



**United Community School District**

**Student/Parent  
Handbook**

**2023-2024**

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# United Community School District 2023-2024

***Mission Statement:*** “Learning, Thriving, Belonging”

***Motto:*** “Comets, it’s time to shine!”

**At United Community, we follow the Responsive Classroom *Core Belief*:**

In order to be successful in and out of school, students need to learn a set of social and emotional competencies—cooperation, assertiveness, responsibility, empathy, and self-control—and a set of academic competencies—academic mindset, perseverance, learning strategies, and academic behaviors.

**At United Community, we *value* the Responsive Classroom 6 Guiding Principles:**

Principle 1: Teaching social and emotional skills is as important as teaching academic content.

Principle 2: How we teach is as important as what we teach.

Principle 3: Great cognitive growth occurs through social interaction.

Principle 4: How we work together as adults to create a safe, joyful, and inclusive school environment is as important as our individual contribution or competence.

Principle 5: What we know and believe about our students—individually, culturally, developmentally—informs our expectations, reactions, and attitudes about those students.

Principle 6: Partnering with families—knowing them and valuing their contributions—is as important as knowing the children we teach.

# United Community School District 2023-2024

## **District Goals**

### **Reading Goal**

By the spring of 2024, 80+% of United Community 3rd, 4th, 5th, and 6th Grade students will be proficient or advanced on the ISASP English Language Arts test.

### **Math Goal**

By the spring of 2024, 80+% of United Community 3rd, 4th, 5th, and 6th Grade students will be proficient or advanced on the ISASP Mathematics test.

### **Social-Emotional & Behavior Goal**

By the spring of 2024, 80+% of United Community K-6th Grade students will be proficient on the SAEBRS screener.

### **School Safety Goal**

United Community staff and students will successfully complete 100% of emergency drills by the end of the 2023-24 school year.

**Equal Educational Opportunity (Code 102)**

The board will not discriminate in its educational activities on the basis of: race, color, national origin, religion, creed, sex, disability, socio-economic status, sexual orientation, gender identity or marital status.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational opportunities on the basis of race, color, religion, creed, sex, marital status, national origin, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

**Notice of Nondiscrimination**

Students, parents, employees and others doing business with or performing services for the United Community School District are hereby notified this school district does not discriminate on the basis of race, color, creed, religion, sex, national origin, sexual orientation, gender identity, disability, age (for employment), marital status (for programs), or socioeconomic status (for programs) in admission or access to, or treatment in, its programs and activities or 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, 1284 U Ave, Boone, IA 50036, telephone: 515-432-5319 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, the ADA, 504 and Iowa Code 280.3.

**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 staff expect students to conduct themselves in a manner fitting to their age level and maturity 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, 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; 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.

Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the educational 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.

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 Administrator's Office for information about the current enforcement of the policies, rules or regulations of the school district.

### **Clarification (Code 500)**

In this handbook, the word "parent" also means "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.

### **School Fees**

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the secretaries at registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

## **STUDENT ATTENDANCE (Code 501)**

### **General Information**

The philosophy of the district is consistent and punctual attendance is vitally important and is a prerequisite for completing an education. Attendance is a shared responsibility and requires cooperation and communication between students, parents and school. Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, respect, self-discipline, and responsibility, and to assist in keeping disruption of the educational environment to a minimum. Irregular attendance or tardiness by students not only impedes their own studies but also interferes with the progress and attitude of those students who attend promptly and regularly.

If parents know their child is going to be absent, the parents are asked to notify the school office prior to the absence by note, phone call or email. If advance notification is not possible, parents must notify the school office on the day of the absence prior to 8:30 a.m. The Office phone number is 432-5319. If notification is not received, the office will attempt to contact the parents.

**The school determines whether an absence is excused or unexcused.** Excused absences include, but are not limited to illness, family emergencies, recognized religious observances, and school-sponsored or approved activities. Unexcused absences shall include, but not be limited to day of absence with no notification from the parent, either by email or by phone, and student calling himself/herself in sick. Students are expected to be at school and in class on time. Parents must communicate with the school for all absences.

Students who need to leave school during the school day must have their parent call or email the school office or have their parent come to the office and request the student dismissal. **Students are required to sign out in the office before leaving or sign in before returning to class so the attendance database can be updated.**



Students are not released to anyone but their parents unless the parent has made special arrangements with the office.

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in a school activity. The remaining half-day must be an excused absence. Parents who know their student is going to be absent *prior to* an absence and request make-up work need to call the school in advance to allow the secretaries and teachers time to gather the assignments.

### ***Attendance Notification***

After 7-10 absences, an Awareness Letter will be mailed to the parents to inform them of a potential problem which may be developing due to the number of days the student has been absent and/or tardy.

After 10-15 absences, a second letter and/or a Level One hearing and/or a parent contact will be held with the parents, Administrator and other appropriate staff members.

After 15 absences, a third awareness letter and/or a Level Two hearing will be required involving the Administrator, student, the parent or guardian.

If the student continues to be absent 10 days per semester or beyond the Level Two hearing the Administrator will notify the County Attorney regarding the non-compliance of Iowa Code 299.1. If not applicable, then appropriate steps and alternatives may be implemented.

### **Guidelines for Attendance:**

- Student will be marked tardy if arrival time is between 8:00-9:00 a.m.
- Student will be marked ½ day absent for the morning if arrival at school is during 9:00-11:30 a.m.
- Student will be marked ½ day absent for the afternoon if the student leaves school at any time between 11:30 a.m.-2:10 p.m.
- A student spending more than ½ of the morning or afternoon in the nurse's office will be marked absent from school for that half day.

### ***Truancy (Code 501.10)***

The student will be expected to make up all time out of school in an in-school or after-school detention.

### ***Make-Up Work (Code 501.9)***

Make-up work for full credit is allowed for all excused absences. Full credit will be given for satisfactory work completion. Students will be allowed two (2) days (per day absence) to make up their work. If the teacher deems it appropriate, the student may be assigned work, which is different from that assigned to the regular class.

### ***Tardiness (Code 501.10)***

A student will be counted tardy if he/she arrives between 8:00-9:00 a.m. Students who are tardy are required to sign in at the office and receive an admit pass. Excessive tardiness, as determined by the Administrator may result in a make-up work time (i. e. in-school suspension, loss of privileges, or after-school detention).

**\*Please note: All attendance is taken at 8:00 a.m. Students arriving after 8:00 a.m. are counted tardy.**

### **Early Release**

All early releases, which are known at this time, are listed on the school calendar. It is imperative parents have a plan for their child on early release days and the plan has been communicated to the child.

