



United Community School District

Student/Parent Handbook

2026-27 School Year

Board Approved: August 17, 2026

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OPENING STATEMENT

School District Mission Statement, Vision Statement, Educational Goals, and Expected Outcomes

Mission & Vision 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.

United Community CARES! At United Community, we are continually focused on being a school community where students are learning, thriving, and feel a strong sense of belonging! We are committed to five social and emotional competencies that form our CARES framework, they are: Cooperation, Assertiveness, Responsibility, Empathy, and Self-control. We ❤️ UC!



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.

School Safety Goal

United Community staff and students will successfully complete 100% of emergency drills by the end of the 2026-27 school year.

Definitions

“The district” means United Community School District

“Parent” also means “guardian” unless otherwise stated.

“School grounds” includes the school district-owned or operated facilities, school district-owned or operated property, property within the jurisdiction of the school district or school district premises, and school-owned or operated buses, vehicles, and chartered buses.

“School facilities” includes school district buildings and vehicles.

“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.

Nondiscrimination Statement

The United Community School District does not discriminate in its educational programs, activities and employment practices on the basis of race, color, national origin, sex, disability, religion, creed, sexual orientation, age (for employment), actual or potential parental, family or marital status (for programs). There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy or for information about the district’s grievance procedures, please contact:

Employment:

Human Resources Director Christine Oien
1284 U Ave.
Boone IA 50036
coien@united.k12.ia.us
Phone: (515) 432-5319

Programs:

Elementary Principal Maggi Butler
1284 U Ave.
Boone IA 50036
mbutler@united.k12.ia.us
Phone: (515) 432-5319

or the Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 FAX: (303) 844-4303, TDD: (800) 877-8339, Email: OCR.Denver@ed.gov

Equal Opportunity Employment

The district will provide equal opportunity to employees and applicants for employment in accordance with applicable equal opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. The district does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, sexual orientation, age (for employment), actual or potential parental, family, or marital status (for programs). Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district’s established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Advertisements and notices for vacancies within the district will contain the following statement: *"The United Community School District is an EEO/AA Employer."* The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator:

Affirmative Action Coordinator, Christine Oien

1284 U Ave, Boone, IA 50036

Phone Number: 515-432-5319

Email address: coien@united.k12.ia.us

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to:

- The Equal Employment Opportunity Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, 1-414-662-3680 or TTY 1-800-669-6820, www.eeoc.gov/field/milwaukee/index.cfm

AND/OR

- The Iowa Civil Rights Commission, 6200 Park Avenue, Suite 100 Des Moines, IA 50321-1270, (515)281-4121 or 1-800-457-4416, <https://icrc.iowa.gov/>.

This inquiry or complaint to the federal office may be made instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center. The affirmative action plan is available at the school district's central administrative office.

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.

STUDENT INFORMATION

Student Registration and Enrollment

Students and parents going through the enrollment and registration process with the United Community School District for the first time must complete the following process

[Online Registration Instructions](#)

A new student registration means you **DO NOT have any children currently enrolled** in the United Community School District.

The registration process must be completed for all students before they may attend school. A student is not considered fully registered until all steps listed below have been completed.

It is recommended you complete the registration process on a laptop or desktop computer, as the process can be difficult on a mobile device.

Please read through all instructions before beginning the process.

Step 1: REGISTRATION

- Complete the [online registration application HERE](#).
- Complete all sections of the registration process.
- Click "Save and Continue" after each section.
- Be sure to click "**Submit**" after you complete all sections.
- Provide **proof of the student's age**: copy of a birth certificate, US passport, adoption papers, or custody document.
- Provide an **up-to-date immunization record**.

- Provide proof of **physical or well-child visit (ONLY required for PRESCHOOLERS)** to the school nurse.
- Provide **proof of residency**: utility bill, bank record, lease or mortgage document.
- If you have any questions, please contact District Secretary Emma Wells.

The required documentation can be a scanned image attached in the registration process, attached to an email and sent to District Secretary Emma Wells, a hard copy that is mailed to the school (1284 U Ave, Boone, Iowa, 50036), or hard copies dropped off at the school main office.

Step 2: OTHER REQUIRED REGISTRATION FORMS – Please make sure you complete these forms as well.

These forms are NOT found in Infinite Campus...click on the links below.

*Forms are REQUIRED FOR EACH STUDENT.

- Complete the [Medication Form](#) (complete **ONLY** if your child needs to take prescription medication at school).
- [Certificate of Vision Screening](#) (**ONLY** required for Transitional Kindergarteners, Kindergartners and 3rd grade students).
- [Certificate of Dental Screening](#) (**ONLY** required for Transitional Kindergarteners and Kindergartners).
- Complete the [Confidential Information Form](#) (**required**).*
- Free and Reduced School Meal information (not **required** but encouraged). Forms are located on United's website.
- The required documentation can be a scanned image attached in the registration process, attached to an email and sent to District Secretary Emma Wells, a hard copy that is mailed to the school (1284 U Ave, Boone, Iowa, 50036), or hard copies dropped off at the school main office.

Step 3: SET-UP A USER ACCOUNT IN INFINITE CAMPUS

- Once you have completed Step 1, you will receive an email from Infinite Campus.
- Click on the "[Parent Portal Link](#)".
- Click "New User?"
- Follow the instructions on the screen to create your Parent Portal account.

Step 4: FEES

Fees for the 2026-2027 school year will be posted in your Infinite Campus Parent Portal by August 24, 2026. You will be notified when the fees are posted in your portal.

If you are applying for meal assistance, please wait to pay your registration fees until you have been notified of your meal assistance approval or denial, as this can affect your registration fees.

Please take the time to review all information and all sections to ensure your child's registration is complete.

If you have any questions, please contact the school at 515-432-5319 or email District Secretary Emma Wells (ewells@united.k12.ia.us)

[School Calendar](#)

The United Community School District's school calendar may be subject to change throughout the school year due to weather, emergencies, or other reasons.

The school calendar can be found here: [School Calendar](#)

Daily Academic Schedule

Preschool-6th School Day: Our Preschool-6th Grade school day begins every day at **8:10am (in their seats)**. Students may start entering the building at **7:45am**. Our normal school day ends at **3:20pm**, unless it is an early release. On early release days, the United Community school day ends at **1:20 pm**.

School Day – Arrival and Departure

Preschool-6th Grade School Arrival: All students can enter the building at 7:45am and are asked to go either straight to breakfast or to their assigned before school location.	
7:45am	- Breakfast is available before school begins at 7:45am and is served until 8:05am. <i>Please note:</i> Preschool breakfast is also now served in the cafeteria! - If your child is being dropped off early between 7:45-8am and not eating breakfast, please drop off your child at the United main entrance (burgundy awning - Preschoolers will still be dropped off at the North/Preschool entrance) and staff will direct them where they need to go.
8am	- Preschool-6th Grade classrooms open - Students arriving between 8-8:10am can go straight to their classrooms for soft start and start of day routines.
8:10am	- School starts and attendance is taken - If your student arrives after 8:10am, they need to be checked-in at the United main office with a parent sign-in. - Late arriving students will be given a "late pass" to give to their classroom teacher upon arrival to their classroom.

Preschool - 6th Grade School Dismissal: Our school day ends at 3:20 pm. Please check the chart below to determine your family's school dismissal plan. Changes to your regular school transportation plan: If your child's dismissal or arrival procedure will change for the day, please call the office at 515-432-5319 (ext 1). Please do not send only the teacher an email or leave them a message as it can be difficult for them to check emails and voicemails during the day. The office staff will relay the message to your child's teacher who will ensure your child receives the information. We always want everyone in the loop.	
3:20 pm	YSS Kids Club: Students are dismissed from the classroom (program is open until 6pm)

3:20 pm	● Parent car pick-up: Students will stay in their classrooms until their parent/guardian's car number is called and projected on a TV in each classroom. ● All families will receive their assigned number during back to school conferences. Students will exit to their assigned route (Pink and Green).
3:20 pm	● Bus: Students are dismissed from the classroom and go to bus recess on the playground or in the gym until the buses arrive around 3:30 with supervision provided by United Community Staff.
3:30 pm	● Parent car pick-up students who have not been picked up are asked to head to the main office where a United Community staff member will contact a parent/guardian. ● Late parents/guardians will need to drive to the main office doors and come into the office and retrieve their child/children from Principal Butler.

