

United Community School District Student/Parent Handbook 2020-2021



Home of Comet Pride!

1284 U Avenue - Boone IA 50036

515-432-5319

www.unitedcomets.org

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United Community School District Mission Statement

Dedicated to providing a unique, nurturing, innovative learning environment, where, together with parents, we are empowering our children to be lifelong learners.

Tag line: We are united

Adopted: February 26, 2018

Motto

LIVE FOR TODAY.....LEARN FOR TOMORROW

District Belief Statements

We believe:

1. the student is the central focus of the school system
2. every individual is valued
3. every individual can learn
4. learning is a life-long process
5. having basic needs met is vital to learning
6. every individual is responsible for his/her actions
7. school should be a safe, encouraging learning environment
8. both academic and life skills are essential
9. a competent caring staff is vital
10. in open communication that encourages involvement between the school, family, and community
11. the curriculum should be innovative and comprehensive

Vision Statements

- United Community School District will provide a safe, caring environment that will allow students to reach their full potential as lifelong learners.
- The curriculum will be developmentally appropriate, student-centered and teacher-directed. The curriculum will be aligned between grade levels and integrated by merging all subject areas. It will also be responsive to technological advances.
- Instruction will be based on individual student needs, abilities, and learning styles. A variety of materials, research-based methods, and appropriate class sizes will be used to facilitate student success.
- Assessment will be an evaluation of student progress that accurately reflects the curriculum.
- Curriculum and assessment will be clearly communicated in a meaningful manner to enhance parent and community awareness.
- United Community School District will provide opportunities for positive interactions and involvement between community members and school personnel.

United Community School District 2020-2021

Annual School Improvement Goals

(will be set summer of 2020)

Reading Goal

Math Goal

Behavior Goal

District Long Range Goals

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Equal Educational Opportunity (Code 102)

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

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

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

NOTICE OF NONDISCRIMINATION

Students, parents, employees and others doing business with or performing services for the United Community School District are hereby notified this school district does not discriminate on the basis of race, color, creed, religion, sex, national origin, sexual orientation, gender identity, disability, age (for employment), marital status (for programs), or socioeconomic status (for programs) in admission or access to, or treatment in, its programs and activities or hiring and employment practices.

Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), 504 or Iowa-Code 280.3 is directed to contact: Tim Salmon, 1284 U Ave, Boone, IA 50036, telephone: 515-432-5319 who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa-Code 280.3.

Jurisdictional Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and staff expect students to conduct themselves in a manner fitting to their age level and maturity with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook, school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action.

Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the

rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion.

Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident as well as the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the Administrator's Office for information about the current enforcement of the policies, rules or regulations of the school district.

Clarification (Code 500)

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

School Fees

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

STUDENT ATTENDANCE (Code 501)

General Information

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

If parents know their child is going to be absent, the parents are asked to notify the school office prior to the absence by note, phone call or email. If advance notification is not possible, parents must notify the school office on the day of the absence prior to 8:30 a.m. The Office phone number is 432-5319. If notification is not received, the office will attempt to contact the parents. **However, before a student is readmitted after an absence, the student is required to bring a note to the office.** The note should state the date absent, the reason for the absence, and have the parent's signature.

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

Students who need to leave school during the school day must have a note signed by their parent, have their parent telephone or email the school office or have their parent come to the office and request the student dismissal. **Students are required to sign out in the office before leaving or sign in before returning to class so the attendance database can be updated.** Students must have a note from the office when returning to class. Students are not released to anyone but their parents unless the parent has made special arrangements with the office.

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in a school activity. The remaining half-day must be an excused absence. Only in extraordinary circumstances may this rule be waived by the Administrator. Students are responsible for arranging to make up schoolwork. Parents who know their student is going to be absent *prior to* an absence need to notify the school office so arrangements can be made in advance to make up schoolwork.