***Entry Requirements (Code 501.4)***

A child shall not be admitted to Kindergarten unless he/she is five years of age on or before the fifteenth day of September of the current year. A child shall not be admitted to the first grade unless he/she is six years of age on or before the fifteenth day of September of the current year. Health and current immunization records must also be provided prior to enrollment.

***Inclement Weather or Emergency Closing***

Announcements will be made as soon as possible over local television stations and the school's communication system should inclement weather or emergency situations occur.

Notification of inclement weather and emergency closings will be sent out utilizing the Powerschool Messenger notification system. This will include contact via any of the following: phone, text message and/or email.

If school is dismissed because of inclement weather after the school day has begun, parents will be notified by the same means. The Administrator determines whether buses will follow the regular routes. If the buses do not follow the regular routes, a special announcement will be made. (Code 711.8)

Activities scheduled for the day when school is canceled or dismissed early are canceled or rescheduled. The Administrator may determine whether to hold activities. If the activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

**PLEASE** inform your child what they should do if an emergency closing should occur. *Also, please send an email or call the school if your child is to be picked up or go home with someone else.*

**School Day**

The class day is 8:00 a.m. to 3:10 p.m. United students may be present on school grounds after 7:30 a.m. and until the United buses pull out at 3:30 p.m. in accordance with the school day. Doors will open for students to arrive at 7:30 a.m. Students may only be on school property when they are under the supervision of a school employee, a parent or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds as soon as the buses leave to take the students home. Any exceptions must have the approval of the Administrator. Students are not supervised before 7:30 a.m. or after 3:30 p.m.

***DISCIPLINE RULES/STUDENT CONDUCT (Code 503.1)***

Student behavior is expected to be such that there is no interference with the regular procedures of any classroom. Students have the primary responsibility for their actions. We encourage self-control while stressing the expectations of Positive Behavior Interventions & Supports (PBIS): Be Respectful, Be Responsible, and Be Safe. Behaviors that are not in accordance with the PBIS expectations interfere with the work of the class, endanger the safety of others, cause disorder in or on school property, or break state or federal laws will not be tolerated. Disciplinary actions could include staying after school (with parents responsible for pick-up), removal from class/ lunchroom/or activity, in-school suspension, out-of-school suspension, and/or a recommendation for expulsion. The Administrator or teacher will use his/her professional judgment in handling these cases. A copy of Board Policy is available on the United Community website.

**Conduct Expectations:**

1. Students should be on time and prepared for class.
2. Students are not to leave the classroom, lunchroom, or an assembly until dismissed by an administrator, teacher, or adult supervisors.

3. Students are required to sign-in at each building office when arriving late and sign-out when leaving early.
4. Students are expected to respect themselves, the staff, their peers and school property.
5. Students are expected to follow directions given to them by adult supervisors.
6. Appropriate dress should be followed, see Dress Code.
7. Student cell phones or any other personal electronic devices are not allowed in the classroom and must be turned off during the school day. The school is not liable for theft, loss or damage.
8. No picture technology except by permission of classroom teacher.

***Cheating:***

- \*\* The 1st offense will result in an Office Discipline Referral (ODR) being issued, parent contacted, and the student doing the assignment over again.
- \*\* The 2nd offense during the year will result in a zero grade being given for the test or assignment, Office Discipline Referral (ODR) issued, and parent contacted.

***Physical Altercation (fighting)***

**The Board of Education at United Community School District believes fighting is not the appropriate way for students to solve problems. It is our goal to teach students they do have other choices they could make that would help them avoid a physical altercation. The following guidelines will be followed with students in a fight:**

- \*\* The 1st offense may result in suspension and parent contact.
- \*\* The 2nd offense may result in additional suspension time and parent contact.
- \*\* The third offense may result in additional suspension time and may result in a recommendation to the Board of Education for expulsion. Prior to any expulsion recommendation, an intervention plan will be developed and implemented with parent involvement by the Data Team.

Administrative discretion will be applied. Parents will be notified before a student serves any out of school suspension days.

***Anti-Bullying/Harassment (Code No. 104)***

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 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 students, school employees, and 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 or employees, based on any of the following actual or perceived traits or characteristic, 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 race, color, reed, sex, sexual orientation, 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 the policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation of a school employee is found to be in violation of the policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation of a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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 and 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 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.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, will be immune from civil or criminal liability relating to such a 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 will be subject to discipline by appropriate measures, as will 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 will be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy will be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy will 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 principal or designee will be responsible for handling all complaints by students/their parents alleging bullying or harassment. The Superintendent or designee will be responsible for handling all other complaints alleging bullying or harassment.

### ***Threats of Violence***

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted.

Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

#### ***Weapon's Policy (Code No. 502.6)***

As defined by the board, states students shall not possess any weapon, firearm, toy weapon, look-a-likes and/or other dangerous objects at school or school activities except with the knowledge and permission of a teacher, coach, or Administrator, and then only for school or educational purposes.

A student in violation of this policy is subject to one or more of the following consequences:

- Notification of parent or guardian of the student involved.
- Notification of law enforcement officials.
- Restricted privileges
- Detention
- Suspension from classes
- Recommendation for expulsion for not less than 12 months
- Referred to law enforcement authorities

Administrator discretion will be applied. Parents will be notified before a student serves any out of school suspension days and possible additional consequences.

#### ***Due Process Guidelines***

To ensure a student receives fair treatment consistent with the fundamental requirements of due process, student suspensions or recommendations for expulsions must be made in accordance with the following:

A student may be suspended by an Administrator for a commission of serious or repeated infractions of school rules or when the presence of the student will cause substantial interference with the normal operation of the school. The Administrator will conduct an informal investigation of the charges against the student, giving the student:

1. Oral or written notice of the allegations.
2. The basis in fact for the charges.
3. The opportunity to respond to the charges.

#### ***Expulsion (Code 503.2)***

Students may be expelled for violations of board policy, school rules or the law. It shall be within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense. Due process will be followed as specified in board policy.

#### ***Minor and Major Behavior Notes***

Minor and Major Behavior Notes (see sample at the back of this handbook) will be issued to students who are in violation of school rules including, but not limited to: fighting, dangerous acts, overt defiance, illegal acts, stealing, profanity, vandalism, and harassment. A copy of the behavior note will be sent home. Any student who receives one Major Note will be subject to a parent conference via the phone or in person. The Administrator will determine the procedure followed for each subsequent behavior note the student receives. Further discipline consequences may be given. Teachers and staff must give the students a warning and attempt to change the behavior using Positive Behavior Interventions & Supports before giving an Minor or Major Behavior Note, except in extreme circumstances.