After School Car Pick-Up Procedures

United Community After School Car Pick-Up Procedures All Routes (Pink and Green)

Your family number will receive your car number sign at Open House! **Always make sure your family's number is displayed in the front passenger side of your vehicle.**

Please refer to the map below with the colored (pink and green) routes for pick-up, as there are 2 different routes, which serve 2 different purposes. To make the process run smoothly and keep our children safe, please adhere to the traffic direction shown below and pay attention as the traffic moves through the loop.

- **Please note:** The first day of pick-up will take longer than usual as parents adjust to the pick-up procedure. Please be patient. This will also be the case for inclement weather days.
- **Our school day ends at 3:20.** If you are going to be late, please remember that you need to make different arrangements for your child's pickup or arrange to sign up for drop-in Kids' club.

Pink: The pink route is for all-day preschoolers, kindergarteners *and their siblings*

Green: The green route is for Grades 1 - 6 (with **no** all-day preschool or Kindergarten, siblings)

Expectations:

1. Remain in your vehicle in the loop. **Please do NOT park.**
2. A staff member on duty will walk your child(ren) to your vehicle while in the lane.
3. Pull forward to the stop sign at the end of the pick up route. Do not stop at the main entrance unless you are arriving late and need to pick up your child from the office.
4. Your family number will receive your car number sign at back to school activities! **Always make sure your family's number is displayed in the front passenger side of your vehicle.**

NEW MAP 7/29/2026



School Attendance

Students must attend school for the number of days or hours school is in session in accordance with the school calendar and school attendance policy. Students are expected to be in class and to make attendance a priority. Attendance is compulsory by Iowa law and is the only way a student can participate and benefit from the United Community School District's education program and accomplish the student's educational objectives.

In some cases, students may be exempt from the required minimum days or hours. Exceptions and other related information are listed in district policy 501 series.

Check-in/Check-out Procedures

Students who need to leave school during the school day must have a note signed by their parent, have their parent phone or email the school or have their parent come to the office and request the student's dismissal. Parents are asked to sign their student out in the office before leaving and/or sign in before returning to class. Students will receive a pass from the office when returning to class. Students are not released to anyone but their parents or designated persons that are indicated in Infinite Campus by the parents, unless the parent has made special arrangements with the preschool staff or office.

Chronic Absenteeism and Truancy

Daily, punctual attendance is an integral part of the learning experience. The education that goes on in the classroom builds from day to day and absences can cause disruption in the educational progress of the absent student. Irregular attendance or tardiness by students not only limits their own studies but also interferes with the progress of those students who are regular and prompt in attendance.

Attendance is a shared responsibility that requires cooperation and communication among students, parents and the school.

Attendance Notification

Chronically absent means any absence from school for more than 10% of the days or hours in the grading period established by a public school.

Truant is defined as any child of compulsory attendance age who does not qualify for the specified exemptions, fails to follow the school board's attendance policy, and has been absent from school for at least 20% of the days or hours in the grading period.

Non-exempt absences are used to calculate the percentage for the grading period to determine individual student chronic absenteeism.

After a student becomes absent for more than **10%** of days or hours in the grading period, a **Notice** is sent to the child's parent/guardian.

After a student becomes absent for more than **15%** of days or hours in the grading period a **school engagement meeting and absenteeism prevention plan** will be initiated.

After a student becomes absent for more than **20%** of days or hours in the grading period, a school official will begin truancy proceedings and will notify both the county attorney and the child's parent or guardian.

Tardiness

A student will be counted tardy if he/she arrives after the scheduled start of the day. Students who are tardy are required to sign in at the office and receive an admit pass. **Please note*

- Preschool classrooms will open for students at 8:00 a.m.
- Students arriving before 8:00 a.m. must go to the playground, unless signed up for before school childcare.
- Playground will open for all students at 7:45 a.m. Students are not allowed on school playgrounds before 7:45 a.m. Supervisors are not on duty until 7:45 a.m.
- Preschool attendance is taken at 8:10 a.m. Students arriving after 8:10 a.m. will be counted as tardy.

This regulation is divided into two sections: Section I addresses legal requirements related to chronic absenteeism and truancy and Section II addresses additional academic, disciplinary and extracurricular consequences students face due to chronic absenteeism and truancy. It is important for students to recognize that chronic absenteeism and truancy impacts all these facets of their educational experience.

SECTION I – Legal Requirements

Chronic Absenteeism

When a student meets the threshold to be considered chronically absent, the school official will send notice by mail or e-mail to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor, the student's parent, guardian or legal or actual custodian via certified mail that includes information related to the student's absences from school and

the policies and disciplinary processes associated with additional absences. School officials will send notice when the student's absences meet the threshold, but before the student is deemed chronically absent.

School Engagement Meeting

If a student is absent from school for at least 15% of the days in the grading period, the school official will attempt to find the cause of the absences. If the school official determines that the child's absences are negatively affecting the child's academic progress, the school official will start and participate in a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian or legal or actual custodian if the student is an unemancipated minor; and
- A school official.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

Absenteeism Prevention Plan

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

SECTION II – Academic and Disciplinary Requirements

Students are required to be in attendance, pursuant to board policy, for 180 days per school year (all) unless their absences have been excused by the principal for illness (absences of five or more consecutive days due to illness requires a doctor's note), family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations approved by the building principal if the student's work is finished prior to the trip or vacation. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. Parents are expected to telephone the school office to report a student's absence prior to 8:10am on the day of the absence.

Section I of this regulation includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities, open campus, late arrival, or early dismissal.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Parents/guardians may apply for open enrollment for their child to attend another Iowa public school at any time during the year. The United Community School District reserves the right to deny continued open enrollment to any student who meets the definition of

truant. The district will notify the truant student's parent or guardian and district of residence of the decision to deny enrollment in the future in accordance with the law.

Students wishing to open enroll to another school must contact the main office for more information. Students who are currently open enrolled in the United Community School District and have questions or are in need of more information should also contact the Human Resources Manager, Christine Oien.

Inclement Weather

Should school be canceled due to inclement weather prior to the start of the school day, students and parents will be notified via SchoolMessenger (text, call, email). These days are typically built into the school calendar, however, there may be instances where missed days will need to be made up.

Should school be dismissed early due to inclement weather, parents will be notified as promptly and early as possible. Parents will also be notified of the status of the school's transportation services by the same means.

Unless weather conditions prevent it, students will still be returned to their regular drop-off sites. Should weather conditions be too extreme for regular school transportation, students will be kept at school or potentially returned to school until parents are available for pick-up.

Should there be extracurricular activities or practices scheduled during school or after school on the day of inclement weather, the Superintendent and Principal will determine on a case-by-case basis whether to hold the extracurricular activity. This is true should school be cancelled or experience an early out

STUDENT RIGHTS AND RESPONSIBILITIES

Student Appearance

The United Community School District believes inappropriate student appearance causes material and substantial disruption to the school environment and can present a threat to the health and safety of students, employees, and visitors. The United Community School District believes there is a strong correlation between student academic performance and conduct and students' appearance. Because of this, students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. Clothing or other apparel promoting products or activities that are illegal for minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. When in the judgment of the Superintendent and/or Principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. Clothing that may be restricted, or requested to be modified include but not limited to:

- Shoes with cleats except for outdoor practices.
- Clothing that is not conducive to the health and safety of a student against certain weather circumstances (i.e. requiring shoes).
- Clothing or accessories that are dangerous or could be used as a weapon.
- Displays of obscenity, profanity, or vulgarity.
- Discriminatory remarks.

