore, students will not be allowed to leave for any reason unless their parent or guardian informs the office appropriately.

Unexcused Absence Consequence

- All Unexcused Absence = 6 hours of detention or 45 minutes per class missed.

MARKING & PROMOTION SYSTEM

The following marking system is being used at Union Middle School:

Superior	A
Excellent	B
Average	C
Below Average	D
Failing	F

When unavoidable circumstances have hindered students in the completion of required work, report cards may be marked "I" (incomplete) with an explanation of coursework to be done. An incomplete, except in unusual circumstances, is to be removed within two weeks following the end of a reporting period. Work not completed in that time frame will be considered failing.

REPORT CARDS/MIDTERM REPORTS

Midterm reports and quarter grade cards are issued to students and should be given to parents. Dates for the 2017-2018 school year are listed below. Parents should expect reports to be mailed home 2-3 days following the midterm or end of quarter.

	Midterm	End of Quarter
Quarter 1	Sept 26	Oct. 26
Quarter 2	Dec 4	Jan. 14
Quarter 3	Feb 15	March 27
Quarter 4	April 30	May 31

PARENT/TEACHER CONFERENCES

Student-parent conferences will be held two times per year to provide an opportunity for discussion of the student's progress toward his/her goals. Conferences this year will be:

- October 23 & 25 3:00 - 7:00
- April 2 & 4 3:00 - 7:00

Additional parent conferences may be scheduled at the request of the parent/guardian or the grade level team.

HONOR ROLL

Announcement of an honor roll is made at the end of each nine-week period and is published in the local papers. The Union Middle School honor roll guidelines are as follows:

1. Honor roll will be each quarter.
2. The student must earn a 3.33 point grade average to be eligible for the honor roll.
3. The student cannot have more than one "C" and cannot have any "Ds or Fs" on the report card.
4. All subjects count toward the grade point and honor roll, with the exceptions of p.e., band, and chorus.
5. Grade point averages will be calculated on the four-point grade system.

A – 4.0 points	D – 1.0 point
B – 3.0 points	F – 0.0 points
C – 2.0 points	

Computer classes are weighted according to percentage of time in class.

PBIS SCHOOL

UMS is proud to be a PBIS school. Our teachers and staff have been trained in Positive Behavior Intervention and Supports. The students have been instructed in Positive Behavior in School. The four areas we focus on are **RESPECT, RESPONSIBILITY, PRIDE,** and **SELF-DISCIPLINE**. The aim of PBIS is to build a positive environment in our building. Students may earn "GOT-U's" from administration, teachers, and staff for exhibiting positive behavior. Students may trade in their GOT-U's for certain privileges, such as having their locker decorated or having a favorite song played over the intercom.

SAFE SEAT

Students will be sent to a neighboring classroom (safe seat) to calm down, collect their thoughts, and return quietly back to class with a completed reflection sheet. If the behavior continues, the student will be referred to the office.

GUM CHEWING AND BEVERAGES

Gum chewing policies will be left up to the individual teachers. Water in clear containers is allowed to be brought to school and refilled at the drinking fountains. Please keep other beverages at home. Milk and juice from breakfast or lunch should remain in the cafeteria.

LOCKERS AND LOCKS

Corridor lockers and P.E. lockers are provided to each student. Lockers are the property of the school and should be kept in good condition. Students are to remain in the lockers they are assigned. Lockers are subject to inspection by authorized school personnel. The physical education teacher will issue padlocks for the P.E. lockers. Students are expected to use them and will be charged for lost padlocks and/or damage to lockers.

The proper use of padlocks on P.E. lockers will protect against theft. The school is not responsible for stolen/damaged items. Students are encouraged to keep lockers secured at all times. **Students should not share combinations with others or leave valuables (especially purses and billfolds) in**

unlocked lockers. If students need to bring valuables to school, bring to the office for safekeeping.

THREATENING LANGUAGE/BULLYING

Bullying and threatening language are not allowed and **will not be** tolerated. Bullying includes physical or verbal actions. Threats include verbal or written comments directed toward teachers, staff, students, or the school facility. Consequences will include suspension, out-of-school or in-school, depending on the nature of the threat. Students have a responsibility to report threats or bullying to a staff member. We need to know if inappropriate behavior is occurring.

Students who feel they have been harassed or bullied should follow these steps:

1. Communicate to the harasser that this behavior should stop.
2. If the harassment doesn't stop or if the student doesn't feel comfortable confronting the harasser, the student should tell a teacher, counselor, staff member, or principal.
3. Students should write down exactly what happened.
4. Witnesses should immediately report this activity.