**\*Immediate Referrals to the Office**

- Participation in a physically dangerous activity/fighting
- Illegal acts
- Overt defiance (absolute refusal to comply)

***Bus Route Information***

Bus routes will be in operation in the morning and after school for all United Community PK-12 students. The (7-12) students will be shuttled to Boone Middle/High School and Ames Middle/High School. In the afternoon, the (7-12) students will leave their respective schools by 3:15 p.m. and return to United Community School. The regular after school buses will load (PK-6) students at 3:30 p.m. and upon the arrival of the (7-12) students, the evening route buses will depart. **Have the children ready in plenty of time. The buses will not wait for students.** Time schedules will be made after the drivers have had a chance to adjust to their routes. Drivers, as a part of the school staff, have the same authority as the teacher in the classroom. It is expected the student will get on the bus, sit down, keep reasonably quiet and not bother other children.

It is the school's responsibility to provide a safe, efficient transportation program. All students must conduct themselves in a responsible manner at all times. The bus driver is in charge of the bus and the students.

In cases of inclement weather, the office will monitor the weather radio and the transportation director will be immediately notified if the weather situation worsens. If roads are impassable, the hard-surface bus routes may be implemented. Students who are not able to get to school on a hard-surface bus route day will not be counted absent. The Transportation Director will provide families with information regarding these alternative routes.

**Bus Video Cameras (Code 711.2R2)**

The United 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 a safe environment. Students and parents are hereby notified 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 be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the Administrator. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child, and do not show other children

***General Transportation Rules for Buses and Other School District Vehicles***  
***(Code No. 711.2R1)***

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 Transportation Director or driver has the ability to discipline a student and may notify the Administrator of a student's inappropriate bus conduct. Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

- Students must ride their assigned bus unless a note is given to the building secretaries or the transportation supervisor prior to departure time. The secretaries or transportation supervisor will notify the bus driver of a change in student route.
- Musical instruments are to be kept in their cases on the bus.
- Riders must be at the designated point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Permission to open windows must be obtained from the driver.
- Riders must not extend arms or heads out of the windows, or throw items from the windows.
- Riders must remain seated at all times the bus is in motion, and aisles must be kept clear.
- Riders must load and unload through the right front door. The emergency door is for emergencies only.
- Students may not bring visitors on the bus without notification from both sets of parents, and only with permission of the Transportation Director.
- Riders may be assigned a seat by the driver.
- No food, candy or beverage may be consumed on the bus.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must keep their feet off the seats.
- Riders must refrain from crowding or pushing while on the vehicle.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- Flame producing items are not allowed.
- Parents and other adults are not allowed to board school buses without prior permission.
- Laptops are not to be used on the bus.

**NOTE:** The term "vehicle" is used to address school buses as well as cars and vans. A school district may change the term to "bus" if the term "vehicle" is inappropriate with the school district's practice.

### ***Bus Discipline Procedures (Code No. 711.2R1)***

If a violation is of a serious enough nature, in the judgment of the bus driver, supervisor of transportation, Administrator, the incident could result in dismissal of bus riding privileges.

#### **First Violation**

The driver will discuss the problem with the student, explaining what will happen if the problem continues. A bus conduct report will be written by the driver and given to the student. In addition, the driver will contact the parent/guardian regarding the problem.

### **Second Violation**

A bus conduct report will be issued to the student by the driver. A copy of this report will be sent to the parent/guardian by mail and the transportation supervisor will contact the parent by phone. Consequences will be given by the transportation supervisor.

### **Third Violation**

A bus conduct report will be issued to the student by the driver. A copy of this report will be sent to the parent/guardian by mail and the transportation supervisor will contact the parent by phone. Consequences will be given jointly by the Administrator and the transportation supervisor.

### **Fourth Violation**

A bus conduct report will be issued to the student by the driver. The transportation supervisor will inform the student immediately that he/she is dismissed from any further riding of the bus. Riding the bus may be resumed, but only after a meeting of the student, parent, driver, supervisor of transportation, and Administrator.

**\*Students who are in serious violation of rules on the bus may be referred to law enforcement.**

The decision to remove bus privileges from a student may be appealed by the student or parent/guardian to the Administrator.

### **Lunchroom Rules**

Offer versus serve is only for 2 - 6 grades. K - 1 is serve. Students must choose what they want to eat. They must have 3 of the 5 food groups but 1 must be 1/2 cup fruit or vegetable.

While in the lunchroom, it will be stressed students will use good manners, be respectful and follow directions given by adult supervisors. Adults visiting during lunch are encouraged to follow the same procedures.

#### **Lunchroom Procedures:**

1. Eat your own food. Sharing of food is not allowed.
2. Assigned seating may be used.
3. Soda and energy drinks are not allowed in the lunchroom at any time.
4. Candy is strongly discouraged in lunches brought from home.
5. Special seating may be arranged for students with certain food allergies.
6. Use table manners.
7. Use appropriate language and volume.
8. Listen to adults.
9. Keep hands and feet to self.
10. Clean up after yourself.

### **Playground Rules**

Playground rules are for the safety of all students. These are guidelines and are not all-inclusive.

#### **K-6 Playground Rules:**

- Follow directions of adult supervisors at all times.
- Balls are not to be bounced against the side of the buildings.
- Tackle football is not allowed.



- Students will not be dismissed to the buses until buses are stopped and drivers are in attendance of the buses.
- Food, gum and beverages are not allowed on the playground.
- The use of electronic games during recess is prohibited. School is not liable for theft, loss, or damage.
- Use appropriate language.
- Follow game rules and share equipment.
- Keep hands and feet to self.
- Line up immediately at the end of recess.
- Follow directions.
- Ask adult for permission to leave playground.
- Stay in the playground boundaries.

## ***STUDENT HEALTH AND WELL-BEING***

### ***Administration of Medication (Code 507.2)***

Students may need to take prescription or non-prescription medication during school hours. The school must know the medication a student is taking in the event the student has a reaction or becomes ill. Parents must provide written instructions for administration of the medication as well as the authorization to administer the medication. The instructions will include name of medication, dosage, time medication is to be given, route of administration, reason for medication, and length of time it is to be given. Medication is kept in a locked cabinet and distributed by the school nurse or trained employees. **Medication must be in the original container with clear written instructions for proper administration.**

### ***Animals In The Classroom (Code 606.3) and Assistance Animals (Code 105)***

Before animals can be brought into the classroom, staff members must seek Administrator approval. Animals must be in good health and have appropriate vaccinations. Also, the school nurse needs to be contacted in advance as well to rule out any potential allergies/safety issues. **No pets allowed without prior approval.** Assistance animals are allowed according to board policy 105 and the guidelines therein.