Students who refuse to comply or are found to be a habitual offender may be sent to the Principal who will determine appropriate consequences in accordance with district adopted disciplinary policies and procedures.

Student Care of School Property/Vandalism

Students must take care of school property including desks, chairs, books, lockers, school equipment, and other school property. Vandalism and/or destruction of school property is not tolerated. Students found to have committed vandalism or to have destroyed or otherwise harmed school property may be subject to discipline and/or required to repair or replace the furniture, fixture, or item. In certain circumstances, students may be reported to law enforcement authorities.

Consequences may include but are not limited to:

- Students may be required to reimburse the school district for the actual cost of the damages.
- Students may be required to reimburse the school district for the cost of labor to restore property.
- Student clean up and repair depending on the severity of the vandalism/damages and if cleanup would pose a threat to the safety of the student.
- Restrictions on participation in extracurricular activities.
- Other disciplinary actions.

Accidental damages may, but are not required to, be treated differently. Whether an incident is considered accidental will be determined on a case-by-case basis by the Principal depending on the circumstances of the situation, the student's actions leading up to the situation and the student's response after the situation occurred.

Student Expression and Publication

The board of directors of the United Community School District protects the intellectual freedom of the school district's students and practitioners. Expressions made by the students, including student expression through publication, is not an official expression of the school district. The Student Expression and Publication Code policy are made available to parents and students via district policy 502.3 and 502.03R (1).

Students who violate expression and publication rules may be subject to disciplinary measures. Disciplinary measures cannot violate a student's protected right to expression and publication, except to the extent that regulation of protected speech is allowed by law. Disciplinary measures should relate directly to the violation of the legally allowed regulation of speech. Appropriate level of discipline will be determined by the Superintendent or Principal.

Student Expression

The United Community School District aims to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon students' rights. Students are generally allowed to express their viewpoints and opinions.

The school may regulate speech in certain qualifying circumstances, to help ensure the safety and welfare of the school community. The expression must be done in a reasonable time, place and manner so that it is not disruptive to the orderly and efficient operation of the school district. The school may

regulate speech that: causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is school sponsored; and/or promotes illegal activities.

The United Community School District generally allows for student-led protests. Student protests include walk-ins and walk-outs. Walk-ins occur when students leave their learning environments during school hours and together in a group or groups with the purpose of promoting belief(s) but remain on district property. Walk-outs occur when students leave their learning environments during school hours and gather in a group(s) off district property with the purpose of promoting belief(s). Protests are subject to the same rules and restrictions as student expression outlined above.

Students who believe they have been unreasonably restricted in their exercise of their rights should follow the complaint procedure outlined in the *Student Complaint/Grievances* portion of the student handbook.

Student Complaints/Grievances

Students may file a complaint regarding school district policies, rules, and regulations or other matters by complying with adopted procedures as outlined in board policy 502.04.

Student Search and Seizure

The United Community School District believes that to maintain and protect the health and safety of students, employees, and visitors to the school district and for the protection of school district property and educational environment, students, students' belongings, school-owned lockers, desks or other facilities may be searched or inspected. A student and protected student areas may be searched without a search warrant based on a reasonable and articulable suspicion that law and/or school district policy, rule, regulations have been violated.

Student Lockers and Desks

Students are allowed to use the lockers and desks for storing school-related materials and personal items where necessary for attendance at school. Students are required to keep their assigned locker and desk clean and undamaged. Expenses to repair any damage done to a student's locker and desk may be charged to the student.

It is highly recommended that students do not store valuables in their lockers or desks. The school district is not responsible for such items. A student may use a lock to secure their locker space, however this does not prevent searches conducted by the school. The Principal may periodically inspect all or a random selection of lockers and desks for inspection. Either students or another school administrator will be present during the inspection of lockers. These searches may be conducted at any time and without advance notice in compliance with the district's search and seizure rules and policies.

Anti-Bullying and Harassment

The United Community School District 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. A safe and civil school environment is necessary for students to learn and achieve. Bullying and/or harassment can seriously disrupt the ability for a school district to maintain a safe and civil environment, hindering the students' ability to learn and succeed. Bullying and/or harassment of students, employees, and volunteers is against federal and state law, and the United Community School District's rules, regulations, and policies.

Bullying and/or harassment will not be tolerated on school district property, on property within the jurisdiction of the school district, while on school-owned or operated or chartered vehicles, while attending or engaged in school activities, or while away from school grounds if the misconduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Definitions

“Harassment” and “bullying” mean any repeated and targeted electronic, written, verbal, or physical act or conduct toward an individual creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student’s person or property.
- Has a substantially detrimental effect on the student’s physical or mental health.
- Has the effect of substantially interfering with the student’s academic performance.
- Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. It also includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

Complaint Procedure

Complaints of bullying and/or harassment may be filed promptly, reasonably and in good faith with the Superintendent or Principal. Complaints will be investigated in accordance with adopted district policy and procedures. Within 24 hours of receiving the report that a student may have been the victim of conduct or behavior that constitutes bullying and/or harassment, the district will notify the parent, guardian, or legal custodian of the student.

After considering the totality of the circumstances, should the Superintendent or Principal determine after the investigation, that a student has suffered bullying and/or harassment by another student enrolled in the district; a parent, guardian, or legal custodian of the student may enroll the student in another attendance center within the district that offers classes at the student’s grade level, subject to the requirements and limitations established in Iowa law.

In case of an apparent conflict of interest, the United Community School District will designate an alternative investigator.

Retaliation and False Reports

Individuals who knowingly file false bullying and/or harassment complaints, and any person who gives false statements in an investigation may be subject to discipline by appropriate measures. Any student found to have violated this policy or retaliated against another student for filing a complaint under these rules is in violation of the bullying and/or harassment rules and may be subject to discipline up to and including suspension and expulsion.

Threats of Violence

The policy for *Discipline for Students Who Make Threats of Violence or Cause Incidents of Violence* can be found in 503.08 and 503.8-R(1). Parents and guardians should review and become familiar with this policy. All threats of violence, which include any written, verbal, symbolic, electronic, or behavioral

message, that either expressly or implicitly express an intention to inflict emotional or physical injury or damage against students, employees, visitors, or school facilities are prohibited. A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence.

Threats will be promptly investigated. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence.

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

Disciplinary measures may include discipline up to and including suspension and expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threats of violence,

- The student's intent and knowledge of their actions.
- The student's developmental level and the context of the incident.
- Whether a pattern of threats of violence exists.
- Age, grade level, and maturity of the student.
- The circumstances surrounding the threat.
- Cooperation of the student and his or her parent(s) or guardian(s).
- The degree of disruption to the school community created by the threat.
- Other relevant information from a credible resource.

[Weapons and Weapon Look-a-Likes](#)

Weapons, weapon look-a-likes, and other dangerous objects cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district. Weapons, weapon look-alikes, and other dangerous objects in the possession of a student that are brought onto the school district premises or property within the jurisdiction of the school district will be confiscated.

The possession will be reported to law enforcement and parents or guardians of the student. Students may be subject to appropriate disciplinary measures. Disciplinary measures may include discipline up to and including suspension and expulsion.

Firearms are strictly prohibited from school grounds, except for weapons under the control of law enforcement officials or other individuals specifically authorized by the board. Any student who is determined to have brought a firearm to school or knowingly possessed a weapon at the school must be expelled from school for a period of no less than one year. However, the superintendent may modify the expulsion requirements on a case-by-case basis. Firearms include but are not limited to any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; incendiary or poison gas, or any destructive device such as bombs, grenades, mines, etc.

[Student Substance Abuse](#)

Students are prohibited from distribution, dispensing, manufacture, possession, use or being under the influence of alcohol, tobacco/nicotine products, other controlled substances, or look-a-like substances while on school district premises or property within the jurisdiction of the school district, while on

school-owned and/or operated school or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school.

