

# **Dysart-Geneseo Elementary**

## **Handbook**

### **2020-2021**



#### **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 53334, Telephone 319-476-5100.

#### **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 ELEMENTARY SCHOOL**

**School Colors:** Red, Black & Silver

**School Emblem/Mascot:** Knight

**School Song:** Illinois Loyalty

**Phone Number:** 319-476-7110

**Website:** [www.union.k12.ia.us](http://www.union.k12.ia.us)

**Staff Email Contact:** first initial, underscore, last name @union.k12.ia.us (Example: [m\\_albertsen@union.k12.ia.us](mailto:m_albertsen@union.k12.ia.us))

**PEOPLE YOU SHOULD KNOW AT DYSART-GENESEO ELEMENTARY**

**Administration**

Mark Albertsen, Principal

Wayne Slack, Asst. Principal

**Office Staff**

Brenda Gardner, Office Secretary

Donna Wilson, Office Secretary

**Counselor / Success**

Whitney Robbins

**School Nurse**

Christy Wurzer

**Kindergarten**

Allie Neitzke

Angela Petersen

**1st Grade**

Kris Cayton

Miranda Hartkemeyer

**2nd Grade**

Lisa Asmussen

Sherry Parker

**3rd Grade**

Michelle Keegan

Lynne Ternus

**4th Grade**

Julie Carty

**5th Grade**

Karla Sorensen

**Art**

Dandeen Schadle

**Health & Physical Education**

Terri Donlea

**Instrumental Music**

Laurie Routt

**Media Center/Library**

Peg Hennings

**Special Education**

Adrienne Hoppenworth

Sara Steuk

Brandi Harmsen, Associate

Kelli Knoop, Associate

Amy Eikamp, Associate

Becky Dvorak, Associate

Morgan Metcalf, Associate

Laura Moody, Associate

**Early Childhood Special Education**

Kami Otten - Early Childhood

Kate Heckroth, Associate

**TAG (Talented & Gifted)**

Heidi Spore

**Vocal Music**

Deb Jungling

**Custodians**

Greg Obrosk

Mike Timmer, Building/Grounds Dir.

**Nutrition Staff**

Holly Frisbie, Head Cook

Dee Calkins

Jean Larson

Tina Hanna, Food Director

**Teacher Leadership**

Gina Feldt

Corindy Stoakes

Korina Carlson

**Little Knights Learning Center**

Mckenzie Derby

**Dysart-Geneseo Preschool (4 yr)**

**Raggedy Ann & Andy Preschool (3 yr)**

Jamie Bernhard

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\*\* UCSD General Handbook Attached

### **ARRIVAL**

School will start at 8:05 a.m. for all grades TK-5. Students eating breakfast may enter the building through the front doors of the building no earlier than **7:35 a.m.** Those students not eating breakfast may enter the building at 8:05 a.m. and go directly to their classroom. There is no recess before school so students should not be on the playground.

Breakfast is served from 7:40 - 7:55 a.m. Serving times will be extended only in cases where arrival of the buses is delayed.

Punctuality is extremely important. We expect students to arrive at school before 8:05 a.m. Parents and guardians are asked to call the school when their student(s) will be arriving late. This allows our office to confirm student safety.

Students that arrive after the 8:05 a.m. bell will be considered tardy for the morning classes and need to check in at the office to get a late arrival slip to take to their classroom teacher. Students arriving after 9:30 a.m. will be considered absent for 1/2 day.

When school is delayed in the morning for a late start, it usually will be a 2-hour late start. On these mornings, there will be no breakfast served at school. Students are not to arrive at school earlier than **10:00 a.m.** and then they can report directly to their classrooms. The tardy bell will ring at 10:05 a.m.

### **DISMISSAL**

A bell will ring at 3:10 p.m., at which time those students who are not riding a bus will be dismissed. This includes students who are walking, riding bikes and being picked up in a car. Students should be encouraged to come straight home when school is dismissed and are not to be on the playground.

Another bell will ring at 3:20 p.m. for dismissal of all students who are riding a bus.

All Union Community School District Buildings will dismiss early on the day preceding a holiday break. At Dysart-Geneseo Elementary, the 2:15 early dismissal time translates to 2:25 for walkers/car riders and 2:35 for bus students. Please make sure your child knows of any changes to their normal pick up routines due to the early out.