Bullying and threatening behaviors are violations of school district policies and may also be a violation of criminal laws. The school district has the authority to report students violating this rule to law enforcement officials. The school district's bullying/harassment policy also includes sexual orientation.

CARE OF BOOKS AND SCHOOL PROPERTY

All rental books are the property of the school and are loaned to the student for a nominal fee. Students will be assessed for damaged or lost books. All computer hardware and software should be treated with care. If a student misuses or mistreats any equipment, disciplinary actions will be taken that will include reimbursement for the damaged item(s) and the removal of privileges from using the computer. This includes the abuse of any computer, mouse, mouse-pad, audio-visual equipment, or password. Students are not allowed to bring computer games or disks from home.

BUS INFORMATION

If a student who is NOT a regular bus rider finds it necessary to be transported to or from La Porte City

OR ride a different bus route, he or she must obtain a bus pass from the middle school office in the morning. **The student who is riding a different bus must bring a note from his/her parents.** We will try to accommodate extra bus riders whenever possible; however, sometimes the buses are filled to capacity and we are unable to transport additional riders. Please contact the office with questions.

Bus Rules

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

For any serious violations/offenses, the student's bus riding privileges may be 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.

FIRE DRILL PROCEDURES

A FIRE DRILL IS A SERIOUS MATTER. IT MAY RESULT IN THE SAVING OF LIVES. STUDENTS SHOULD EXERCISE SELF-CONTROL AND GOOD ORDER. FOLLOWING, ARE THE FIRE DRILL PROCEDURES:

1. At the sound of the alarm, all students and teachers should proceed quickly and orderly to the proper exits and congregate at the bus barn. Signs indicating proper exits are placed in each room.
2. Wait for the signal to reenter the building. Tampering with the fire alarm system will not be tolerated. Out-of-school suspension will follow and charges may be filed.

CIVIL DEFENSE EMERGENCIES

In case of a tornado or extreme emergency in which it would not be advisable to leave the building, the following plan will be used to ensure that all students and teachers are in the safest possible place in the school. A "warble" siren will indicate that students should proceed to the appropriate areas. Outside

rooms with windows, gymnasiums, and hallways with glass windows and doorways are not suitable for a shelter area. The safest areas have been designated as the library, the five inside classrooms, restroom areas, and the locker room.

Students in Rooms

<u>Students in Rooms</u>	<u>Move to:</u>
Room 7	Room 6
Room 9, 10	Room 8
Rooms 11, 13, 14	Room 12
Rooms 17, 18	Room 15
Room 19	Boys' Restroom
Room 20	Girls' Restroom
Gym, Rooms 29, 31	Locker Rooms
Music room	Locker Rooms
Cafeteria, Rooms 28, 33	Media Center

Students should sit on the floor next the wall with their heads down and arms covering their heads until given further notice.

TELEPHONE USAGE

Students may use the office phone **ONLY** in cases of emergency. Reasons that would NOT be phone emergencies and are considered personal reasons are:

- 1) to obtain permission to accompany a friend home or elsewhere
- 2) to obtain permission to attend a school activity
- 3) to ask for forgotten homework, uniforms, or books
- 4) various other personal matters

ELECTRONIC DEVICES

Cellphones/e-readers/tablets and other similar devices shall not be used in a classroom without the express permission of the teacher. Students may have access to their phones before school, during lunch, between classes, and after school as long as it is not causing a disturbance in the building. Use of these devices without permission shall result in confiscation of the item until a parent can pick it up from the office. Further consequences may result after one or two violations.

Music devices shall not be worn during the school day (8:10 a.m. to 3:10 p.m.) unless there is expressed permission from a teacher.

ILLNESS

Students who become ill while in school should go immediately to the office. Students who are ill should not be contacting parents on their own and must NOT leave the building without consent from

the office. The school secretary or nurse will phone the parents to see if anyone is home. If required, transportation will be provided.

Students wishing to use the sickroom are to be admitted from the office. No student is to use the sickroom without the knowledge of the principal or the secretary. If the illness persists longer than one class period, we will make arrangements for the student to go home.

BUILDING SECURITY & VISITORS

All exterior doors will be locked at all times with the exception of the main entrance near the office. The security doors inside the main entrance will be closed and locked throughout the school day. Any parents, visitors, vendors, or others visiting the school during the instructional day will enter through the main entrance and then proceed to the office. Students arriving late to school will also enter through the office. All visitors will sign the visitor log in the office and wear an identification tag. At the beginning of the school day, all students will enter the school building using the main doors near the office.