### ***Asbestos Notification (Code 804.4)***

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral mined primarily in Canada, South Africa and the USSR. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fire proofing and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan. In 2011 all asbestos has been removed in student areas.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the

disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

In compliance with the Asbestos Hazard Emergency Response Act of 1986, our school district has taken steps to ensure our students and employees have a healthy and safe environment in which to learn or work. In accordance with that legislation, a management plan containing all past, present, and future asbestos activity is located at the business office of United Community School District, 1284 U Avenue, Boone, IA 50036. Persons wishing to review this plan may contact the Board Secretary at United Community School District, 1284 U Avenue, Boone, IA 50036 or phone (515) 432-5319 or (515) 232-2005.

### ***Child Abuse Reporting***

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. All licensed school employees, teachers, and paraeducators are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they've taken the course within the previous five years. The course will be re-taken at least every five years.

### ***Communicable and Infectious Diseases (Code 507.3)***

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. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the school district's bloodborne pathogen exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the Administrator and school nurse.

The health risk to immuno-suppressed students shall be determined by their personal physician. The health risk to others in the school district environment from the presence of a student with a communicable disease shall be determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district or public health officials.

A parent must notify the Administrator or school nurse when their child has a communicable disease. It is the responsibility of the superintendent to notify the Iowa Department of Public Health. Health data of a student is confidential and it shall not be disclosed to third parties. It shall be the responsibility of the Administrator to develop administrative regulations stating the procedures for dealing with students with a communicable disease.

***Emergency Drills (Code 507.5)***

The school will regularly conduct fire, tornado, building lock down, and emergency evacuation drills. At the beginning of the school year, teachers will inform 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, shall be reported to law enforcement officials.

***Guidance Program (Code 607.1)***

The school district guidance 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. The guidance counselor works with all students in the classrooms and also works with students in small group settings and/or individually.

***Health Screening (Code 607.2)***

Throughout the year, the school district sponsors health screening for vision, hearing, and height and weight measurements. Special screenings can be conducted if the need arises. Students in K-5 are automatically screened unless the parent submits a note asking the student be excused from the screening. Parents are notified prior to the health screening. However, upon a teacher's recommendation students not scheduled for screening may also be screened. Sixth grade students may be screened at the request of a parent or teacher.

***Homeless Student Information***

If your family lives in any of the following situations:

- in a shelter, motel, or campground,
  - on the street,
  - in an abandoned building, trailer or other inadequate accommodation
  - doubled up with friends or relatives because you cannot find or afford housing,
- then your pre-school and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. If you are in one of the situations mentioned, or you know of a family who is, please contact the Homeless Liaison Coordinator, Principal, at 432-5319.

***Human Growth & Development***

The school district provides 5<sup>th</sup> and 6<sup>th</sup> grade 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 school nurse if they wish to review the curriculum or to excuse their child from human growth and development instruction.

***Immunizations (Code 507.1)***

Prior to starting school or when transferring into the school district, students must present an approved Iowa certification of immunization signed by a health care provider stating the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until the school receives the immunizations. Only for specific medical or religious purposes are students exempted from the immunization requirements.

Parents who have questions should contact the nurse. Iowa law requires evidence of immunization before any student can be enrolled in the United Community Schools.

A certificate of immunization must be on file at school. The certificate may be obtained from the doctor's office or the school nurse. Students with immunizations partially completed will be issued a provisional certificate allowing an additional 60 days to complete the remaining immunizations. If an updated certificate of immunization is not provided at the end of the 60-day period, the student will not be allowed to attend school until the documentation is received.

### ***Physical Examinations (Code 507.1)***

Parents are encouraged to have their children receive periodic physical examinations. Physicals are required yearly for preschool students.

### ***Recording Devices***

The United Community School District Board of Directors has authorized the use of recording devices on school district owned property. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child.

### ***Reporting of Sexual Abuse and Harassment of Students by School Employees (Code 402.3)***

The school district does not tolerate employee's physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, Administrator 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 school counselor, Connie Kokemiller at 432-5319 or 232-2005 as the Level I investigator.

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, these include:

- when it is necessary to stop a disturbance,
- to obtain a weapon or other dangerous object,
- 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.

### ***School Nurse***

The school nurse has an office located in the main office. The nurse is responsible for all medical and emergency concerns, keeping health records, facilitating health checks, maintaining medical records, and training staff and students in the areas of health and safety.

## **Section 504**

Section 504 is a federal law, which protects the rights of persons with qualifying disabilities. The school district will evaluate the student and develop an accommodation plan, if needed. 504 concerns should be addressed to the counselor or Administrator.

## **Student Illness at Home**

In order to protect your child and other children, we have established guidelines on illness. This is to insure the health of our students and staff. Please contact the school nurse if you have questions regarding your student's ability to return to class.

### **A child cannot be at school if he/she has:**

- Temperature over 100 degrees. Child may return to school after 24 hours of normal temperature (without medication). If a child's temperature is 100 degrees upon waking he/she should not be brought into school, since body temperatures rise as the day progresses.
- Untreated conjunctivitis – eye infection commonly referred to as “pink eye”. The eye is generally red with some burning and there is thick yellow drainage secreted. Child may return 24 hours after treatment with medication.
- Rashes you cannot identify must be diagnosed by a physician. If treatment is prescribed, the child may return after 12 hours with medication. In cases of more contagious rashes, we recommend at least 24 hours exclusion after treatment. The child may return only with doctor's written statement of contagiousness.
- Untreated impetigo of the skin. Shows up as red pimples. These eventually become small vesicles surrounded by a reddened area. When the blister breaks, the surface is raw and weeping. The lesions occur in moist areas of the body, such as the neck, groin, under arm, face, and hands. Child may return 24 hours after treatment with medication.
- Unusual diarrhea unchecked by a physician. Child may return after 24 hours with no repeated diarrhea or with a doctor's statement that virus is no longer active or contagious. Parents should advise staff if special diet is required.
- Vomiting – child may return after 24 hours without vomiting.
- Severe cold with fever, sneezing, and/or nose drainage.
- Contagious viruses - Example: measles (red or German), chicken pox, mumps, roseola, etc.
- A doctor-diagnosed, non-contagious infection and the doctor places the child on medication. The child may return after the parents have initiated the medication.
- A doctor diagnosed, contagious infection (such as strep throat) and the doctor places the child on medication. The child must remain home for at least 24 hours.

