

# **Union Middle School 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 UNION MIDDLE SCHOOL**

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

**School Emblem/Mascot:** Knight

**School Song:** Illinois Loyalty

**Phone Number:** 319-476-5100

**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: w\_slack@union.k12.ia.us)

**PEOPLE YOU SHOULD KNOW AT UNION MIDDLE SCHOOL**

**Administration**

Wayne Slack, Principal

**Office Staff**

Amy Crawford, Office Secretary

Mindy Ollendieck, Office Secretary

**Counselor / Success**

Jill Aalderks

**School Nurse**

Celena Bahr

**Agriculture**

Carly Selken

**Art**

Kayla Stoychoff

**Computer**

Laurie Driscoll

**English/Language Arts (ELA)**

Jennie Lorenzen

Abbie Smith

Ellie Uhlenhopp

**Family & Consumer Science**

Dawn Stoakes

**Health & Physical Education**

Pat Hogan

**Instrumental Music**

Laurie Routt

**Mathematics**

Mike Schmidt

Dana Grassley

**Media Center/Library**

Jen Gassman

Julie Turner

**Science**

Kurt Alpers

Carly Selken

**Social Science**

Josh Dunkelberger

Ryan Moody

**Special Education**

Janice Heth

Andi Slack

Julie Schmidt

Stacy Dabney, Associate

Kathy Keidel, Associate

Julie Turner, Associate

Kris Powell, Associate

**Vocal Music**

Casey Tecklenburg

**Custodians**

Darren Stein

Henry Holtmeyer

**Nutrition Staff**

Cara Glenn, Food Service Director

Andrea Dvorak

Kelsey Holtmeyer

**Teacher Leadership**

Corindy Stoakes

Leah Tanney

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**THE SCHOOL DAY**

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

Regular Schedule		
1	8:10-8:53	8th Lunch 11:42-12:02  7th Lunch 12:05-12:25  6th Lunch 12:28-12:48
2	8:56-9:39	
3	9:42-10:25	
WIN	10:28-10:53	
4	10:56-11:39	
5	11:42-12:48 Lunch	
6	12:51-1:34	
7	1:37-2:20	
8	2:23-3:08	

**START OF THE SCHOOL DAY / PASSING TIME**

A warning bell will ring at 8:05 notifying students to move to their first period class if they have not already done so, and a tardy bell will ring at 8:10. A bell will also ring at the scheduled beginning and end of each period throughout the day. This bell is only an indicator of the end of a class.

**Students should remain in their seats and wait to be officially dismissed from a class by the teacher.** Tardiness is defined as "not being in the classroom when the bell rings" or specific standards as determined by the teacher. Any student who is late to class without a pass from a staff member is required to get an admit pass from the office.

**END OF THE SCHOOL DAY**

The school day is 8:10 AM to 3:08 PM. Students are to leave the building at the end of the regular school day by 3:15 PM unless they are under the supervision of a teacher or coach or waiting for a rural bus. Only students who are involved in a school sponsored activity or who have secured advance administrative approval will be allowed to ride the evening

shuttle bus. The gym and weight room are OFF LIMITS to any unsupervised activities.

**HALL PASSES**

All students are required to have an active pass via the online pass system to be out of the classroom. Each student will receive three passes per day, once those are used they will not be issued any more unless there's an emergency. All hall passes are timed, if a student goes over their allotted time they will receive a warning, disciplinary action will occur for each additional violation.

**ATTENDANCE REGULATIONS**

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

**ATTENDANCE PROCEDURE**

If your child is ill or has an appointment and will miss any part of the school day - please contact the school via phone after 7:30 AM or send an email to Mindy Ollendieck ([m\\_ollendieck@union.k12.ia.us](mailto:m_ollendieck@union.k12.ia.us)) or Amy Crawford ([a\\_crawford@union.k12.ia.us](mailto:a_crawford@union.k12.ia.us)). **Please provide a doctor's note for all medical/health appointments upon returning from an appointment. (This is for appointments only)**

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

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

- A. Medically documented illness (physician, school nurse, etc.)
- B. Medically documented appointment (physician, dentist, etc.)
- C. Funeral
- D. Court documented appointments (Juvenile court, DHS, ect.)
- E. School sponsored activities
- F. Religious Holiday
- G. Prior Approval by building administration

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

Students participating in school activities must be present on the day of the event or performance in order to participate. All appointments must have a medical excuse. This regulation may be waived only in extraordinary circumstances by the principal. Students must attend school in the afternoon in order to participate in practice.