LOST AND FOUND

The lost and found department is located in the office. If you have lost any items, inquire at the office. If you have found any item, leave it with one of the secretaries. Gym articles that are lost or found will be taken care of by the P.E. teachers.

HEALTH INSURANCE

Every student will have the opportunity to purchase insurance through the school. The school provides this without being compensated, and does so only as a convenience to students and parents.

SUPERVISED STUDY PERIODS

Students should use the study hall time to complete work or read. Students wishing to see another teacher during a study hall must obtain a pass from that teacher prior to study hall. Students who do not abide by study hall rules or who are wandering about the building unnecessarily will lose their sign out privileges.

STUDENT ACTIVITIES

No-Cut Policy

No student shall be cut from an activity for lack of ability.

TRANSPORTATION TO AND FROM CO-CURRICULAR ACTIVITIES

Students participating in co-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 whom they authorize to provide transportation for their child. Parents can also make that request in person. School provided transportation ends when students are returned to Union Middle School in Dysart or Union High School in La Porte City.

DISCIPLINARY ACTION

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

STUDENT COUNCIL

Each trimester, student council representatives will be elected by a vote of PAL class members. Student council members will have the opportunity to plan and participate in various school activities. Officers will be elected in the fall and will remain on the council for the entire year. Student Council may sponsor school wide parties throughout the school year.

SITE COUNCIL

Throughout the year, a building committee will assist in the management of the building. A student from each grade will serve as a representative. If students have concerns or ideas, they should forward them to the student representatives who will in turn bring them to the committee. The student representatives are as follows:

6th grade - Will be selected in the fall

7th grade – Clara Carlson

8th grade – Conner Prestemon

CHORUS/BAND

The only time any band member can quit band or chorus is after the first concert. Students will have the option of joining chorus after the 1st & 2nd quarters.

ATHLETICS

Athletic opportunities are available at Union Middle School for 7th and 8th graders. A physical examination **must** be obtained from a doctor before

any student is allowed to participate in athletics. Examination forms are available in the office. Completed forms must be returned to the office. Opportunities for activities include: football, basketball, track, volleyball, wrestling, softball, baseball, cheerleading, and dance team. 7th and 8th graders can participate in cross country; however, they will practice with high school athletes in La Porte City. Eighth graders may play on the high school softball or baseball teams during the summer after their eighth grade year.

BREAKFAST CLUB

Breakfast Club is offered at 6:30 AM (on various days throughout the school year) at UMS for students to work on homework and get extra help. Computers are also available. This is completely voluntary.

DETENTIONS, STUDY TABLE, & SUSPENSIONS

Detention will be held as directed by the teacher. Teachers will contact parents prior to assigning a detention. Detention may be assigned for missing assignments or behavior concerns. The school is not responsible for arranging transportation home. All late homework is subject to the individual teacher's late work policy.

Detention will take precedence over all other activities.

Academic and Behavior Plans

If students do not complete their assignments or if they misbehave, they will be issued an academic and behavior plan. These plans are printed in triplicate, with a copy going to the principal, the PAL teacher, and the teacher issuing the ticket. If at any time parents have questions about how many plans their child has, they should feel free to contact the PAL teacher.

Behavior Tickets (per quarter)

- 1st Infraction = Warning
- 2nd Infraction = Parent Notification from the PAL teacher
- 3rd Infraction = Parent Notification of Detention from the PAL teacher
- 4th Infraction = Parent Meeting with the teachers issuing tickets and the Principal to discuss possible implications of behavior contract, further detentions, Chromebook restrictions, in-school suspension,

out-of-school suspension, referral for evaluation by Central Rivers AEA, WebC or Castle Hill assignment.

Study Table

Study Table, which starts after each mid-term until the end of the quarter, will take place on Tuesdays and Thursdays from 3:05 to 4:30 PM. Mr. Albertsen will contact parents regarding Study Table according to the school board's summer school policy. If students do not attend Study Table, further consequences may result. See Summer School Policy.

Suspension

The Union Middle School administration may suspend or the Board of Education may expel any student who repeatedly disrespects, disregards and defies the authority and/or orders of school staff, misuses, damages or destroys public school property, or 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 suspensions.

GUIDANCE AND COUNSELING SERVICES

It is the hope of the Union Middle School faculty that each student will develop his or her skills and abilities to the maximum. The administrators, teachers, and counselor are always available to assist students in reaching their highest potential. Students should exercise their responsibility to ask for help when needed.