Students found to be in violation of this rule will be subject to appropriate disciplinary measures and may be required to satisfactorily complete a substance abuse or rehabilitation program. Disciplinary measures may include discipline up to or including suspension and expulsion. For students under the age of 21, local law enforcement authorities may be notified.

Internet

Students will be able to access the internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. Students may be permitted to use district-issued email addresses and internet-based collaboration software to send and receive messages at school. Students will receive age-appropriate training prior to using the internet.

The internet can provide rich opportunities through a vast collection of educational resources. Students will be under teacher supervision while on the network and the district uses technology protection measures to block and filter inappropriate/unauthorized use as much as possible and to the extent permitted by law or vendor policies. Additionally, student's internet activities may be monitored by the school district to ensure students are not accessing inappropriate sites that contain restricted material. However, it is not possible to constantly monitor individual students and filter everything they are accessing. Because the internet is a global network and information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. Some students may encounter information that may not have educational value.

Students will not intentionally access or download any text file or visual depictions or engage in any discussion that includes restricted material. Restricted material includes but is not limited to obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Should a student be found to have accessed restricted materials, students may experience the following disciplinary measures and/or, depending on the severity violation may experience disciplinary measures up to suspension and expulsion:

Personal Electronic Devices

The United Community School District is committed to providing an inclusive educational environment for students and families. It is valuable for students' educational experience for families to engage in and support their student's educational experience. As part of this commitment, the district will take steps to create opportunities for students to engage in peer-to-peer activities and ensure that student use of personal electronic devices does not occur during instructional time. Personal electronic devices mean any device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. This may include but not limited to cell phones, ear buds, radios, touch pads etc.

Every district staff member is empowered to assist in the enforcement of this policy and regulation as appropriate. To avoid distraction during instructional time, personal electronic devices must be silenced or turned off, not visible, and not physically attached to the student's body. The personal electronic device must be securely stored at all times in the student's locker. Student electronic devices in the possession of the district will be secured in the main office.

If a student is observed using a personal electronic device during instructional time, the employee who observed the student behavior will notify building administration, who will require the student to turn in the device for safekeeping until the end of the school day. The device will be secured in the building's front office. The district, however, is not responsible for the loss, theft, or destruction of personal electronic devices brought onto school, or district property, or while the student is attending district or school-sponsored events.

For a student's first and second offenses in a school year of using a personal electronic device in violation of this policy, the student will surrender the device to school officials, to be returned to the student at the end of the school day. For the third and fourth violations of this policy, the student will surrender the device to school officials, to be returned to the student's verified parent or guardian after the end of the school day during normal business hours. Confiscated devices will be logged and secured. For fifth or subsequent offenses, the school will apply the following consequences: detention or in-school suspension. Repeated violations of the rules may result in additional disciplinary consequences for students in accordance with board policy.

Personal electronic devices that have been specifically authorized under a current individual education plan (IEP), a Section 504 plan, or an Individual Health Plan (IHP) are exempt from these rules. Additionally, parents or guardians of students may request to building level administration that a student retain access to the student's personal electronic device during instructional time if the parent or guardian can establish there is a legitimate reason related to the student's mental or physical health for the student to retain access during instructional time. This must be tied to the student's multi-tiered system of support (MTSS) framework. Any denials may be appealed to the Superintendent, who will be the final decisionmaker on the request.

Parents or guardians who need to communicate with students during instructional time may contact the main office.

Academic Integrity

Students are expected to do their own schoolwork. Academic dishonesty includes but is not limited to looking at another student's schoolwork without permission, copying others' work, copying from other unauthorized sources such as past exams, or unauthorized use of devices. Academic dishonesty is strictly prohibited. Students may face disciplinary measures as outlined in this handbook if found to have engaged in academic dishonesty. In addition to such disciplinary measures, students may face loss points/credits for the activity/assignment

Dual Enrollment

Home schooling/private instruction or home school assistance program students enrolled in classes or participating in school activities in the United Community 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 Human Resources Manager, Christine Oien, in the main office.

STUDENT CONDUCT

Good Conduct Rule

Participation in school activities is a privilege. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with law, board policy, and school rules and must refrain from activities which are illegal, immoral, or unhealthy. Students who participate in extracurricular activities serve as ambassadors of the school during the 2026-27 school year, both away from or at the school. The privilege of participating in these activities is conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches, sponsors, and directors. The school Principal will keep records of violations of the good conduct rule. The district's good conduct policy is found at 503.04.

The following activities are covered by the board's policy and these rules: activities include but are not limited to athletics, music, drama, speech, FFA, Honor Societies, curricular clubs such as Spanish Clubs, Art Clubs, cheerleading, drill team, debate, etc

Temporary Removal from Classroom

In accordance with Iowa law, including Senate File 2428, a student may be removed from the classroom when the student causes a nonviolent or violent disruption that interferes with classroom instruction.

A nonviolent disruption may include, but is not limited to, disorderly conduct, abusive or profane language, bullying, or repeatedly disruptive behavior. A violent disruption includes a threat of violence or an incident of violence that results in injury, property damage, or assault.

When a student is removed, the student will be placed under the supervision of the building principal or the principal's designee. For students in kindergarten through sixth grade, the student will not return to the teacher's classroom until the principal or designee and the teacher have met to discuss the student's readmission. The student will be expected to complete any schoolwork missed during the removal.

If a student is removed from a classroom more than once, the school will follow the additional behavioral planning and disciplinary procedures required by Iowa law. Parents or guardians will be notified when disciplinary action is taken.

All classroom removals and resulting disciplinary actions will be implemented consistent with applicable federal and state laws, including requirements related to students with an Individualized Education Program (IEP) or Section 504 Plan.

Detention

Detention means that a student is required to attend school during non-school hours for disciplinary purposes. Whether detention is to be imposed, the time of detention, and the length is determined by the student's teacher and/or Principal on a case-by-case basis.

Student Suspensions

Suspensions and discipline in lieu of or on condition of suspension may be considered when a student violates board policy, school rules, or the law. All suspensions will be determined by the Principal after an investigation of the incident or allegation. Written notice and reasons will be given to the parents and student regarding the suspension, probation, or intervention. Students who are suspended from school will still be expected to complete classwork to receive class credit

Probation or Intervention

Probation is a conditional suspension of a penalty for a set period of time. Time period and conditions are determined by the Principal. This may be imposed where violations do not necessarily require removal from school.

Interventions are actions in lieu of suspension intended to help the student understand and refrain from engaging in the behavior again. This may be imposed where a student's behavior may be indicative or symptomatic of a great underlying issue. Underlying issues to be considered may be misunderstanding of the rules, cultural miscommunication, potential developmental issues, etc.

In-School Suspension

In-school suspension is a temporary isolation of a student from one or more classes while under administrative supervision and remaining on the school property.

Out-of-School Suspension

Out-of-school suspension is used when other available school resources are unable to constructively remedy the student's behavior. Out-of-school suspension is the removal of a student from the school environment for short periods of time. A student may be removed from school for periods not to exceed 10 school days by the principal due to gross or repeated infractions or when the student's presence causes interference with the educational environment or operation of the school. The principal may use out-of-school suspension after an investigation and the student is afforded due process as outlined in school policy and the law.

Student Expulsions

An expulsion occurs when a student is removed from the school environment, including but not limited to classes, activities, and other school related events. Students may be expelled for violation of board policy, school rules, or the law.

On the recommendation of the superintendent, a student may be considered for expulsion for disciplinary purposes. Only the board may make the decision to expel a student. Students considered for expulsion will be given due process as outlined in school policy and the law.