**Unexcused Absence Consequence**

- **All Unexcused Absence = 6 Hours of detention OR 45 minutes per class missed**

A student is not counted as absent when the student is attending a school-sponsored activity. Opportunities will be provided for students to make up all work missed while attending a school-sponsored activity.

The procedure for any absence will allow the student to earn credit for make-up work; all make-up or substitute work must be completed by the student in order to earn credit. It is the student's responsibility to obtain the make-up or substitute work assignments from the teacher and turn it in when it is completed. Students will be allowed two days to make up work for each excused absence. Exceptions will be made for unusual circumstances. For absences of an extended period of time, additional time may be granted at the teacher/principal's discretion.

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

**EXCESSIVE ABSENCE**

If the student reaches nine (9) absences, the principal and/or teachers may send a letter of concern and may request a conference with the student and parent to discuss the situation with him or her. At this time the student may be placed on an attendance contract or an agreement will be made that will clearly spell out the consequences for additional absence; which may include contact with the County Attorney.

**TARDINESS**

There is a three (3) minute passing time between each class period. Any student who enters a classroom or study area without a pass after the bell has rung is to be marked tardy unexcused for class. Students must plan ahead, trips to and from the lockers are not excuses for being late to class. If an activity or conference with a teacher or staff member is the reason for the student being late to class, the student shall get a written pass signed by that person to present as an admit to class, and this tardiness will be excused; if no pass is presented, the student will be recorded as tardy. If a student is tardy to class more than two (2) times in a quarter of the school year, he or she will be assigned detention according to the following scale:

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

### **WALKOUTS/PROTESTS**

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

### **ILLNESS WHILE AT SCHOOL**

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

### **APPEARANCE AND CONDUCT**

Students should dress appropriately and be neat and clean. In the interest of health and safety, shoes must be worn at all times. To ensure propriety and good taste in conduct and appearance, students whose dress or appearance is inappropriate will be asked to make immediate corrections if they are to remain in school. Appropriate clothing for physical education will include gym shoes, sweat socks, shorts, and an appropriate T-shirt. **NO bare bellies, bare backs, or visible underwear are allowed at any time. Hats and hoods will not be permitted from the first bell(8:05) till the end of the school day.**

Cell phones are ***only*** allowed before school, during lunch, between classes and after school as long as it is not causing a disturbance in the building. Students who are on the F list when pulled, will not be able to be on their cell phones from 8:10-3:08. The F list is pulled each Monday and those students will be on the list Tuesday-Friday of that week. If the student's grades are passing the following Monday, their phone privileges will be restored. **Student cell phones are NOT TO BE SEEN OR USED DURING CLASS TIME without permission from a staff member.** This includes regular-study hall and WIN-study hall. Students violating this policy will be subject to the following action:

1. **First offense:** Students will receive a one hour detention

2. **Second offense:** Students will turn their phone into the office when arriving at school for one month.
3. Any further offenses will result in more severe disciplinary measures and possible loss of phone privileges.

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

### **INAPPROPRIATE BEHAVIOR / DISCIPLINARY ACTION**

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

- A. Disciplinary actions that may be considered for those who violate rules, regulations and policies would include, but not be limited to:
  - Before / After school detention
  - Removal of school privileges
  - Removal from class temporarily or permanently
  - In-school suspension
  - Out-of-school suspension
  - Expulsion
- B. Before / After school detention will be held for those students failing to cooperate in the classroom during the school day. Detention will take precedence over all other activities. The parent will be informed when a detention is given.
  - Students may make arrangements with the Principal to serve detention time any day before or after school.
  - Students may serve detention time with any staff member before or after school with the permission of the teacher.
  - ***Any student with detention time WILL NOT be allowed to participate in any extracurricular activities including contests, practices and rehearsals.***
  - ***Any student with detention time WILL NOT be allowed to participate in any "privileged" school sponsored activities (e.g. Dances, 8th Grade Promotion, Homecoming Activities, Turkey Trot, Holiday Happenings, Spring Fling, Etc.).***

### **Academic and Behavior Plans**

If students do not complete their assignments or if they misbehave, they will be issued an academic and behavior plan.