**Guardians and parents needing to pick up their children ANY TIME before the stated dismissal times are asked to report to the office. At this time our office staff will page the classroom notifying the teacher and student of the requested early dismissal. Having guardians/parents entering the classroom unannounced at the end of the day can cause unnecessary disruptions. By having our guests make the office their first stop we hope to continue providing a consistent and calm end to our students' school day.**

Parents or others who enter the school at dismissal time to pick up a child are asked to wait in the designated area near the front office doors until 3:10 p.m.

### **TRAFFIC PATTERNS**

Students should use the sidewalks provided and not walk in the road or on lawns and gardens.

Parents are asked to follow the one way street in front of DG when dropping off or picking up students. Do not try to go against traffic from the north parking lot.

### **DROPPING OFF OR PICKING UP STUDENTS AT SCHOOL**

All students should enter the building through the front doors. This includes students being dropped off by parents and also those riding the bus. Students should not be dropped off before 7:40 a.m. After being dropped off, students should report to the library or lunch room until 8:00 a.m. then they will be released to their classrooms.

When picking up students, parents are asked to park next to the curb adjoining the school ground.

Parents are asked to not park in the bus-loading zone near the front sidewalk of the building from 7:40 to 7:55 a.m. and also 3:15 to 3:30 p.m. Please do not use the Little Knights Learning Center parking spaces.

For the safety of our students, please do not bring dogs on school property unless prior approval is granted.

### **MESSAGES, HOMEWORK, DELIVERIES TO STUDENTS ENTER**

**Parents who need to give messages to their children are urged to call the school before noon if possible, so the message can be delivered without interrupting the classroom.**

Please make every attempt to call for homework before noon. This allows our teachers to gather and organize assignments before the end of the school day.

School materials and supplies delivered to students during the school day should be left in the office. Any flowers, balloons, or other deliveries that are not needed for school purposes should not be delivered during the school day.

Students will not be permitted to use the school phones to call home unless they can present a valid reason for making the call. By helping your child develop a responsible attitude in remembering his or her instrument, shoes, directions of what to do after school etc., we can avoid many unnecessary calls.

### **BUS INFORMATION**

Students riding home on a bus on which they are not scheduled **must bring a note stating their destination and granting permission from their parents.** This note should be shown to the teacher and the office then given to the bus driver. This procedure is necessary to ensure the safety of your child.

Buses will not make unscheduled stops to let students off once they have started their regular route. Students who normally ride the bus but who are picked up by their parents, will be dismissed at 3:10.

### **BICYCLE REGULATIONS**

*Before sending a child to school on a bicycle, parents are urged to make sure the child has the necessary skills to handle it safely.* All students riding a bicycle to school should know and obey all traffic rules. Bicycles should not be ridden on the sidewalks. All bicycles must be placed in the bicycle racks that have been provided. Students are not to play around the bike racks. No bicycle shall be used to carry more persons at one time than the number for which it is designed and equipped. The bicycle should be equipped with a holder for books or other articles that are transported between home and school. The school reserves the right to restrict student riding privileges when safety violations occur.

Inline skates, roller skates and shoes with integrated wheels are prohibited at school.

### **PERSONAL POSSESSIONS**

Possessions that negatively impact classroom climate or instruction will be confiscated by our teachers and will need to be picked up by students' parents/guardians. Along with this, the school cannot be responsible for any personal items that are lost or damaged at school. Students who bring anything on the bus to play with or listen to are at their own risk of having those items lost, stolen, or damaged. Those items need to stay in the student's back pack once they are in the school building. The school is not responsible for items students listen to or play with on the bus.

Cell phones are allowed on school grounds, as long as students keep them turned off in their backpacks during the school day. They shall stay turned off in the student's

backpack until the end of the day, in which students may turn them on after exiting the school building. Students will assume the risk and responsibility of having these stored in their backpacks.

### **PAYING FOR BREAKFAST, LUNCH, AND MILK**

Each student will be issued a breakfast/lunch card, which is scanned by a computer. A damaged card will not scan properly. Each student is responsible for making sure the card is not bent, chewed, cut, or damaged. A \$3 replacement charge will be deducted from a student's account each time his/her lunch card is damaged.