Fines and Fees

Students may be assessed for fines, fees, and other similar charges for materials needed in a course, overdue school materials, activity participation, misuse of school property, or any other reason permitted by law. Parents and students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction upon parental request. Should a parent or student seek a waiver, they should contact District Secretary, Emma Wells, for more information and waiver forms

STUDENT HEALTH AND WELLBEING

Insurance for Students

Children's Health Insurance Program (CHIP) is offered through the Healthy and Well Kids in Iowa program (Hawki). Hawki is the state of Iowa's medical insurance program for uninsured children. Parents can apply for low-cost health insurance for their children through the program. More information and resources regarding the Hawki program, may be found on the Iowa Health and Human Services website: [Hawki | Health & Human Services \(iowa.gov\)](http://Hawki | Health & Human Services (iowa.gov))

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.

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 three years.

[Communicable and Infectious Diseases \(Code 507.3\)](#)

Students who have an infectious or communicable disease are allowed to attend school provided they are able to do so, and their presence does not create a substantial risk of illness or transmission to other students or employees. The health risk to others in the school district environment will be determined on a case-by-case basis by the student's physician, a physician chosen by the school district, or public health officials. Infectious or communicable diseases include but are not limited to mumps, measles, chicken pox, etc. Iowa Department of Health and Human Services provides a list of reportable diseases on their website: [Reportable Diseases | Health & Human Services \(iowa.gov\)](#).

[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, Counselor, at 515-432-5319.

[Immunizations](#)

Prior to starting school or transferring into the school district, students must submit a certificate of immunization as required by law. Students without a proper certificate are not allowed to attend school until they have received the required immunizations or may be admitted on the condition that the student is in the process of completing the immunization process. Should a student fail to meet the immunization requirements, this is grounds for suspension, expulsion, or denial of admission.

Exemptions are recognized only for specific medical or religious purposes as recognized by the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption. Information related to immunization requirements as well as exemption requirements are included in

the United Community School District's registration documentation as well as on the district website www.unitedcomets.org.

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 ensure 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 the 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 the virus is no longer active or contagious. Parents should advise staff if a 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.

Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations (i.e. well check).

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Medication will be administered after a student's parent or guardian has provided a signed and dated written request that medication be administered. In some cases, students who have demonstrated competency in administering their own medication may do so after receipt of a written and signed statement by the student's parent or guardian. However, a student with asthma, respiratory disease, or other airway constricting diseases must be allowed to carry and self-administer their medication without showing competency as long as the school is presented with a written approval signed by both the parent or guardian and the prescribing physician. Students are not permitted to abuse their self-administered prescriptions. Those who have been found to be abusing self-administration may have the option of self-administration withdrawn if medically advisable and lawful.

Medication is held *in the Health Office located in the United Community School District's main office* and distributed by our Registered School Nurse or other trained staff. Medication must be in the original container, with original label, and an instruction sheet or parental authorization that includes the student's name, medication name, directions for use and dosage, times and duration of administration, contact information of the pharmacy (if applicable), date of the prescription (if applicable), name of the physician (if applicable), potential side effects, and emergency number of the parents

Student Illness or Injury at School

A student that becomes ill or is injured at school must notify their 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 student's emergency contact form. If the student is too ill to remain in school, the student will be released to the student's parents or, with the parents' permission, to another person directed by the parents.

While the school is not responsible for treating medical emergencies of an ill or injured student, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student may have been transported for treatment.

Health Screenings

Throughout the year, the United Community School District sponsors health screenings for vision and hearing. Parents are notified prior to the screening and may opt out through a written, signed note.

Sexual Abuse and Physical Abuse of Students by School Employees

The United Community School District does not tolerate physical or sexual abuse of students, including but not limited to sexual or physical relationships, grooming behavior, and otherwise inappropriate relationships with students by employees. Students who feel they have been violated in the above manner by an employee should notify their parent or guardian, and report to the Principal. The district will respond promptly to allegations of abuse of students by school district employees by timely

reporting to all relevant agencies required by law. The processing of a complaint will be handled confidentially to the maximum extent possible.

Emergency Drills

Periodically the school holds emergency drills for fire, tornado, and other threats or disasters. At the beginning of each semester students are notified by their teachers of the emergency drill procedures. Additionally, the procedures and proper exit areas are posted in each room.

Students are expected to remain quiet and orderly during a drill or an emergency. Fire alarms and other calls to alarm should be taken very seriously. Students who pull the fire alarm or call in false alarms, will be disciplined up to and including suspension or expulsion. Additionally, depending on the situation, they may be reported to local law enforcement authorities.

Physical Restraint and Seclusion of Students

Corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools by Iowa law. Employees are prohibited from administering corporal punishment, mechanical restraint and/or prone restraint.

That said, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The school uses the least restrictive behavioral interventions appropriate for the situation.

Physical restraint or seclusion may be used for the following reasons:

- To prevent or terminate an imminent threat of bodily injury to the student or others; or
- To prevent serious damage to property of significant monetary value or significant nonmonetary value or importance; or
- When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
- When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
- When the physical restraint or seclusion complies with all applicable laws.

All physical restraints and seclusions will be conducted and documented in accordance with the adopted policy and state law, board policies 503.06, 503.06-R(1).

STUDENT SCHOLASTIC ACHIEVEMENT

Conferences and Student Progress

Students receive progress reports in the form of report cards at the end of the United Community School District's grading period, three trimesters. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Teachers will notify parents and students, should the student be doing poorly in the class.

If parents have any concerns or questions about their child's progress, they are asked to contact their child's teacher first. If there are on-going concerns, the Principal is happy to help support the situation. Additionally, school year parent-teacher conferences are regularly scheduled and held two times per year, in November and March. Individual conferences are also available to parents with ongoing

concerns. They are held outside of regular school hours and can be scheduled through the child's teacher.

Testing Programs

Students undergo standardized testing annually. These tests are used to determine academic progress for individual students, for groups of students, and for the school district and to comply with state law. Students may be excused from testing for certain reasons by contacting the Principal.

The Iowa Department of Education lists all federal and state required student assessments on their website: [Required Assessment: Iowa Schools](#) Districts may opt to list specific standardized tests given. Certain survey or testing programs are established and maintained to evaluate the United Community School District's educational program and to assist in providing services to students and their families.

Health Education Program for Students

The United Community School District provides instruction in age-appropriate, research-based health education in compliance with the Iowa Department of Education's Human Growth and Development Education requirements adapted appropriately for each grade level.

Upon request, parents may review the health education curriculum prior to their use. Parents who object to the health education instruction in human growth and development may file a written request that the student be excused from the instruction. Written requests must include a proposed alternative activity or study that is subject to the approval of the Principal. Parents who wish to review or file a written request must contact the Principal.

Talented and Gifted (TAG)

United Community's Talented and Gifted (TAG) program, 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 1

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

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

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 for incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in a failing grade.

STUDENT ACTIVITIES

Assemblies

Throughout the year the United Community School District sponsors school assemblies. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away or the student will not be attending for certain excused health, behavior, and/or emotional reasons. Students who are not participating in assemblies will be supervised by a staff member.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

All field trips require parent permission. Prior to attending a field trip, parents must fill out online field trip forms found in the annual online registration.

Student Government

Student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals for personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

The United Community School District's student council is teacher-nominated with several groups of students representing their classroom and grade-level through the course of a school year (i.e. fall, winter, and spring groups). Students who decide they would like to be involved in student council should contact Mrs. Hendrix (1st Grade Teacher) for more information regarding qualification, expectations, and roles/responsibilities.

Student Organizations

The United Community School District recognizes curriculum related and noncurriculum related student organizations. These student organizations may use school facilities for their meetings during non-instructional time at the approval of the Principal. Meetings will not interfere with the orderly conduct of the education program or other school district operations.

Curriculum Related Organizations

The United Community School District's curriculum related student organizations include activities such as, Battle of the Books (5th and 6th Grades). School employee(s) monitor approved meetings and may interact with the curriculum related student organizations. Approval of a proposed curriculum related organization is made on a case-by-case basis. Final determination is at the discretion of the Principal.

Noncurriculum Related Organizations

The United Community School District recognizes curriculum related student organizations. These student organizations may use school facilities for their meetings during non-instructional time at the approval of the Principal. Meetings will not interfere with the orderly conduct of the education program or other school district operations. School employee(s) monitor approved meetings and may interact with the curriculum-based student organizations.