## **Student Illness or Injury at School (Code 507.4)**

A student who becomes ill or is injured at school must notify the 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.

Parents must annually complete a medical emergency authorization form indicating procedures to follow in the event of an emergency.

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.

***Student Insurance (Code 507.6)***

The school district does not purchase accident insurance to cover injuries incurred by your child at school. We encourage all families to have accident coverage on their children, prior to participation in any sports or school sponsored activity.

***Hawk-I Insurance for Children***

Parents can apply for low-or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (Hawk-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-8563 (toll-free) or go to the web site at [www.hawk-i.org](http://www.hawk-i.org) for more information.

***Student/Staff Safety***

United Community School District has implemented numerous precautions to ensure the safety of the students and staff while at school or on the buses. These precautions include:

- Regularly scheduled fire drills, severe weather drills and security drills.
- Bus evacuation drills.
- Locked exterior doors (except main entrance) to prevent intruders.
- Visitor/parent mandatory office check-in/issuance of visitor badge while in buildings.
- Emergency supplies stored in each room.
- Fully developed crisis plan, which includes numerous potential safety/security situations for every staff member to follow.

***Wellness Policy (Code No. 507.9)***

The board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety (including food allergies), and packaging to ensure high-quality meals.

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the school district may utilize electronic identification and payment systems; promote the availability of meals to all students; and/or use non-traditional methods for serving meals.

School administration and health services personnel will monitor the implementation and effectiveness of this policy and report the results to the board annually.

Complete wellness policy is available on United's website, [www.unitedcomets.org](http://www.unitedcomets.org).

## **GENERAL INFORMATION**

### ***Arrival/Dismissal***

Students should not be dropped off before 7:30 a.m. unless attending childcare. All buses will load and unload on the east side of the North Wing. Students are to remain in the building until their parents arrive. Childcare students are to go to childcare immediately upon dismissal.

When dropping off students at United, enter through the south entrance to enter one-way traffic flow. For pick up, parents will follow the route assigned to them at the beginning of the year. The pick-up instructions can be found on United's website, [www.unitedcomets.org](http://www.unitedcomets.org)

Staff will be on duty to assist students out of the building and direct traffic. Parents, please put cell phones away and show courtesy to all that are arriving and dismissing.

### ***Assemblies (Code 503.4)***

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

Students will proceed to the assembly with their supervising teacher and will take their assigned seats in the gym. If necessary, the school day will be adjusted to compensate for the assembly time and the school schedule. The supervising teacher will dismiss their class at the conclusion of the assembly.

### ***Field Trips (Code 606.5)***

Field trips 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 are considered excused absences. While on field trips, students are representatives of the school district and should act in an appropriate manner. Students must treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip, teachers should send information about the details of the trip home to parents. Parent permission form is required for all field trips. Students will only be allowed to go home with chaperoning parent as long the parent signs the student out with the teacher.

### ***Food Outside of Lunch and Breakfast***

In order to promote healthy eating habits, United Community School District has implemented the following guidelines for food provided to students outside of lunch and breakfast.

#### Providing of Food

The school will be responsible for the purchase and acquisition of food that will be provided to students. Parents may be requested to provide monetary support to offset the cost of the food.

#### School Parties/Celebrations

Classroom parties/celebrations will be limited to 3 per year that include food. This includes Fall, Winter and Friendship parties.

#### Birthday Celebrations

Outside food and drink items may be brought in for birthdays. Your child may bring a pre-packaged food item for their birthday to share with the class.

### Snacks

Preschool students will be provided snacks daily. Students that are in grades K-6<sup>th</sup> will have the opportunity to bring in acceptable food as a snack.

### Food Usage

When food is used as part of the celebration/reward for academic performance or good behavior, the school district encourages food or beverages that meet or exceed school district nutrition standards and will not withhold food or beverages (including food served through meals) as a punishment.

### Acceptable Food

In order to promote healthy eating and provide food that students are not allergic to, the following food are examples of acceptable food:

Carrot or celery sticks	Popcorn
Fruit Cups	Raisins
Granola Bars	String Cheese
Jello cups	Crackers
Nutri-grain bars	

*This list includes foods that do not contain allergens. Please note that classrooms that contain an allergy may have different outside food requirements.*

### ***Fundraising (Code 504.5)***

Organizations and committees may raise funds for school activities only upon approval of the Administrator at least 5 weeks prior to the fund raising event or the start of a fundraising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the Administrator prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the Administrator prior to selecting a gift.

### ***Invitations to Parties***

Invitations to parties are not to be delivered or distributed at school. If students are inviting all students in a classroom, it is acceptable.

### ***Laptop Computers***

United Community School is a 1:1 district providing laptops to students in grades 2-6 and iPads for students in grades KG-1. Computer orientation and agreements are conducted each fall at the beginning of the school year. The primary goal of United Community School District's available technology is to enrich the learning that takes place in and out of classrooms.

### ***Lost and Found***

A lost and found box is kept in each wing. It is the student's responsibility to check the lost and found box if he/she has lost something. Student clothing and other items should be clearly labeled.

### ***Media Center (Code 605.5)***

The school media centers are available to students during school hours. Books may be checked out for a period of two weeks and may be renewed. Fines will be collected if the books are not returned or are damaged.

### ***Parent/Teacher Organization, PTO***



The PTO is a parent teacher organization that supports the educational endeavors of the educational programs at United Community School District. Parents and staff are encouraged to join and become active members of the organization. There will be more information about the various activities in the newsletters and the PTO Facebook page.

### ***School Breakfast/Lunch Program***

Breakfast will be served each morning from 7:30-7:55 a.m.

The school district operates a lunch program. Students may either bring their own lunch to school or purchase a lunch (including milk).

Meal prices are as follows:

Lunch	\$ 3.05
Breakfast	\$ 2.25
Milk	\$ .60

### **Lunch Accounts**

Money for student school lunch accounts can be submitted to the building secretary at any time during the school day. United Community has an online payment processing system available that can be accessed from the school's website at [www.unitedcomets.org](http://www.unitedcomets.org). To deposit money in your child's account, click on 'Infinite Campus' on the top left of the website and follow the prompts. When student lunch account funds are depleted, parents will be notified in the blue folder, via email, or by mail. **Please make all checks payable to the United Community School District.**

### **Meal Charges (Code 710.4)**

In accordance with state and federal law, the United Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

### **Payment of Meals**

We utilize student meal accounts for the payment of meals. Families can make payments towards lunch through Infinite Campus or with cash or check to the school office.