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

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

**STUDENT SEARCH AND SEIZURE (Code 502.8)**

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

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

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

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

**VAPE DETECTORS**

Union Middle School utilizes vape detectors and cameras. If a vape sensor detects that a vape is being utilized, school personnel may utilize the camera system to see who is leaving the area and may search those students. Students may get one warning if a vape is not found during the search. Subsequent violations will result in the same disciplinary action taken for students found with a vape device.

**SUSPENSION OF A STUDENT** (See [District Handbook](#))

**EXPULSION OF A STUDENT** (See [District Handbook](#))

**NO SMOKING/USE OF TOBACCO/E-CIGARETTES** (See [District Handbook](#))

**USE OF A CONTROLLED SUBSTANCE (Drugs including Alcohol) OTHER THAN BY PRESCRIPTION** (See [District Handbook](#))

**STUDENT ACADEMIC PROGRAM**

**GRADING & PROMOTION SYSTEM**

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

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

The five letters employed and the significance is:

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

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

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

**D = Below Average** | This mark indicates the student has not

acquired the necessary ability to work efficiently or to use his ability efficiently in the work of the course. The "D" grade is the lowest passing grade.

**F = Not Passing** | It indicates that the student has not achieved sufficient mastery of skills and content to justify being given a satisfactory mark.

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

### Non-Grading of Practice

Practice assigned to students to prepare for an assessment will no longer be calculated in the students overall grade. The expectation is that students will still complete the practice.

### Reassessment Policy

Students will have the opportunity to reassess on all assessments. They will have a two week window following the original assessment to complete the reassessment. Individual teachers will determine the requirements for reassessment for their respective courses.

### MID-TERM PROGRESS REPORTS

Mid-term progress reports are mailed or emailed to all parents approximately mid-way in the quarter. **NOTE:** Parents or students may request information on their progress at any time during the trimester. Parents may acquire access to student grades online. Parents are encouraged to call or email the teachers from 7:30 to 3:30 if they have questions concerning their students or assignments.

### GRADE REPORT CARDS

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

### HONOR ROLL

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

The Union Middle School honor roll rules are as follows:

- Honor roll will be at the end of each quarter.
- A student must earn a minimum 3.33 grade point average to be eligible for honor roll.
- The student cannot have more than one "C" and cannot have any "Ds or Fs" on the report card.

### Promotion

Union Middle School will have a promotion ceremony at the end of the school year to recognize the academic achievement of 8th grade students. This program is just a recognition. All students, whether they qualify for promotion or not, will still move onto the 9th grade. Below are the requirements to participate in promotion:

- Students will need to pass 20 of their 28 courses during the 8th grade.
- Detention time and fee will need to be completed and paid one week prior to promotion
- Students need to be in attendance for rehearsal to participate unless they are out for an excused absence the day of rehearsal

### SILVER CORD

Union Middle School strives to recognize those students who earn at least 50 hours of community service per year through our Silver Cord program with a certificate at the end of the school year.

8th Graders who complete 100 hours of community service during their middle school career will receive Silver Cords to be worn at 8th Grade Promotion. Hours must be turned in each year by the end of the current school year to qualify.

### PBIS SCHOOL

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



**STUDENT SERVICES, HEALTH AND SAFETY / GUIDANCE AND COUNSELING SERVICES**

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

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

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

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

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

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

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

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

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

**EMERGENCY DRILL PROCEDURES**

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

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

**Students in Rooms**

Room 7  
 Room 9, 10  
 Rooms 11, 13, 14  
 Rooms 17, 18  
 Room 19  
 Room 20  
 Gym, Rooms 29, 31  
 Music room  
 Cafeteria, Rooms 28, 33

**Move to:**

Room 6  
 Room 8  
 Room 12  
 Room 15  
 Boys' Restroom  
 Girls' Restroom  
 Locker Rooms  
 Locker Rooms  
 Media Center

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

The lock-down signal is a voice message indicating the need to secure the building. Students should listen to instructions.