Buses and Vehicles Used for Activities

Students who ride a district bus or vehicle for activities must ride to the event on district transportation. Students ride home on the district bus or vehicle unless prior arrangements have been made with the pre-approval of the teacher and/or Principal and parent, or the student's parents personally appear and request from the teacher and/or Principal to transport the student home.

Students are to conduct themselves in an orderly manner fitting to their age and maturity level on district transportation. Students who fail to behave appropriately will be subject to disciplinary measures.

Student Funds and Fundraising

The United CSD Board of Education believes fundraising campaigns may further the interests of the district. Care must be taken to help ensure fundraising efforts are done properly and safely to benefit the school community. Any fundraising efforts conducted using the district's name, symbols, or imagery will be conducted in accordance with all policies, regulations and rules for fundraising within the district.

District Affiliated Fundraising

There are times when the school board may decide to engage in district-affiliated fundraising efforts to benefit the school district. All district affiliated fundraising efforts will fulfill a public purpose and will not benefit only one single individual or family, except in unique circumstances pre-approved by the school board. The use of district owned resources to conduct fundraising efforts will be in accordance with all applicable laws and regulations and other relevant district policies and procedures.

Money or items raised by any district affiliated fundraising campaign will be the property of the district only upon acceptance by the board and will be used only in accordance with the terms for which they were given, as agreed to by the board.

Student Fundraising

Students may raise funds for school-sponsored events with the permission of the school board. The school board delegates to the Superintendent the authority to approve routine student fundraising as deemed appropriate. Collection boxes for school fund raising must have prior approval from the school board or its designee before being placed on school property. All funds generated from district-sponsored student fundraising will be placed in the district's student activity fund. The Superintendent will develop necessary regulations to ensure the safety and equity of student fundraising efforts.

Online Fundraising

The use of the district's name, logos, symbols, or imagery for online fundraising will be subject to the approval of the Superintendent. All online fundraising efforts will fulfill a public purpose, and will not benefit only one single individual or family except in unique circumstances pre-approved by the school board. If approved, the requestor shall be responsible for preparing all materials and information related to the online fundraising campaign and keeping district administration apprised of the status of the campaign.

All items and money generated from online fundraising are subject to the same controls and regulations as other district property and shall be deposited or inventoried accordingly. No money raised or items purchased shall be distributed to individual employees.

STUDENT RECORDS AND INSTRUCTIONAL MATERIALS

Student Records; Family Educational Rights and Privacy Act Notice (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA) student records containing personally identifiable information, except for directory information, are considered education records and are confidential. For a complete copy of the United Community School District's policy on education records and other related information and procedures, please contact the main office.

FERPA affords parents and students over the age of 18 (eligible students) certain rights with respect to a student's education records. These rights are:

1. Right to inspect and review the student's education record.
2. Right to seek amendment(s) of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent.
3. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the law. Complaints should be made to the following:

Student Privacy Policy Office
US Department of Education
400 Maryland Avenue
Washington, DC 20202-8520

[File a Complaint | Protecting Student Privacy \(ed.gov\)](#)

Student Directory Information

Under FERPA, there is certain information that is contained in a student's education files that may be released to the public without prior consent from the parent or eligible student. This information is called directory information and is generally not considered harmful or invasive. Directory information includes items such as, student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, participation in officially recognized activities and sports (see policy 506.02).

Parents and eligible students may restrict the disclosure of directory information by making the request in writing. Written requests should be turned into District Secretary, Emma Wells, by September 30th of the current school year.

Student Photos

The United Community School District allows for school photos to be taken by a commercial photographer. Prior to students' photos being taken, students and students' parents will be notified. Photos taken will be included in the yearbook, school newsletters, and school social media, unless parents or students request otherwise.

Student Disclosure of Identity

Students may make a request to a licensed employee to accommodate gender identity, name, or pronoun that is different from what was assigned to the student in the student's registration forms or records. Should a student make this request, licensed employees are required to report the request to

the Principal. The Principal will contact the student's parents/guardian regarding the request. These procedures must also be applied to nicknames.

Student Legal Status

If a student's legal status, such as a student's name or the student's custodial arrangement, should change, the parent must notify the district. These changes are important to keep up to date to ensure that the school district is maintaining a current and accurate student record.

School Library

The United Community School District maintains a school library for use by employees and students during the school day. Materials maintained in the library are consistent with all applicable laws and board policy. All parents and guardians of students enrolled in the district have access to the online catalog on the district website.

The library is open during the school day from 8:10am-3:20pm. Students using the library are expected to use classroom decorum and follow all school district policies, rules, and regulations. The library staff reserves the right to send any student who is creating a disturbance back to the classroom.

Library materials may be checked out for up to 2 weeks and at that time must either be renewed or returned. Students who wish to check out library materials must follow student check-out procedures. Students are allowed to check out 2 of our library materials at a time unless given explicit written permission from the librarian to check out more. Students will not be charged a fee for overdue books, instead reminders will be sent to students and families to return books. Lost or stolen items are to be paid for by the student or their family at the end of the school year.

Requests from parents or guardians to prohibit their enrolled student from accessing specific library material must be directed to the school Principal.

Inspection of Instructional Materials

Parents and other members of the school district community may view the instructional materials used by the students upon request. Copies may be obtained according to board policy 605.2. Tests and assessment materials are only available for inspection with the consent of the Principal. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the Principal and/or Curriculum Director.

Should a parent or other members of the school district community have any objections regarding instructional materials, they may contact the Principal and/or Curriculum Director who will provide all necessary forms, or they may access the objection forms through the school district's policy 605.03-R (1-3).

MISCELLANEOUS

Student Guidance and Counseling Program

The United Community School District maintains a guidance program that provides certain services that assist students with their personal, educational and career development. Confidentiality is maintained by the employees involved in the guidance program to the extent the law allows.

Visitors/Guests

Visitors are welcome to the United Community School District under certain circumstances. Visitor parking is located at the west and south parking lots. All visitors must check in at the district main office.

Our district 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!

[School Nutrition Program and Free and Reduced Lunch](#)

The United Community School District operates a school nutrition program out of the school cafeteria. Students may either bring their own meals or purchase meals through the school. To receive school meals students must have available funds in their student meal account. Free and reduced lunch is available to those who qualify and may require those services. For more information and forms contact Nutrition Services Director, Hunter Keasey.

[Buses and Other School District Vehicles](#)

Buses and other school district vehicles ("vehicles") are primarily used to transport students to and from school. Appropriate classroom conduct is to be observed by students while riding the vehicle except for ordinary, appropriate conversation. Students are responsible to the driver, chaperone and/or sponsor while on the school district vehicle, loading, or unloading or leaving the vehicle. The driver may discipline the student and may notify the principal or the transportation director of inappropriate conduct. All people riding school district vehicles to and from the school, extracurricular activities, or any other

destination must comply with the law and school district policies, rules, and regulations. Bus and vehicle specific rules include,

- Adhering to designated loading spots will be identified before and after arrival.
- Vehicles must be at a complete stop prior to entering or exiting.
- Bodies must remain in the vehicle.
- Riders must not throw or extend objects about the vehicle or from the vehicle.
- Aisles must be clear.
- The emergency door is to be used for emergencies only.
- Assigned seating may be implemented.
- Riders are to remain seated and/or buckled at all times while the vehicle is in motion.
- To open windows, permission must first be obtained from the driver.

District Owned Recording Devices

The United Community School District Board of Directors has authorized the use of recording devices on school district owned property to the extent permitted by law. 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 may be retained with other student records. Recordings may be routinely recorded over and 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.

Parent-Teacher Organization

The United Community School District has a parent-teacher organization that is run and funded separately from the district. Should a parent be interested, or a student requires services, contact PTO President, Morgan Fleming, for more information.