Students who qualify for free meals will never be denied a reimbursable meal.

### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified by email when the meal account reaches \$10.00. Negative balances of more than \$50.00 per student, not paid prior to 1st of the month will be turned over to the superintendent or superintendent's designee for collection. Options will include: collection agencies, small claims court, or any other legal method permitted by law. Families with individual negative balances exceeding negative \$150.00 will set up a payment plan with the approval of the Business Manager and Superintendent, which may allow them to purchase school meals.

Negative lunch balances will be provided to the board as part of the monthly financial reports. This will include negative balances, but student names will be omitted from the report.

### **Communication of the Policy**

The school shall provide notice at least twice annually, to the parents or guardians of all enrolled students regarding the availability of applications for free or reduced-fee meals for categorically eligible students under the Federal National School Lunch Act of 1966, 42 U.S.C & 1751 et seq., and the Federal Child Nutrition Act of 1966, 42 U.S.C. & 1771 et seq. 22. Notice may be provided via letter or electronic communication.

### ***School/Home Communication***

United uses School/Home Communication Folders. The blue folders will go home on Friday of each week and should be returned on Monday. Each student will be given a folder at the beginning of the year. Teachers will use them for parent communication and to send home student work. Preschool folders will be sent home as needed.

When sending a note or money to school, please send it in a labeled envelope. The student should receive clear instructions, from the parent, about who is to receive the note or the money.

### ***School Parties***

The school observes holidays throughout the school year. Students who do not wish to participate in these celebrations or activities may be excused by the Administrator.

### ***School Supplies***

A list of school supplies is available in the main office and on our school website ([www.unitedcomets.org](http://www.unitedcomets.org)). Supplies will be brought on the first day of school or as designated.

### ***Phone Use During the School Day***

Students who receive a phone call during school hours are not called to the phone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or a school activity to receive a phone call. Students are expected to have parent/guardian approved plans for school activities, rather than call during the school day. Please inform your child in advance as to what they are to do when there is an early dismissal or school emergency closing.

**If a student brings a cell phone to school, it must be kept in their locker or backpack and must be turned off all day (including the bus ride to and from school). The school is not responsible for lost or stolen cell phones.**

### ***Use of School District Facilities by Student Organizations (Code 905.1)***

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. Organizations wishing to use the school district facilities should contact the business manager/board secretary to reserve a room and to have the date placed on the master calendar. School district policies, rules and regulations are in effect during these meetings. All non-school activities must have an adult supervisor present.

### ***Visitors/Guests***

In order to provide a safe environment, ALL parents, visitors and guests must sign in at the office and receive a visitor pass from the secretaries. Visitors will not be allowed in the classrooms if there is a substitute or if the students are testing. No visitors are allowed unsupervised in the classrooms.

### ***School Security & Raptor System***

United Community uses the *Raptor Visitor Management System*. The Raptor system allows us to

screen visitors, contractors, and volunteers in our schools. This aligns with other safety planning the district is engaged in and it strengthens our campus safety for students and faculty ensuring we have the safest environment possible for students and staff. Part of keeping students and faculty safe is knowing who is in our building at all times, and the Raptor system allows us to do that.

Upon entering our school, parents, grandparents, guardians and visitors will be asked to present a picture ID, such as a Driver's License, which will be scanned into our Raptor system. If a parent or guardian does not have a US government-issued ID they should make arrangements to speak to a secretary to discuss a different form of identification that can manually be entered into the Raptor system. Raptor will issue a name badge that identifies the visitor, the date, and the purpose of their visit. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency.

A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. If you are leaving the office area to go into the school building, **a visitor badge will be required.** Additionally, once Raptor has recorded your name, you will not need to show your ID for future visits. As the secretaries become acquainted with you they can print your name badge when you come into the office, saving the step of running your ID through the system.

The safety of our students is our highest priority and the *Raptor Visitor Management System* allows us to quickly screen parents, visitors and volunteers that are new to us or have never visited the school building. Thank you in advance for your understanding and support in enhancing the school safety protocols in our district!

## STUDENT RECORDS

### ***Educational Records (Code 506.1)***

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed access to a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular school 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. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605.

The following information is considered to be directory information and may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 15<sup>th</sup>, or within 2 weeks of enrollment, to the Administrator. The objection needs to be renewed annually:

***Name, address, telephone listing, date and place of birth, e-mail address, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, photograph and likeness and other similar information.***

Upon written request, the district discloses education records, without parent consent, to officials of another school district in which a student seeks or intends to enroll.

The School district may share any information with the Department of Human Services, and Juvenile Court Services contained in a student's permanent record that is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement shall be used solely for determining the program and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any school disciplinary proceeding or court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

### ***Parent Communication***

All records and communication from school (i.e. report cards, behavior reports, newsletters) will be sent to the custodial parent of the student. If copies of this information need to be sent to another parent or agency, the request needs to be made in writing, to the superintendent / principal and secretaries.

### ***Procedures for Students who are Transferring to Another School or School District (Code 501.6/501.7)***

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. When parents are notified the student's records have been sent, they are given an opportunity to view the student's records sent and a right to a hearing to challenge the content of the student's records sent. When a new student transfers into the school district, the student's records are requested from the previous school district.

### ***Student Information Form***

Parents must complete a student information form. This form contains pertinent information such as address, home phone, work phone, daytime e-mail address, cell phone numbers and emergency numbers which the school can use in the event the school is unable to locate the parents. **Parents are asked to notify the school office if the information on the emergency card changes during the school year.**

### ***Student Photographs (Code 506.3)***

Photographs or likeness may be released without written consent unless qualified objectors comply with the following procedure: If any parent/guardian of students under the age of 18 objects to this policy of releasing photographs or likenesses, they must contact the Administrator in writing within two weeks following enrollment.

School student pictures will be taken each year and parents will be notified in advance of this date. Parents will have the opportunity to purchase a package if they wish; however, parents are under no obligation to purchase pictures.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### ***Book Rental Fees (Code 503.3)***

Students pay an annual school book rental fee in the amount of \$50.00 (\$25 for free and reduced) for K-3<sup>rd</sup> grade and \$85.00 (\$42.50 for free and reduced) for 4<sup>th</sup>-6<sup>th</sup> grade students. Books must be returned at the end of the school year or at the time when students check out to go to another school. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear constitutes a damage fee being charged to the student. Band students who rent a school instrument will pay an annual fee of \$50.00 for instrument maintenance.

### ***Care of School Property (Code 502.2)***

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 and may be subject to discipline under board policy and school district rules and regulations.