**LIBRARY MEDIA CENTER**

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

**STUDENT ACTIVITIES**

**ATHLETIC ACADEMIC ELIGIBILITY POLICY**

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

Grades will be pulled once every three weeks. Students with one or more F's when grades are pulled will be out for a three week period, with the chance of coming off of the list after the first of the three weeks. Students can be removed from the ineligible list after the first week if their grades improve.

**NO-CUT POLICY**

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

**DISCIPLINARY AUTHORITY**

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

**TRANSPORTATION TO AND FROM EXTRA-CURRICULAR ACTIVITIES**

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

**EXTRA-CURRICULAR ACTIVITIES**

Baseball	Football	Volleyball
Basketball	Instrumental Music	Vocal Music
Cheerleading	Musical (every other year)	Wrestling
Cross Country	Softball	
Dance Team	Track & Field	

**Athletics**

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

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

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

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

**Cheerleading**

Any student may try out for cheerleading. We have cheerleaders for football, basketball, and wrestling. Practices are held after school.

**Instrumental Music**

The following are groups that the Union Middle School Instrumental Music Department offers to their students. The groups are marching band, concert band, and jazz band.

Band meets every other day. After the first concert, students may drop band with a note or email from a parent. Students not in band will have a study hall.

**Vocal Music**

Chorus meets every other day. 6th graders are required to be in chorus for the first quarter. After the first concert, students at any level may drop chorus. Students not in chorus will have a study hall.

**STUDENT ORGANIZATIONS:**

**Student Council**

The student council represents the entire student body. The Student Council is an important link between the students, teachers, and administration. The student council has four elected positions: president, vice-president, secretary, treasurer. Other members of the student council are elected each trimester by their Knight Time Class. The Student Council has three advisors. All campaign signs for the Student Council election must be cleared through the principal's office.

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

**Site Council**

Throughout the year, a building committee will assist in the updates of the student handbook. A student from each grade will serve as a representative. If students have concerns or ideas, they should forward them to the principal.

**SCHOOL DANCE REGULATIONS**

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

- Any official school organization may sponsor a school dance.
- In order to sponsor a dance, a school organization must:
  - Get permission from its faculty sponsor,
  - Select a date that is acceptable to members of the organization and the sponsors,
  - Obtain approval of the principal or assistant principal and have the date placed on the master calendar.
- The time set for school dances shall be from 7:00 P.M. - 9:30 P.M.
- The organization sponsoring the dance will have charge of providing at least five adult chaperones, ticket sales, setting prices, refreshments, decorations, music and cleaning up after the dance.
- There will be no leaving and reentering of the building during the dance. When a student leaves the building, it will be considered that he or she is going home and the student may not return to the dance.
- Dances are for Union Middle School students only.
- Students are to remain in the dance area during the dance.
- Dances can be held on Friday, Saturday, or the night preceding vacation.
- Students should have their transportation home arranged ahead of time. Parents should pick students up immediately following the dance.

**GOOD CONDUCT CODE**

**I. Philosophy and Purpose for Establishing the Good Conduct Code**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for a lifetime.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, or unhealthy.

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

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

**II. Good Conduct Code**

Violations of the Good Conduct Code are cumulative from the beginning of sixth (6<sup>th</sup>) grade through the completion of eighth (8<sup>th</sup>) grade OR any 8th grade sport/activity . The Good Conduct Code is in effect for twelve (12) months of the year.

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

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

**Educational Responsibility Regarding Good Conduct Policies**

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

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

**III. Consequences for Violating the Good Conduct Code**

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

**First Violation**

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

**Second Violation**

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

**Third Violation**

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

Activity	Games Perform.	1st Offense	2nd Offense	3rd Offense
Football / Cheer	6	2 games	4 games	1 year
Volleyball	9	3 games	6 games	1 year
X Country	5	2 meets	4 meets	1 year
Basketball / Cheer	12	4 games	8 games	1 year
Wrestling / Cheer	9	3 meets	6 meets	1 year
Track	7	3 meets	5 meets	1 year
Baseball	TBD	TBD games	TBD games	1 year
Softball	TBD	TBD games	TBD games	1 year
Dance Team	TBD	TBD events	TBD events	1 year
Drama / Plays	1	1 event	1 events	1 year

**NOTES:**

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

student shall not serve an ineligibility period for the violation.