Our PTO is very active and it is a great way to engage with other parents in our school! Our mission is to support all of our students and wonderful teachers! If you would like to get involved, join us on the first Thursday of every month from 6:30 - 7:30pm. Meetings take place in the United Community school library.

School Announcements

Announcements are made daily (Monday-Friday) at 8:10am. Students are responsible for knowing the content of the announcements. Students who wish to have an item included in the announcements must receive permission from the Principal.

Lost and Found

The United Community School District maintains a lost and found located outside of the main office, a second location for Preschool and Kindergarten is located in their wing of the building. Items placed in lost and found will be maintained for approximately 3-4 months, after which items will be donated to a local organization. Items of higher value will be kept in the main office.

Artificial Intelligence

Use of Artificial Intelligence (AI) in research and graded work by students must include proper source citations. Copyright protections must be strictly adhered to. Students who fail to comply with these requirements may face discipline as stated in relevant district policies.

Prior to using AI tools, classroom teachers will inform the students how AI tools may be used to engage in and complete educational tasks and assignments. Classroom teachers are trained in the use of AI tools and how to implement them appropriately in the classroom. Classroom teachers will establish appropriate parameters for AI tool usage and will monitor student use of AI tools as appropriate. Students are expected to abide by their classroom teachers' rules.

Students will not use AI tools to access or create information that is discriminatory, constitutes bullying or harassment, shares confidential or personally identifiable information of others, or access or create material that is harmful to minors, obscene, or child pornography. Any violation may result in the loss of access to the AI tool, and further discipline as appropriate.

ELEMENTARY SCHOOL RULES

Admission and Attendance

Kindergarten students must be five years of age and first grade students must be six years of age by September 15 of the current school year to be considered for admission and admitted. Under certain circumstances, children five years of age, in the judgment of the school board, may not be admitted into kindergarten. These circumstances include maturity level, physical or mental inability to attend due to a physical or mental condition, or whose presence in the school has been found to be injurious to the health of other pupils. Special education programs and services will be provided for all children requiring special education.

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.

Communications To and From the School

When sending a note or money to the school, the student should receive clear instruction from the parents about who the appropriate person is to receive the note or money. The district will not be responsible for money that may be lost or stolen when sent to school with a student. Additionally, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school. Parents are responsible for knowing the contents of the notes or papers sent home.

Recess and Playground Rules

Students are expected to attend recess outside unless they have a note from a health practitioner, or a written excuse, approved by the School Nurse and/or Principal, that would excuse a student's outdoor participation. In certain cases of inclement weather, recess will not be held outside but will be held indoors. Otherwise, students are expected to come dressed appropriately according to expected weather conditions to attend recess outdoors. School employees who supervise recess are to be obeyed in the same manner that students are expected to obey their classroom teacher.

Outside Food/Treats

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.

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 who are in Kindergarten are able to bring a healthy snack from home.

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.

School Parties

The United Community School District holds classroom parties throughout the year. These include but are not limited to fall (October), winter (December), friendship (February), and the end of school year.

Students who do not wish to participate in the parties may be silent or excused by the student's classroom teacher and/or Principal.

Show and Tell or Sharing Time

The United Community School District allows for students in certain classrooms to bring approved or designated items from home to share and discuss with the class during a designated "Show and Tell" or "Sharing Time" as determined by the classroom teacher. Students, and not the school district, are responsible for all items brought to the school.

School Transportation: Expectations, Responsibilities, Discipline

Expectations for Students

All students riding in buses or other school district vehicles will adhere to the following rules.

At the Bus Stop:

- Be at your stop 5 minutes early.
- Stay out of the street and respect property.

Getting On and Off the Bus:

- Wait until the bus fully stops and the door opens.
- Use the handrail and board in an orderly manner.
- Cross in front of the bus only when signaled by the driver.

While Riding the Bus:

- Stay seated with seatbelt fastened.
- Keep hands, feet, and belongings to yourself and inside the bus.
- Use quiet, respectful language.
- No eating, drinking, tobacco, vaping, or illegal substances.
- Follow the driver's directions promptly and respectfully.
- Roughhousing, bullying, or damaging property is not allowed.
- The Good Conduct Rule is in effect.

Parent/Guardian Responsibilities

- Submit a bus registration form for consistent pickup/drop-off.
- Review and reinforce bus expectations with your child.
- Keep pick-up and drop-off locations consistent. We may not be able to accommodate changes.
- Call the office 515-432-5319 with questions.

Additional Safety & Conduct Notes

- Seat belts must be worn if available (Board Policy 711.10).
- Harassment, bullying, and disrespect are not tolerated (Policy 104).
- Destruction of property or vandalism may result in fines (Policy 503.3).
- Weapons and illegal items/substances are strictly prohibited (Policy 905.3).
- All buses are equipped with video and audio recording systems. Recordings may be used for disciplinary purposes.

Procedures for Bus Discipline

We are committed to safe and respectful bus environments. Discipline involves the bus driver, administration, transportation director, and families.

Minor Behavior Issues:

Handled by the driver and may include:

- Private conversation with the student
- Assigned or adjusted seating
- Separation from others
- Parent/guardian contact

Handling Repeated or Serious Incidents

If a student repeatedly breaks bus rules or commits a serious offense (such as threats, fighting, or defiance), the bus driver will submit a Bus Conduct Report. This report will be reviewed by the principal and transportation director, who will determine appropriate consequences.

Depending on the severity, disciplinary actions may include:

- Temporary suspension from riding the bus
- Removal of bus privileges for up to one year
- Fines for damage to property
- Referral to law enforcement

Parents/guardians will be contacted and included in the process to help support positive changes.

Transportation is a privilege, not a right. Students who lose this privilege may not ride any United CSD bus during their suspension period. Decisions to suspend or remove bus privileges may be appealed to the Superintendent.

Elementary Student Code of Conduct

United Community School District

Code of Conduct

The United Community School District recognizes the importance of establishing clear and consistent disciplinary consequences for violations of district rules. Students are expected to demonstrate the CARES school-wide expectations (Cooperation, Assertiveness, Responsibility, Empathy, and Self-Control), as well as maturity, consideration, and treating each other with dignity and respect.

Pursuant to School Board Policy 503.01, the Board finds that student conduct is closely related to learning and an effective educational program requires a safe and orderly school environment. The Board adopted a Code of Student Conduct to govern student discipline, and students shall not be subject

to disciplinary action because of race, gender, color, religion, sexual orientation, national origin, or handicap/disability.

Each student must adhere to Board policies and the Code of Student Conduct governing student discipline, with the ultimate goal of providing students with a positive learning climate. The Board has authority to establish fair, reasonable, and nondiscriminatory rules and regulations regarding the conduct and deportment of all students in the school district during the time they are subject to the supervision and direction of school authorities.

The elementary student code of conduct is designed with enough flexibility so that teachers can exercise judgment which is within the scope of the Code, their classroom behavior management system, the student's personal behavioral monitoring system, or any behaviors in relation to off-campus activities.

Depending on the severity of the incident, a "level one" referral is not always the first used.

Level One Infractions

1. Level One Infractions

Defined: Refer to minor misbehavior on the part of the student that impedes or disrupts orderly classroom procedures or school operations. These infractions will be addressed by the appropriate school personnel as well as contacting parents/guardians. Administrative action will typically not occur with these misbehaviors.

Examples But Not Limited To:

- Disruptive Classroom/School Behavior
- Unauthorized presence in the building
- Failure to complete or carry out directions
- Possession of non-instructional items such as but not

limited to: Cellphones, Smart Watches, Laser Pointers, Gaming Devices,
Cameras,

Video cameras

- Failure to return required forms, books, and other school materials
- Verbal harassment or bullying of others
- Running or shouting in the halls
- Dishonesty
- Inappropriate language

Disciplinary Options:

- Verbal or written reprimand
- Parental notification (email or phone call)
- Confiscation of non-instructional item
- Special Assignment (Reflective in nature)
- Loss of recess

Level Two Infractions

1. Level Two Infractions

Defined: Misbehavior that is frequent or serious enough that it disrupts the learning climate of the school and/or endangers the health or safety of others. These infractions, which usually result from the continuation of Level One incidents, require the intervention of administrative personnel because the prior consequences have failed to modify the behavior. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences once again require a corrective action on the part of administrative personnel.