### ***Citizenship***

Being a citizen of the United States entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

### ***Complaint Policy (Code 502.4)***

Complaints regarding school district policies, rules and regulations or other matters may be filed 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 within a reasonable length of time following the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the supervisor about the incident within five days;
- If unsatisfied with the supervisor's response, talk to the Administrator within 15 days of the supervisor's response.

Communication forms are available from either secretary.

### ***Dress Code (Code 502.1)***

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

Acceptable appearance includes the proper selection and wearing of clothing as well as good personal grooming. Hats and other head coverings are not to be worn in the building unless prior approval is given. It is strongly suggested that students wear appropriate clothing during any rainy or cold weather. The administrator makes the final determination of the appropriateness of a student's appearance. Students inappropriately dressed may be required to change their clothing or leave the school.

***Dual Enrollment Students (Code 604.7)***

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 Administrator.

***Illegal Substances (Code 502.7)***

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, look-alike substances, tobacco, or tobacco products. Such acts will result in serious consequences per Board Policy.

***Inspection of Educational Materials (Code 605.2)***

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 Administrator. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the Administrator.

***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 school district. The school district needs to know when these changes occur to ensure the school district has a current student record.

***Posting of Information (Code 903.5)***

Anyone who wishes to post or distribute information must receive permission from the Administrator before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The Administrator can explain or answer questions regarding the board policy on posting and distributing materials.

***Student Lockers/Desks (Code 502.5)***

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has reasonable suspicion the contents contain illegal or contraband items or evidence of a violation of law, school policy, or rule. Such searches should be conducted in the presence of another adult witness when feasible.

***Student Publications (Code 502.3)***

Students may produce official school district publications as part of the curriculum under the supervision of a teacher and/or Administrator. Official school district publications include, but are not limited to, the school newsletter 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 teacher 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 the school publication material which 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 Searches***

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds of suspicion the search will turn up evidence the student has violated or is violating the law, school district policy, rules, or regulations affecting school order. Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student;
- the sex of the student;
- the nature of the infraction; and
- the emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

## STUDENT ACHIEVEMENT

### ***Grade Reports (Code 505.1)***

Students receive progress reports in the form of report cards at the end of each trimester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. We meet with parents during Parent/Teacher Conferences held in November and March to review recent grade reports. Parents will have the opportunity to visit with their child's teachers and discuss their child's progress.

### ***Grading Scale***

The following grading scale is utilized to issue letter grades for 5<sup>th</sup> & 6<sup>th</sup> grade students is as follows:

100-98%	A+
93-97	A
90-92	A-
87-89	B+
83-86	B
82-80	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
0-59	F

### **Academic Performance Scale to Reflect Level of Knowledge for Grades K-6 is:**

4 = Exceeding Grade Level Standard: The student consistently and independently demonstrates understanding of grade-level standards. Student performance reveals they consistently demonstrate in-depth inferences and applications that go beyond what was explicitly taught in class.

3 = Meeting Grade Level Standard: The student consistently and independently demonstrates understanding of information and skills—simple and complex—that represent grade-level standards and expectations for learning.

2 = Approaching Grade Level Standard: The student demonstrates an understanding of foundational information and skills that are represented in grade-level standards. Though the student has gaps in



learning with more complex information and skills. The student is beginning to understand grade-level standards.

1 = Beginning: The student demonstrates significant gaps in understanding information and skills that are represented in grade-level standards. Progress toward approaching grade level standards is inconsistent.

0 = No Evidence: At the end of the reporting period, the student has not demonstrated any understanding of grade-level information and skills.

IN = Incomplete: The student has not completed enough evidence for the teacher to determine to what extent the student understands grade-level standards.

NA = Not Assessed: The content was not assessed during this reporting period.

### ***Homework***

Teachers may assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, share and discuss ideas, review materials, become acquainted with resources, organize thoughts, prepare for classroom activities or make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in a failing grade.

### ***Open Enrollment (Code 501.14)***

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Open Enrollment is a cost-free option by which parents or guardians residing in an Iowa district may enroll their children into another Iowa school district under the terms and conditions of Iowa Code section 282.18 and the administrative rules contained in Iowa Administrative Code 281-17.

If a parent or guardian wishes to open enroll their child or children, they must:

- 1) Complete an application (available in the school office and on the Iowa Department of Education's website)
- 2) Submit an application for each child in their family
- 3) Send a copy of the application to both the resident and receiving school districts

### ***Standardized Tests and Assessments (Code 505.4)***

Students are given standardized tests annually according to the assessment calendar. 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 participate in an alternative assessment.

No student shall be required, as part of a program funded by the United States Department of Education, to submit, without prior written consent from the student's parents, to surveys, analysis or evaluation which reveals information concerning:

- political affiliations or belief of the student or student's parent;
- mental and psychological problems potentially embarrassing to the student or the student's family;
- sexual behavior and attitudes;
- illegal, anti-social, self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom respondents have

- close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers; or
- income, but not including income required by law to determine eligibility for participation in a program for receiving financial assistance under such program.

### **ISASP Assessment**

All students in grades 3 through 6 will take the ISASP annually, in the spring. The parents will be informed ahead of time to prepare students for the testing. The tests will be given throughout a weeklong period.

### ***Talented and Gifted (TAG)***

United Community's Talented and Gifted (TAG) program, "Explore", consists of various dimensions in Grades K-6, to meet the learning needs of our advanced learners. Students who are eligible for TAG services receive comprehensive instruction in one or more of the following areas: general academic, subject specific, creativity, fine arts/performing arts, and leadership - as defined by the Iowa Department of Education.

### ***Title I***

Students receive support utilizing Title I funds in math and reading. Title I staff coordinate the lessons with the classroom teachers' in order to reinforce reading and math skills. Additional students may be added throughout the year if/when any current students are phased out.

