

La Porte City Elementary Handbook

2023-2024



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: Wayne Slack, 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: 319-342-3033

Website: www.union.k12.ia.us

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

PEOPLE YOU SHOULD KNOW ABOUT LA PORTE CITY ELEMENTARY

Administration

Todd Parker, Principal

Office Staff

Caren Wiedenhoff, Office Secretary

Counselor

Hannah Black

School Nurse

Alyssa Linderer

Cheryl Wiebecke - Health Assoc.

Preschool

Stephanie Estling

Preschool Associate

Brooke Gardner

Transitional Kindergarten

Sarah Miller

Kindergarten

Dana Junge

Angela Petersen

1st Grade

Bekka Pierson

Caitlin Schmitz

2nd Grade

Sarah Pospisil

Dana Neuman

3rd Grade

Vanessa Arhart

Tracie Grosse

Lindsay Holmes

4th Grade

Amy Nading

Jamie Bernhards

5th Grade

Angie Bechthold

Haley Spragg

Art

Jamie Wilson

Health & Physical Education

Terri Donlea

Instrumental Music

Mike Bistline

Media Center/Library

Lisa Mathis

Title I Reading

Lynne Peters

Special Education Teacher

Becky Schmitz

Sage Goddards

Montana Gourley

Special Education Associates

Joan Getz

Melissa Wandschneider

Tara Mieke

Mary Larsen

Kayla Grigg

Amy Paulus

Ellen Stwalley

Leah Rohrbach

Marcy Johanninger

Vocal Music

Jen Bistline

Custodian

David Dulter

Deb Ellers

?

Nutrition Staff

Deb Wilson, Head Cook

Judy Hora

Terri Calhoun

Holly Ott

TAG

Heidi Spore

Teacher Leadership

Corindy Stoakes

Leah Tanney

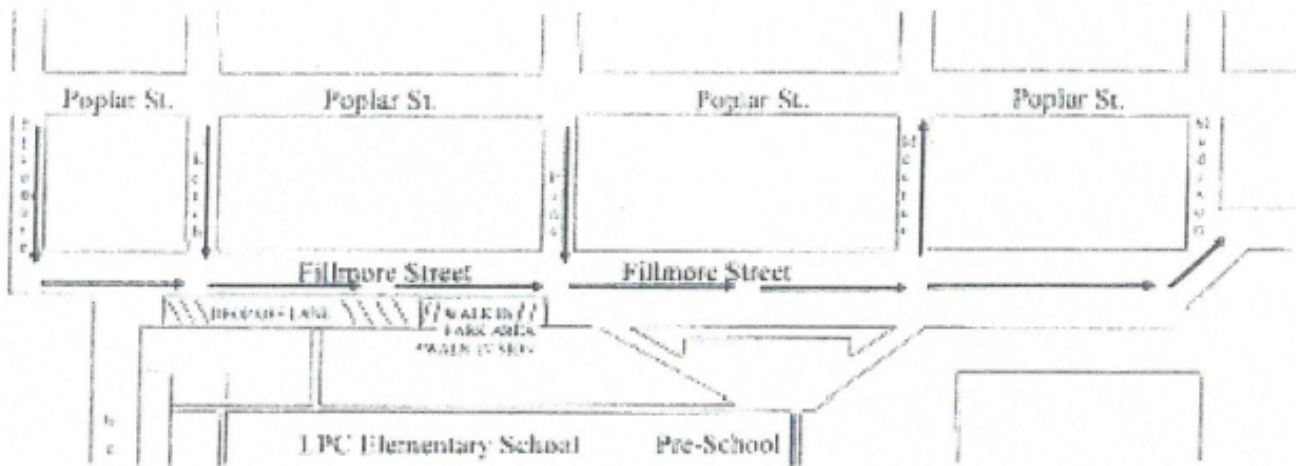
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MORNING TRAFFIC PROCEDURES: Drop Off Zone – Walk In Zone

A sign will be placed near the front sidewalk to mark the beginning area of the Walk In Zone for parents to park their cars and walk their child into school in the morning. We are trying to give more room for the drop off zone cars as we ask Walk In parents to park closer to the stop sign at the intersection of Pine and Fillmore.

La Porte City Elementary Traffic Procedures Map



Also as a reminder to parents that your help is needed before and after school to ensure the safety of all children. In the morning, we highly encourage all parents dropping off students to use Fillmore Street in front of the school from the West to the East. This way, we will have all students being dropped off at the curb and then directly on the sidewalk. This will eliminate students crossing the street and possibly walking in front of oncoming traffic. Parents are asked to not park in the drop off zone as buses and other parents are also using that in the morning. Also please do not park in front of the fire hydrant located in the front of the school. Students should not be dropped off behind the building by the gym door. 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 am. After being dropped off, students should report to the gymnasium until 8:00 am, then they will be released to their classrooms.

When picking students up in the afternoon we highly encourage all parents to use Fillmore Street in front of the school from the West to the East. This way, we will have all students being picked up at the curb and then directly on the sidewalk. This will eliminate students crossing the street and possibly walking in front of oncoming traffic. If you are parked across the street, please come up to the sidewalk and get your child and then walk them across the street. Parents are asked to not leave your car parked in the bus pick up zone near the front sidewalk of the building during dismissal time from 3:00-3:20. Also please do not park in front of the fire hydrant located in the front of the school. Students should not be picked up behind the building by the gym door. All students should leave the building through the front doors or upper elementary classroom doors on Fillmore Street.