Examples But Not Limited To:

- Continuation of Level One misconduct
- Abusive, obscene, or disrespectful language, writings,

drawings, or gestures

- Forgery of any kind
- Bullying/Cyber Bullying
- Harassment
- Theft
- Vandalism

- Plagiarism/Cheating
- Hands-off violation
- Defiance of authority, disrespectful behavior to staff
- Inappropriate use of technology
- Throwing food/objects
- Field Trip/Assembly Misbehavior
- Bus misconduct

Disciplinary Options:

- Loss of recess
- Lunch Detention
- Failure of assignment
- Denial of other privileges
- Before school/After school detention

Level Three Infractions

Defined: Acts that are frequent or serious in nature that disrupts the learning environment of the school or acts that pose a threat or danger to the health, safety, or welfare of others in the school. These acts will require administrative actions which could result in the immediate removal of the student from the school and possible intervention of law enforcement authorities.

Examples But Not Limited To:

- Continuation of or extreme Level II misconduct
- Assault
- Fighting
- Verbal or Physical Threats
- Ethnic or racial slurs
- Sexual harassment
- Leaving school without permission
- Vandalism
- Indecent exposure
- Destruction of property
- Possession of a weapon
- Possession of drugs or alcohol

- Other violation of federal, state, or local laws

Disciplinary Options:

- Out of School Suspension
- Bus Suspension
- Restitution
- Referral to outside agency
- Referral to police or district magistrate

United Major Misbehavior Referral Form Updated: 7/15/25

Referral Information	Instructional Format	Location
Date: _____ Day of Week: M T W Th F Time of incident: _____ Student first name, last name (offender): _____ Offender grade: Pre 3 Pre 4 K 1 2 3 4 5 6 Homeroom teacher of offender: _____ Staff member filling out form: _____ Names of all staff involved (those who intervened, witnessed): Names of all students involved in misbehavior event (participants, victims, witnesses):	Full classroom activity/instruction with instructor (1) Small group activity/instruction with instructor (2) Individual activity/instruction with instructor (3) Small group activity with peers (4) Individual student work or seat work (5) Assessment administration (6) Classroom transition (7) Unstructured time (8) Other (9): _____	Bathroom/restroom (1) Bus (2) Bus loading zone (3) Cafeteria (4) Classroom (5) Commons/common area (6) Gym (8) Hallway/breezeway (9) Library (10) Office (13) Parking lot (14) Playground (15) Special event, assembly, field trip (16) Other (20): _____

Description: Please provide a factual and detailed description of problem behavior below

Major Misbehavior (Problem Behavior)	Resolution (Action Taken)
Abusive or inappropriate language, profanity (1) Bullying (5) Defiance, insubordination, or non-compliance (7) Disrespect (8) Disruption (9) Drug related (11) Harassment (14) Inappropriate location, includes elopement (16) Lying/cheating (17) Physical aggression with injury (18) Physical aggression without injury (20) Physical fighting with injury (21) Physical fighting without injury (23) Property damage/vandalism/misuse (24) Technology violation (28) Theft (29) Weapon related (32)	In-school suspension (1) Out-of-school suspension (2) Interim setting by school personnel (5) Apology/restitution (7) Bus suspension (8) Community service (9) Conference with student (10) Individualized instruction (11) Loss of privilege (12) Parent contact (13) Time in office (15) Time out/detention (16) Individualized behavior support plan (19) Start time (to office): _____ End time (back to classroom): _____ Total minutes: _____ % of time out of activity/instruction: _____ (8:10am-3:20pm = 430 minutes)

Major Misbehavior (Problem Behavior)		
Code	Description	Definition
1	Abusive or inappropriate language, profanity	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way. Mark as minor if the behavior is low intensity.
5	Bullying	Student delivers direct, indirect, or technology-based unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The targeted student may experience one or more of the following: fear of harm to themselves or property, detrimental effect on health, or detrimental effect on performance of participation in school activities, messages that involve intimidation, teasing, taunting, threats, or name calling.

7	Defiance, insubordination, or non-compliance	Student engages in refusal to follow directions or talks back to teachers/staff. Mark as minor if the behavior is low intensity.
8	Disrespect	Student delivers socially rude or dismissive messages to adults or students. Mark as minor if the behavior is low intensity.
9	Disruption	Student engages in behavior causing an interruption in a class or activity including sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior. Mark as minor if the behavior is low intensity.
11	Drug related	Student is in possession of or is using illegal drugs/substances or imitations.
14	Harassment	Student delivers direct, indirect, or technology based unwanted, aggressive behavior that involves a real or perceived power imbalance and is related to race, color, national origin, sex, or disability.
16	Inappropriate location, includes elopement	Student is in an area that is outside of school boundaries or is off limits for students (as defined by school). Mark as minor if the behavior is low intensity.
17	Lying/cheating	Student delivers a message that is untrue or deliberately violates rules about cheating.
18	Physical aggression with injury	Student engages in actions involving serious physical contact (i.e. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) where either the offender(s) or victim(s) require professional medical attention. Does not include bullying or harassment.
20	Physical aggression without injury	Student engages in actions involving serious physical contact (i.e. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) where the offender(s) or victim(s) do not require professional medical attention. Does not include bullying or harassment. Mark as minor if the behavior is non-serious, but inappropriate physical contact.
21	Physical fighting with injury	Student engages in a mutual physical fight where the offender(s) or victim(s) require professional medical attention. Does not include bullying or harassment.
23	Physical fighting without injury	Student engages in a mutual physical fight where the offender(s) or victim(s) do not require professional medical attention. Does not include bullying or harassment.
24	Property damage/vandalism/misuse	Student participates in an activity that results in damage, destruction, or misuse of property. Mark as minor if the

		behavior is low intensity misuse of property.
28	Technology violation	Student engages in inappropriate use of cell phone, music/video players, camera, and/or other electronic devices. Mark as minor if the behavior is non-serious, but inappropriate as defined by the school.
29	Theft	Student is responsible for possessing or passing on someone else's property.
32	Weapon related	Student is in possession of knives, guns (real or look alike), or other objects readily capable of causing bodily harm.

Resolution (Action Taken)		
Code	Description	Definition
1	In-school suspension	Administrative removal of a student from regular classes or activities for disciplinary reasons where the student continues to be under the supervision of the school district.
2	Out-of-school suspension	Administrative removal of a student from regular classes or activities for disciplinary reasons.
5	Interim setting by school personnel	Student is placed in an interim alternative educational setting. This action taken is a valid option only for IEP students and only if the problem behavior was drug related, weapon related, or resulted in serious bodily injury. The maximum duration of this action is 45 days (per incident).
7	Apology/restitution	Action taken that results in apologizing or compensating for loss, damage, or injury.
8	Bus suspension	Action taken that results in the student not being allowed on the bus.
9	Community service	Action taken that results in involvement in community service activities or projects.
10	Conference with student	Action taken that results in student meeting with administrator, teacher, and/or parent (in any combination).
11	Individualized instruction	Action taken that results in the student receiving individualized instruction specifically related to the student's problem behaviors.
12	Loss of privilege	Action taken that results in the student being unable to participate in some type of privilege.

13	Parent contact	Action taken that results in parent communication by phone, email, or person-to-person about the problem.
15	Time in office	Action taken that results in the student spending time in the office away from scheduled activities/classes.
16	Time out/detention	Action taken that results in the student spending time in a specified area away from scheduled activities/classes.
19	Individualized behavior support plan	Action taken that results in a student spending time in a specified area away from scheduled activities/classes to utilize and/or receive support to utilize behavior strategies identified in a documented individualized student behavior support plan.