When a student pays for meals, the amount will be credited to his/her account. Each time the student makes a breakfast, lunch, or milk purchase, the amount of the purchase is deducted from the student's account. When the remaining balance is at or below \$6.00, a note will be issued as a reminder to bring more money. Families will be notified of an outstanding negative balance by email, phone call or letter once the negative balance reaches -\$5.00. When the lunch balance reaches -\$10.00, a student may charge no more than one meal to this account. If the account is not taken care of after that, a cold lunch will need to be brought until the negative account is resolved. Any balance at the end of the year will be carried over to next year or refunded to families moving out of the district.

Payment may be made with a check or credit card online using the *Payschools* system, or in person at school using cash or check. To use *Payschools* online payment system, parents can visit the Union Community School website at [www.union.k12.ia.us](http://www.union.k12.ia.us). Click on "JMC Parent Access" and enter your username and password. To set up a username and password, contact the DG Elementary office.

Students bringing lunches to school are not allowed to consume carbonated beverages.

Parents or family members who wish to eat lunch with their child are asked to notify the school by telephone or note to school by 8:30 a.m. so that an accurate count of meals can be sent to the kitchen.

### **PHYSICAL EDUCATION CLASSES**

Physical education classes are a regular part of the school curriculum and all students will be expected to take part in these classes unless a written excuse is filed with the school by their doctor.

Students are expected to have appropriate shoes for P.E. class and are encouraged to wear tennis shoes on P.E. days. Students may keep an extra pair of tennis shoes at school.

### **COLD WEATHER CLOTHING**

Recesses will be held outside whenever possible. Appropriate dress for the weather conditions is a family responsibility. The school staff will restrict student access on the playground when their safety is in question. Therefore, students are strongly encouraged to wear proper winter clothing (including boots, hats, snow pants and gloves) when the weather is cold and/or snowy. The following guidelines are considered when determining outside recess.

### **MARKING CLOTHING**

Children's clothes should be labeled with the child's name. This applies to outdoor wear, boots, and mittens.

## **DG ELEMENTARY WINTER PLAYGROUND PROCEDURES PAVEMENT AREAS**

1. Snow will be removed as soon as possible from the paved areas.
2. Boots will be required on the pavement on days of heavy snowfall or when it is covered with snow and/or ice.
3. Snow pants may be required on paved areas depending on grade level.
4. How to Dress Chart Used by Grade Levels:  
0-40 Degrees: Coats, Hats, & Gloves Required – Boots and Snow Pants Are Required to Play on the Snow (Below Zero = Inside Recess); (Zero to +10 Degrees – Modified Recess).  
41-49 Degrees: Coats Required (Hats & Gloves Optional).  
50-54 Degrees: Two layers Required (A shirt AND Jacket or Sweatshirt).  
55-59 Degrees: Long Sleeves Required to Go Without a Coat.  
60-Up: No Coat Required

## **OFF PAVEMENT AREAS**

1. If there is snow, snow pants and boots are required.

## **INSIDE OR OUTSIDE RECESS**

1. The elementary building will use the website: weather.com to determine if the conditions warrant students to stay in for recess. If the temperature or the temperature with wind-chill (Feels Like temperature) is below zero = inside recess will be held.
2. If the temperature or the temperature with wind-chill (Feels Like temperature) is 0 to 10 degrees = shortened (modified) recess will be held.
3. Inside recess will also be held if there is rain and/or lightning.
4. The initial decision to go out or stay in for recess will be made by the Principal. In the absence of the Principal, the decision will be made by the office.

## **GENERAL GUIDELINES**

1. No throwing of snowballs or ice is allowed.
2. No tunneling in snow piles.
3. No sliding on the ice when covering pavement.
4. Students may be referred to the office if they throw snow or ice.

## **PLAYGROUND EXPECTATIONS**

1. Only safe play is allowed on the playground.
2. When recess is over students will stop what they are doing and line up quickly.
3. Students will show pride in their school by returning equipment to its proper place and by keeping the building and grounds free of litter.
4. Students will settle differences peacefully.
  5. Students will show respect for others by taking turns, sharing equipment, including all students in group activities and using appropriate language.
  6. Students will stay away from ice, slush, puddles and mud.
7. Students will play only on assigned playground areas.