Attendance Notification

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

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

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

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

Guidelines for Attendance:

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

Truancy (Code 501.10)

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

Make-Up Work (Code 501.9)

Make-up work for full credit is allowed for all excused absences. Full credit will be given for satisfactory work completion. Students will be allowed two (2) days (per day absence) to make up their work. If the teacher deems it appropriate, the student may be assigned work, which is different from that assigned to the regular class. For long-term absences, students may receive a time extension to complete make-up work from the teacher with the approval of the Administrator. Students who do not complete the work within the time restraints may receive a failing grade for the portion of the work not completed. If parents are picking up make-up work, it is important to call the school in advance to allow the secretaries and teachers time to gather the assignments. It is the responsibility of the parent and student to follow these procedures. In cases of suspension, students are expected to complete all work during the suspension. Additional time may be given for labs, tests, and quizzes.

Tardiness (Code 501.10)

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

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

Early Release

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

Entry Requirements (Code 501.4)

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

Inclement Weather or Emergency Closing

Announcements will be made over local radio and television stations should inclement weather or emergency situations occur. Announcements will be made as soon as possible.

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

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

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

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

School Day

The class day is 8:00 a.m. to 3:10 p.m. United students may be present on school grounds after 7:20 a.m. and until the United buses pull out at 3:30 p.m. in accordance with the school day. Doors will open for students to arrive at 7:20 a.m. Students may only be on school property when they are under the supervision of a school employee, a parent or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds as soon as the buses leave to take the students home. Any exceptions must have the approval of the Administrator. Students are not supervised before 7:20 a.m. or after 3:40 p.m.

DISCIPLINE RULES/STUDENT CONDUCT (*Code 503.1*)

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

Discipline Expectations:

1. Bus arrival of students:
 - a. United: 7:20 a.m.
 - b. Non-bussed students should not arrive earlier than these times.
 - c. Students are not supervised before 7:20 a.m. or after 3:40 p.m.
2. Students should be on time and prepared for class.
3. Students are not to leave the classroom, lunchroom, or an assembly until dismissed by an administrator, teacher, or adult supervisors. Students who leave school grounds without permission may be referred to law enforcement.
4. Students are required to sign-in at each building office when arriving late and sign-out when leaving early.
5. Students are expected to respect themselves, the staff, their peers and school property.
6. Students are expected to follow directions given to them by adult supervisors
7. Appropriate dress should be followed, see Dress Code on page 29.
8. Scooters, skateboards, and skate shoes are not permitted at school.
9. Water bottles are permitted if necessary due to weather conditions.
10. Student cell phones or any other personal electronic devices are not allowed in the classroom and must be turned off during the school day. *The school is not liable for theft, loss or damage.*
11. No picture technology except by permission of classroom teacher.

Cheating:

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

Physical Altercation (fighting)

The Board of Education at United Community School District believes fighting is not the appropriate way for students to solve problems. It is our goal to teach students they do have other choices they could make that would help them

avoid a physical altercation. The following guidelines will be followed with students in a fight:

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

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

Anti-Bullying/Harassment (Code No. 104)

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers, who have direct contact with students, will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students or employees, based on any of the following actual or perceived traits or characteristic, including but not limited to age, color, creed, national origin, race religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, reed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation of a school employee is found to be in violation of the policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation of a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures

up to and including, exclusion from school grounds. “Volunteer” means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

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

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, will be immune from civil or criminal liability relating to such report and to the person’s participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action. Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation will be subject to discipline by appropriate measures, as will any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy will be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy will be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy will be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The principal or designee will be responsible for handling all complaints by students/their parents alleging bullying or harassment. The Superintendent or designee will be responsible for handling all other complaints alleging bullying or harassment.

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of school.