- Students, who, in an attempt to maintain their eligibility or delay their ineligibility, withhold information, lie to or mislead school officials concerning dates or details concerning arrests or violation(s) will automatically be declared ineligible for the maximum time for that violation.
- Students may not join an activity after the first day of practice for the purpose of satisfying the code requirements on ineligibility.
- Students must satisfactorily complete an activity/athletic season in which he/she serves a period of ineligibility. In other words, a student cannot go out for a sport, serve a period of ineligibility, and then quit just to satisfy the code requirements.
- If a student violates the Good Conduct Code while ineligible due to an earlier violation or academic suspension, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
- There will be no academic consequences for the violation (e.g. detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Code occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

**IV. DETERMINATION OF A VIOLATION**

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

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

**V. APPEAL PROCEDURE**

If the school administrator finds a student in violation of the Good Conduct Code after conferencing with him/her about an alleged violation, but the student claims innocence, the student and/or his/her legal custodian may appeal the school administrator's decision in writing within five (5) calendar days to the superintendent. If the student and/or his/her legal custodian are not satisfied with the decision of the

superintendent concerning the matter, they may appeal this decision by making a written request within five (5) calendar days to the school board. The student will be ineligible during this appeal process.

#### **USE OF STUDY PERIODS**

Students should spend this time studying or reading quietly. Students may ask to study in pairs; however, conversations must be quiet and pertain to their work.

1. Students must bring homework or reading material with them to study hall.
2. Cell Phones are not to be seen or in use during study hall unless there is permission from the study hall supervisor.
3. Students may "sign out" with permission from the study hall to:
  - (a) Go to the media center (library),
  - (b) Go to their locker.
  - (c) Use a pre-signed pass to see a teacher, counselor, or the office
4. Students who are wandering in the building will lose their sign out privileges.

#### **CARE OF BOOKS AND SCHOOL PROPERTY**

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

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

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

If a student misuses or mistreats any equipment, disciplinary actions will be taken that will include reimbursement for the damaged item(s) and the removal of privileges from using the computer. This includes the abuse of any Chromebook, computer, mouse, mouse-pad, audio-visual equipment, or password.

#### **VISITORS**

Visitors must check in at the office and must have the permission of the principal or superintendent to tour our school. All visitors will sign the visitor log in the office and wear an identification tag. Visiting students will not be permitted to visit classes. Office staff must be made aware of all planned visitors.

#### **LOCKERS AND LOCKS**

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

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

#### **MEAL TICKETS**

Money may be deposited into a personal meal account in the middle school office before school. Payment must be made prior to charging another meal. **Sharing of school lunches is not permitted.** We must abide by the federal guidelines set up for the program. Therefore, students may not drink pop during lunch.

#### **BREAKFAST**

Breakfast will be served from 7:40 to 8:00 A.M., and all cafeteria rules apply.

#### **GUM CHEWING AND BEVERAGES**

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

#### **ASSEMBLY PROCEDURE**

Students are to enter the auditorium in an orderly manner and take their seats immediately. Students are expected to be on best behavior for all assemblies. Students will sit with their assigned Knight Time class unless directed otherwise.

#### **LOST AND FOUND**

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

#### **SCHOOL TIME PUBLIC DISPLAYS OF AFFECTION**

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

#### **TELEPHONE USAGE**

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

#### **BUS INFORMATION**

If a student who is NOT a regular bus rider finds it necessary to be transported to or from La Porte City OR ride a different bus route, he or she must obtain a bus pass from the middle school office in the morning. **The student who is riding a different bus must bring a note from his/her parents.** We

will try to accommodate extra bus riders whenever possible; however, sometimes the buses are filled to capacity and we are unable to transport additional riders. Please contact the office with questions.