### **Title I Student Selection Criteria:**

- The student's daily classroom reading performance
- The recommendation of the classroom teacher(s)
- The student's grade level
- The student's score on the reading assessment portion of ISASP
- The student's scores on the reading FAST screener, district diagnostic assessments, common formative assessments and progress monitoring reports
- The Title I staff's recommendation
- The Title I staff's caseload

# APPENDIX

**United Major Misbehavior Referral Form**

*Updated: 6/15/23*

Referral Information	Location, Context
<p>Student Name: _____</p> <p>Student Role: Offender Participant Victim Witness</p> <p>Date: _____ Time: _____</p> <p>Day of Week: M T W Th F</p> <p>Homeroom Teacher: _____</p> <p>Grade: Pre 3 Pre 4 K 1 2 3 4 5 6</p> <p>Involved/Referring Staff: _____</p>	<p><input type="checkbox"/> Homeroom Classroom</p> <p><input type="checkbox"/> Specialist Classroom: Reading TAG Math SpEd EL</p> <p><input type="checkbox"/> Related Arts Classroom: Art Music PE Guidance Computer Science STEAM Library</p> <p><input type="checkbox"/> Playground</p> <p><input type="checkbox"/> Restroom</p> <p><input type="checkbox"/> Hallway</p> <p><input type="checkbox"/> Cafeteria/Commons</p> <p><input type="checkbox"/> Bus</p> <p><input type="checkbox"/> Bus Loading Zone</p> <p><input type="checkbox"/> Other _____</p>

Major Misbehavior, Event Type	Perceived Motivation	Administrative Response/Intervention/Resolution
<p><input type="checkbox"/> Physical aggression (PA)</p> <p><input type="checkbox"/> Property damage/destruction (PD)</p> <p><input type="checkbox"/> Chronic disrespect or defiance towards adults (DR)</p> <p><input type="checkbox"/> Chronic disruption to learning environment (D)</p> <p><input type="checkbox"/> Harassment (H)</p> <p><input type="checkbox"/> Bullying (B)</p> <p><input type="checkbox"/> Lying/cheating (L)</p> <p><input type="checkbox"/> Abusive/inappropriate language/profanity (IL)</p> <p><input type="checkbox"/> Weapon (W)</p> <p><input type="checkbox"/> Elopement (E)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Inside building</p> <p style="padding-left: 20px;"><input type="checkbox"/> Outside building</p> <p><input type="checkbox"/> Stealing (S)</p> <p><input type="checkbox"/> Technology violation (TV)</p> <p><input type="checkbox"/> Cell phone violation (CV)</p>	<p><input type="checkbox"/> Escape (E)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Work task</p> <p style="padding-left: 20px;"><input type="checkbox"/> Avoiding peer(s)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Avoiding adult(s)</p> <p><input type="checkbox"/> Attention (A)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Adult</p> <p style="padding-left: 20px;"><input type="checkbox"/> Peers</p> <p><input type="checkbox"/> Tangible (T)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Obtain item</p> <p style="padding-left: 20px;"><input type="checkbox"/> Obtain activity</p>	<p><input type="checkbox"/> Conference with student</p> <p><input type="checkbox"/> Restitution/apology</p> <p><input type="checkbox"/> Restorative steps</p> <p><input type="checkbox"/> Responsibility plan</p> <p><input type="checkbox"/> Parent/guardian contact</p> <p><input type="checkbox"/> Loss of privilege</p> <p><input type="checkbox"/> Break it, Fix it</p> <p><input type="checkbox"/> Space and time: Buddy Classroom</p> <p><input type="checkbox"/> CPI: Restraint (refer to 103b)</p> <p><input type="checkbox"/> CPI: Seclusion (refer to 103b)</p> <p><input type="checkbox"/> Time-out</p> <p style="padding-left: 20px;"><input type="checkbox"/> Break in office/principal's office</p> <p style="padding-left: 20px;"><input type="checkbox"/> In school suspension</p> <p style="padding-left: 20px;"><input type="checkbox"/> Out of school suspension</p> <p style="padding-left: 20px;"><input type="checkbox"/> Detention</p> <p><i>Time-out length:</i></p> <p>Start: _____ End: _____</p>

Description of Misbehavior/Notes:

## MEDICATION PERMISSION FORM

507.2E2

**UNITED COMMUNITY SCHOOL**  
**1284 U Ave., Boone, IA 50036**

The following policies have been established concerning the administration of prescribed and over-the-counter medications to be given by school personnel:

*Prescribed Medication:* These medicines shall be maintained in the original prescription container which shall be labeled with:

- |                       |                                 |
|-----------------------|---------------------------------|
| 1. Name of student    | 4. Name of physician            |
| 2. Name of medicine   | 5. Name and address of pharmacy |
| 3. Directions for use | 6. Date of prescription         |

*Over-the-Counter Medication:* These medicines shall be maintained in the original container and marked with the student's name.

**Parent's Written Consent:** For prescription and over-the-counter medicine, a parental signature on a statement requesting and authorizing school personnel to administer the medicine shall be filed at the school. (See below)

\*\*\*\*\*

\_\_\_\_\_  
Name of student

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Name of medication

\_\_\_\_\_  
Reason for medication

\_\_\_\_\_  
Dosage

\_\_\_\_\_  
Length of time to be given

\_\_\_\_\_  
Time medicine is to be given

\_\_\_\_\_  
Route of administration

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Alternate Phone Number

\*Please remind your student that he/she is responsible for asking for the medication at the appropriate time.

Final determination as to whether or not any medication will be administered by school personnel rests with the school's administration.

## Communication Channel Procedure

The following procedure is based on board policy 307 & 200.4 and is to be used for most problem situations/issues:

1. Students, parents, teachers, staff, or administration may initiate the procedure.

All parties are to respond in a timely manner as possible. Normal guidelines should be five (5) working school days maximum.

2. Contact the individual(s) closest to the problem/complaint. Allow that individual to address/resolve the situation.

3. If the problem has not been resolved, contact the next level of authority.

Review the efforts to date and again work to resolve the situation.

4. If the problem/situation has not been resolved with the principal/supervisor, the concerned party has the option to bring it to the attention of the superintendent within 5 school days. The superintendent will review what has occurred and seek to resolve it and/or generate additional solutions within 15 school days.

5. If the superintendent does not resolve the problem, the concerned party has the option to go before the school board. The action of the board will be final.

## Communication Channel Procedure Form

Name\_\_\_\_\_ Date\_\_\_\_\_

Student's Name\_\_\_\_\_ Grade\_\_\_\_\_

Teacher/Staff\_\_\_\_\_

Conference/Meeting with: (Circle One)

Parent – Teacher/Staff

Teacher/Staff – Principal/Supervisor

Parent – Principal/Supervisor

Teacher/Staff – Superintendent

Parent – Superintendent

Teacher/Staff – School Board

Parent – School Board

1. Describe the problem/concern/situation.

2. Identify possible solutions.

3. Action plan, including timeline.

Signatures \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow-up to evaluate effectiveness of plan needed? \_\_\_\_Yes \_\_\_\_No

If yes, Date \_\_\_\_\_  
Time \_\_\_\_\_  
Location \_\_\_\_\_

Resolved? \_\_\_\_Yes \_\_\_\_No

Initials \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Future Action (if needed):