8. Students will not chew gum or eat candy on the playground.
9. Students will leave personal possessions at home unless prior exceptions are made with school personnel. Footballs and basketballs may be brought to school to use for recess with approval from your child's grade level teacher. Please put your child's name on their items. If possible, these need to be kept in their back packs while they are not in use at recess. The school is not responsible for lost, stolen, or damaged items.
10. Students will dress appropriately for the playground.
11. Students will not kick or throw balls against the building.

Students who are to be excused from going out for recess must bring a written excuse from home stating why they are to be kept in. If the teacher has a question as to the validity of a child staying in for recess, the teacher will refer the child to the school nurse, who may in turn contact the parents.

## **ILLNESS**

Students will be sent home with any of the following conditions: temperature of **100 degrees** or above, vomiting, diarrhea, body rash, or any other illness or injury that school personnel feel necessitates not being in school. **Students must be fever free for 24 hours without medication before returning to school.**

Parents are asked to call the school by 8:05 a.m. if your child is absent. If we have not received a phone call, the school office may call parents to confirm a child's absence. This will be done to assure students' safety. Should an explanation for a student's absence not be received within three days of the absence, the absence will be recorded as unexcused. Truancy will not be tolerated.

## **GRADING AND REPORTING**

Report cards will be released at the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarters and when conferences will be held at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters. Parent-teacher conferences are held twice per year as scheduled by the district.

Report cards in grades K-5 do not use the traditional letter grading system, but more of a standards based approach to what students are expected to know for each grade level.

Students receive a 1, 2, or 3 for each of the skills reported on the report card. A "1" indicates the student is showing limited or no progress towards grade level expectations, a "2" indicates the student is making progress towards grade level expectations. A "3" indicates the student meets grade level expectations independently and consistently. Skills not yet assessed are left blank.

### **TRANSFER**

Parents who will be moving out of the district are asked to notify the school as soon as possible so that the records can be brought up to date and the proper transfer papers prepared.

Refunds on book rent will be made on a prorated basis, depending on the number of weeks of school the student has attended. Refunds will also be made on any balance remaining in the lunch account.

### **BUILDING SECURITY**

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. For increased security, entry to the office may be monitored and limited through the use of an access control system. All visitors will sign the visitor log in the office and wear an identification tag.

At the beginning and end of the school day, all students will enter and exit the school building using the main doors near the office unless instructed otherwise. Other entrances are locked at all times. At dismissal time (3:10 p.m. for town students and those being picked up), parents and others who have come to pick up a child may wait to meet the child in the vestibule near the main entrance. When the vestibule doors are opened, parents who need to speak with their child's teacher may enter the building and proceed to the classroom. Others who would like to enter the building should sign in at the office.

### **SCHOOL VISITATION**

The school encourages parents to visit their child's classroom. As a matter of courtesy, **please schedule your visit at least a day in advance with the classroom teacher.** When planning a school visit, parents are asked to consider the following:

**Length of Visit** - So that the staff can welcome parents with space to make them comfortable, it is helpful to know in advance the intended length of the visit. Usually a few hours are sufficient to see the classroom routine, a sample of the classes taught, as well as the interaction between the child and his/her classmates.

**Visitor Log** - The office staff are always happy to greet special visitors. When visiting the school, parents are asked to stop in the office and sign in first. This will allow the staff to direct parents to the proper location and provide additional information such as schedule changes and the like. The Visitor Log is an important part of the school's plan to keep our students safe, as all individuals entering the building are required to stop in the office first.

**VIP Passes** - We want our students to clearly identify visitors in our building. Upon signing the visitor log, all guests are asked to wear a VIP Pass at all times while in the building. This helps to reassure our students they are safe. Guests are asked to return the pass to the office before leaving the building.

Student visitation of classes will not be permitted. The school has adopted a policy that discourages students from bringing visiting friends and relatives to school with them. This often causes disturbances in the classroom and therefore should be avoided.

### **VOLUNTEER PROGRAM**

Volunteers are used in the classroom to give help to teachers and individual students. Anyone interested in being a volunteer is encouraged to contact the school office or classroom teacher. Volunteers are also asked to sign in and out at the office. This allows the school to document the number of hours served. New volunteers may be asked to sign a release so that a background check may be conducted.