Safety Patrol

Parents are reminded to be alert when driving near the school streets before and after school. Many young children will be walking, riding bikes, and crossing streets for the first time this school year. Please cooperate, obey, and assist our fifth grade student safety patrol as they are guiding children who walk to and from school in the cross-walk area on Pine Street.

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 **7:40 a.m.** Those students not eating breakfast may enter the building at 8:00 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 do not need 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 3:25 p.m. for dismissal of all students who are riding a bus.

Guardians and parents needing to pick up their children ANY TIME before the stated dismissal times can call the office at 342-3033 and we will send the student out to you. 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. If you need to come into the the school, please come directly to the office.

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

All students who ride their bicycles or walk to school crossing Fillmore Street, are asked to proceed down east-west streets to Pine Street and then come down Pine Street the rest of the way to school. The reverse of this route should be followed as students leave the building to go home.

Students should use the sidewalks provided and not walk in the road or on lawns and gardens. Student Safety Patrol Officers will be assisting students across the intersection at Pine and Fillmore. At this intersection, stop signs will be enforced between 7:40-8:05 a.m. and 3:05-3:15 p.m. These students will be wearing neon yellow safety vests and will be equipped with a hand-held stop sign.

Parents are asked NOT to drop off or pick up students on the playground area behind the building. For safety reasons, there should be no traffic on the playground behind the school building from 7:00 a.m. to 4:00 p.m.

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 gymnasium 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 and not across the street. This will eliminate students crossing the street to get to the car.

Parents are asked to not park in the bus-loading zone near the front sidewalk of the building from 7:40 to 8:15 a.m. and also 3:15 to 3:25 p.m. For the safety of our students, please do not bring dogs on school property during pickup and drop off times.

Parents picking up students on Gates Street in the afternoon are asked to not have your child cross the street unattended. Do not park or wait in your car on Gates Street behind the cars backing up. The baseball field parking lot can be used for parents to park in and also pull in and turn around in.

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.

The teachers have phones in their rooms, so parents can call the office and then the call can get transferred to room phones. If teachers are not available to take the call, a message can be left and then teachers will return phone calls when they are available.

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.

MARKING CLOTHING

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

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 (This may take a few days to process) or credit card online using the *Jmc/PaymentSpring* system, or in person at school using cash or check. To use *Jmc PaymentSpring* online payment system, parents can visit the Union Community School website at www.union.k12.ia.us. Click on "LPC Parent Access" and enter your username and password. To set up a username and password, contact the LPC 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. Students who bring water bottles to school are asked to only use them for water. Please do not bring juices, powdered drinks, sports drinks, or energy drinks.

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.

**LPC 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:

Below Zero = Inside Recess);

Zero to +10 Degrees – Modified Recess

0-40 Degrees: Coats, Hats, & Gloves Required

Boots and Snow Pants Are Required to Play on the Snow

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 two times a year at the end of the each semester. Parent-teacher conferences are held twice per year in the middle of each semester 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.

4TH/5TH GRADE HOMEWORK POLICY

When students enter 4th and 5th grade, homework becomes a regular part of their school day. To begin each school year parents will receive a copy of the homework policy utilized at both grade levels. Once read, this policy should be signed by guardians/parents and returned to school. In the event homework is returned to school incomplete, students will take home a purple "Homework Note" for guardians/parents to sign. This note will allow us to keep all guardians/parents informed when unfinished homework is discovered.

Parents are urged to contact the school whenever they feel there is a problem which is preventing their child from doing their best work.

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 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.

At the beginning of the school day, all students will enter the school building using the main doors near the office. 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

As a matter of courtesy, **please schedule any visits 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 30 minutes to an hour is sufficient to see the classroom routine, a sample of the classes taught, as well as the interaction between the child and his/her classmates.

When visiting the school, parents are asked to stop in the office first. This will allow the staff to direct parents to the proper location and provide additional information such as schedule changes.

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-5 Enrichment Program: The TAG teacher will use multiple criteria including: STAR Reading, Fall Math Pre-tests, the FAST Reading assessment, teacher recommendations, and ISASP Assessments (when available). Grouping is flexible and changeable, depending on the curricular areas being studied and student needs.

Grades 6-12 TAG Program: Students will be identified for the Talented and Gifted (TAG) program using ISASP Assessments individual subject area and/or composite National Percentage Rankings, STAR Math/Star Reading scores, teacher recommendations, and the good judgment of the TAG teacher, based on other criteria and circumstances.

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: Pop top tabs, and Hy-Vee receipts. The LPC 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 term at the start of each semester. Two members are elected from each fourth grade room and two members from each fifth grade room. 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 La Porte City Elementary building is full time and 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.

Level I investigators for UCSD are building principals. Level I alternate investigators are building nurses. Level II investigators are assigned by the school's district's legal counsel. Level I and Level II investigations takes place when parents suspect that their child has been physically or sexually abused by a school employee

TUITION-FREE PRESCHOOL PROGRAM

Students that are four years old on or before September 15 are eligible for tuition-free preschool in cooperation with the state funded 4 year old preschool program. 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 four 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. Complete information and registration procedures are available by contacting the LPC Preschool at 319-342-3141

STUDENT 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 **7 days during a semester (half year)**.*

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

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

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

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

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

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