There may be occasions when time or other factors will make it difficult for teachers to help arrive at a solution to a particular problem. There may be times when students simply wish to discuss something in confidence with someone. When such a situation arises, the services of the counselor will be available.

MEDIA CENTER

One of the most important features of the middle school is the media center. Hours are from 7:45 to 3:15 p.m. Media center materials provided include dictionaries, newspapers, atlases, books, and on-line services, databases, and ebooks. Students may also use the media center's computer lab. While you are in the media center, you have the responsibility of following the media center rules, which are posted in the media center.

ON-LINE SERVICES

The students at Union Community School will have a direct connection to the Internet from the computers at school. This connection will provide access to local, national and international sources of information. In return for this access, the user has the responsibility to respect and protect the rights of every other users in our community and on the Internet. Internet users are expected to act in a responsible, ethical and legal manner, in accordance with the Union Community School Student Handbook, Union School Board policy, the missions and purposes of the other networks they use on the Internet, and the state and federal guidelines.

All students and parents will be issued a copy of the On-Line Services—Acceptable Use Policy. During registration, parents should indicate on the form whether their child has unsupervised access, supervised access, or no access to the Internet. Students must comply with the wishes of their parents. When used correctly, the Internet is an invaluable tool for learning. If in violation of the Acceptable Use Policy, a student will be subject to disciplinary measures, including the loss of privileges to technology.

DRESS CODE CLARIFICATION

There is a strong connection between student appearance, academic performance, and student conduct. Inappropriate student appearance may cause a substantial disruption to the school environment. Students are expected to adhere to reasonable levels of appropriateness and modesty. Students are expected to wear clothing that is deemed appropriate to their age level and that does not disrupt the school or educational environment.

1. Students may not wear clothes with pictures or slogans that suggest, hint, or imply an obscenity in any way. Clothing or jewelry that advertises sex, violence, drugs, alcohol, tobacco, or anything that is illegal for purchase by school age students may not be worn.
2. Students may not wear clothing with letters, words, or phrases that could have double meanings where one of the meanings is sexually suggestive or is not appropriate for school. (Examples: Coed Naked, Hooters, etc.)

3. Students may not wear clothes that by design reveal too much skin or do not adequately cover the body or undergarments. Articles considered inappropriate include extremely short shorts, tube tops, halter tops, strapless tops, and spaghetti or string tops.
4. Pants that have a low cut waistline designed to show the stomach are not allowed unless worn with a shirt long enough to cover the stomach. Baggy pants need to have belts or be kept up at the waist.
5. Tank tops that have a “standard” strap (generally an inch or more in width) may be worn. All bra straps must be covered.
6. Students must wear shoes at all times. Bedroom slippers are not allowed except in special circumstances approved by the principal (pajama day, etc.)
7. Chains of any kind will not be permitted, i.e. wallet chain. Spiked jewelry and inappropriate jewelry will also not be permitted.
8. Hats/hoods will not be allowed to be worn inside the school unless there is permission from the administration.

If you need further clarification on any of these guidelines, please see Mr. Albertsen. It is not our intention to be unfair or unjust; however, we want to encourage our students to be dressed respectably in order to maintain an environment that is appropriate for the education of all students.

STUDENT COUNCIL COLLECTIONS/PURCHASES

The Union Middle School Student Council collects and uses the revenue from the juice/water machine in the UMS cafeteria, Box Tops for Education, milk caps, cell phones, and ink cartridges for various projects involving the students at Union Middle School. Some of these include, but are not limited to, Red Ribbon Week, Turkey Trot, Holiday Happenings, Spring Fling, student/staff benevolence, and certain school upgrades that improve school atmosphere, pride, and student learning.

**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 one (1) day out of school suspension with addition of twelve (12) hours of before/after school detention 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.

GOOD CONDUCT CODE

All students involved in extracurricular activities, or band and chorus, and parents will sign a policy form during registration in August.

It is the philosophy of Union Middle School that students represent their school at all times in and out of the school setting. It is reasonable to expect students to conduct themselves at all times in a proper and legal manner. Directly and indirectly, the conduct of students reflects on the standards, attitudes, and philosophy of the school. Thus, schools obtain reputations (good or bad) by the conduct of their students.

We believe that participating in school activities is a privilege and not a property right. We also believe that repeated violations of the Good Conduct Code necessitate consequences, which are progressively more severe, so as to deter students from further violations or to remove them altogether from activities where they represent our school.