### **TALENTED AND GIFTED (TAG)**

Union Community School District will serve the unique learning needs of all students. The purpose of formal identification for the Talented and Gifted program is to serve gifted students whose specific aptitude and/or general intellectual needs require classroom differentiation and enrichment to ensure appropriate learning opportunities.

USCD is committed to providing these students with a learning environment flexible enough to allow a diversity of options in order to maximize their potential.

**K-4 Enrichment Program:** During the 1<sup>st</sup> trimester, the TAG teacher will use multiple criteria including: STAR Reading, Fall Math Pre-tests, the FAST Reading assessment, and teacher recommendations.

**Grades 5-12:** Students will be identified using Iowa Assessments individual subject area and/or composite National Percentage Rankings, STAR Math/Star Reading scores, teacher recommendations, and the good judgement of the TAG teacher, based on other criteria and circumstances. Students will be re-evaluated annually for continuation of services.

### **STUDENT COUNCIL**

The Student Council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of school, develops high ideals of personal conduct, and helps solve problems that may arise. The student council is also in charge of collecting, counting, and redeeming the following collected items that include: Box Tops for Education, milk caps, and pop tabs. The DG Elementary proceeds are used for building and classroom instructional supplies that enrich the overall education of the students as voted on by the student council from year to year. Members are elected for one quarter terms at the start of each quarter. Two members are elected from each classroom. Two teachers are assigned as student council advisors.

### **GUIDANCE PROGRAM**

A guidance counselor will be working with all students during the school year. The program consists of classroom, small group and individual guidance. The counselor at the Dysart-Geneseo Elementary building is shared with Union Middle School but can also be available before or after school to meet with parents or caregivers.

### **MONEY**

We request that students do not bring large amounts of money to school.

Whenever money is sent to school, please put it in an envelope with the child's name, teacher's name, amount of money, and what purpose it is intended.

### **BOOK ORDERS**

Classroom teachers may make book orders available to families to purchase books. When ordering books, checks should be made payable to the book company.

### **PARTIES**

Classroom parties are held at the end of October, December and on or around February 14. Every attempt will be made to schedule classroom parties at the same time, but because of scheduling this may not always occur.

In December, each classroom will decide what to do about a gift exchange. Some may have a food or clothing donation for the needy, a class project, or some may have a small gift exchange.

Parents will be notified well in advance of the party what is happening in each class.

The party in February will include an exchange of Valentines.

INVITATIONS TO A BIRTHDAY OR SPECIAL PARTY should not be handed out at school unless the entire class is being invited. This helps to avoid hurt feelings and classroom problems.

### **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 be suspension, out-of-school or in-school, depending on the nature of the threat.

Students have the 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 bullied should follow these steps:

1. Communicate to the bully that this behavior should stop.
2. If the bullying does not stop or if the student does not feel comfortable confronting the bully, the student should tell a teacher, counselor, staff member, or principal.
3. 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.

### **TUITION-FREE PRESCHOOL PROGRAM**

Students that are four years old on or before September 15 are eligible for tuition-free preschool in cooperation with Raggedy Ann and Andy Preschool, sponsored by the Dysart Preschool Board. The preschool program meets or exceeds all of the Iowa Quality Preschool Program Standards.

While a small materials fee will be charged by the preschool at registration time, the program is tuition-free. The preschool provides a state-certified teacher trained in early childhood education. Preschool classes are held three days per week and meet all the state of Iowa's standard of 10 hours of instruction weekly. Special Education services are available for preschool students who qualify. The preschool also offers classes for 3-year-old students. Tuition assistance may be available for 3-year-old preschool. Parents desiring financial assistance for three-year-old preschool should contact the preschool teacher for more information. Information and registration procedures are available by contacting Raggedy Ann and Andy Preschool at 319-476-5437.

## **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](mailto: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 5 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 school 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 school 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. Any serious violations/offenses, the student's bus riding privileges may be removed immediately. Loss of transportation for the remainder of the year is classified as a minimum of 60 days. In the event of less than 60 days left in the school year, the

remainder of the revocation will be served in the subsequent school year.

**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.

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

**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.

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](http://www.iowa.gov/educate).

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.