A student will be deemed to have violated the Good Conduct Code for any of the following reasons:

- A. **Possession (only)** of tobacco products, alcoholic beverages or illegal drugs;
- B. **The acts of:** smoking or chewing tobacco products, consumption of alcoholic beverages or illegal drugs;
- C. **Engaging** in any act that would be grounds for arrest or citation in the criminal or

juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s).

Violations of the Good Conduct Rule in Middle School are cumulative from the beginning of sixth (6th) grade through the end of eighth (8th) grade (8th grade promotion). **The Good Conduct Code is in effect for twelve (12) months of the year.**

**CONSEQUENCES FOR VIOLATING THE GOOD CONDUCT
CODE**

For First Offense of Possession

- a. Ineligibility for 1/9 of the contests in his/her current sports season, or for the next activity event, or performance.

- OR -

- b. The students may remain eligible by completing a twelve (12) hour community service plan

For Second Offense of Possession OR First Offense of Smoking, Drinking, Drugs, or Illegal Acts

An automatic suspension for 1/9 of the contests in his/her current sports season or for the next activity event, performance, or dance.

For Second Offense of Smoking, Drinking, Drugs, or Illegal Acts

The student will be declared ineligible for all sports, extracurricular activities, and performances for one hundred eighty (180) calendar days.

Reduction in Penalty:

A student may shorten the period of ineligibility to six (6) weeks of the next athletic/activity season he/she participates in by:

1. The student will successfully complete an evaluation/treatment program consisting of at least fifteen (15) hours which is approved by the school administrator.

- OR -

2. If a program is not available which would address the violation committed, the student may regain eligibility after he/she successfully completes a thirty (30) hour community service.

For a Third Violation of any of the Rules of the Good Conduct Code

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

DETERMINATION OF A VIOLATION

The school administrator will make the determination if a student has violated the Good Conduct Code with the following guidelines:

- A. Found guilty in a court of law.
- B. Admits to the violation.
- C. Is witnessed by one or more staff members.
- D. Is found in violation by the school administrator based on the evidence.

APPEAL PROCEDURE

If a student or parents disagree with the judgment, they may appeal the school administrator’s decision in writing within five (5) calendar days to the superintendent and ultimately to the school board.

ELIGIBILITY POLICY

Union Middle School has developed a policy for eligibility in middle school extracurricular activities to help students understand the importance of academic achievement. Students who do not meet the eligibility standards will not be allowed to participate in interscholastic competitions or extracurricular activities. Competitions and extracurricular activities include, but are not limited to music, sports, and drama. Grades from all classes will be used to determine eligibility for extracurricular activities.

Students who have 1 or more F’s will be declared ineligible for a period of one week. During that time the student and teacher will work together to raise the grade(s). The student’s Chromebook will be restricted. Ineligibility will continue throughout the entire week when grades are retabulated. If the student has resolved the failing grades, he or she will become eligible again. If not, the student’s ineligibility will continue for another week.

SUMMER SCHOOL POLICY

Students in 7th Grade and 8th Grade will be retained in their current grade if they fail two or more of the same core classes (ELA, Math, Science, or Social Studies) in two or more quarters in a given year. Students in 6th Grade will be retained in their current grade if they fail two or more of the same core classes (ELA, Math, Science, or Social Studies) in the second, third and/or fourth quarters. Passing is considered a grade of D- or above. Parents/Guardians of students in danger of retention will be notified after the first failed midterm or quarter. Upon notification the student and parent will attend a goal-setting meeting with the student’s teachers and the student will be placed in a bi-weekly after school “study table” program*. The student will remain in the study table program until they receive passing grades. If failure continues, then retention will be determined based upon the judgment of the licensed employee(s) and the principal. In order to pass to the next level, the student must successfully complete a district-approved correspondence course or summer school**. If this stipulation is not met, the student will be retained in current grade level.

* Parents will be responsible for transportation from the after school program.

** Union CSD will offer a summer school program using the Odysseyware Computer Program. Each class failed will require 1 hour per day instruction for 15 days.

HOMELESS LIAISON

If you know of a school aged child who is homeless, please contact Wayne Slack, 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.

STUDENT DISCIPLINE BUILDING POLICY

Students are expected to comply with and abide by the school district's policies, rules, regulations, and student handbook. Students who fail to abide by the school district's policies, rules, regulations, and

student handbook may be disciplined for conduct which 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, and expulsion. Discipline can also include the 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.