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

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

Weapon's Policy (Code No. 502.6)

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

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

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

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

Due Process Guidelines

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

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

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

Expulsion (Code 503.2)

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

Minor and Major Behavior Notes

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

***Immediate Referrals to the Office**

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

Positive Behavior Interventions & Supports (PBIS)

The district continues with implementation of Positive Behavior Interventions & Supports. It is a systems approach to improving behavior. Our discipline policies are based on the principles of PBIS. The intent of the program is to provide a positive learning environment for all students. The teachers and staff will be using a preventative discipline method. The goal is to create a positive school climate by teaching students to, “Be Respectful, Be Responsible, and Be Safe”. Our program is a strong, proactive/positive approach to discipline that emphasizes care and nurturing for all students founded on the principles of defining expectations, positive interactions, modeling, and a high degree of staff involvement.

Bus Route Information

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

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

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

Bus Video Cameras (Code 711.2R2)

The United Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain a safe environment. Students and parents are hereby notified the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the Administrator. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child, and do not show other children

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

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

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

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

- Riders must keep their feet off the seats.
- Rough housing on the vehicle is not permitted.
- Riders must refrain from crowding or pushing while on the vehicle.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- Flame producing items are not allowed.
- Parents and other adults are not allowed to board school buses without prior permission.
- Cell phones and laptops must be turned off and put away during the bus ride. Cell phones and laptops are not to be used on the bus.
- The good conduct rule is in effect.

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

Bus Discipline Procedures (Code No. 711.2R1)

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

First Violation

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

Second Violation

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

Third Violation

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

Fourth Violation

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

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

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

LUNCHROOM RULES

The hot lunch program is established to provide nutritional meals for students. The serving procedure is called “offer vs. serve” which means students can choose what they want to eat, but must choose at least three (3) of the five (5) food groups being served.

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

Lunchroom Procedures:

1. Eat your own food. Sharing of food is not allowed.
 2. Assigned seating may be used.
 3. Soda and energy drinks are not allowed in the lunchroom at any time.
 4. Candy is strongly discouraged in lunches brought from home.
 5. Special seating may be arranged for students with certain food allergies.
 6. Use table manners.
 7. Use appropriate language and volume.
 8. Listen to adults.
 9. Keep hands and feet to self.
 10. Clean up after yourself.
 11. Keep lunchroom clean.
 12. Ask adult permission to leave the lunchroom.
- Failure to follow lunchroom rules will result in a reminder to correct the behavior for the **1st offense**.
 - If the problem persists, the **2nd offense** will result in lunch detention.
 - A **third, consecutive offense** will result in a Major or Minor note being issued.
 - **Multiple problems** through-out a trimester will be referred to the Administrator, and may result in loss of lunchroom privileges.

PLAYGROUND RULES

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

K-6 Playground Rules:

- Follow directions of adult supervisors at all times.
- Balls are not to be bounced against the side of the buildings.
- Tackle football is not allowed.
- Students will not be dismissed to the buses until buses are stopped and drivers are in attendance of the buses.
- Food, gum and beverages are not allowed on the playground.
- The use of electronic games during recess is prohibited. School is not liable for theft, loss, or damage.
- Use appropriate language.
- Follow game rules.
- Keep hands and feet to self.
- Take care of equipment.

- Line up immediately at the end of recess.
- Follow directions.
- Put equipment in the tubs.
- Share equipment.
- Ask adult for permission to leave playground.
- Stay on the playground.
- Stay in the boundaries.

STUDENT HEALTH AND WELL-BEING

Administration of Medication (Code 507.2)

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

Animals In The Classroom (Code 606.3)

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.**

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 conforming 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 Board Secretary at United Community School District, 1284 U Avenue, Boone, IA 50036 or phone (515) 432-5319 or (515) 232-2005.

Communicable and Infectious Diseases (Code 507.3)

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person or animal to person, or as defined by law.

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

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

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

Emergency Drills (Code 507.5)

The school will regularly conduct fire, tornado, building lock down, and emergency evacuation drills. At the beginning of the school year, teachers will inform students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, shall be reported to law enforcement officials.

Guidance Program (Code 607.1)

The school district guidance program is divided into four separate categories. The categories are counseling services, information services, appraisal services and placement services. Each of these categories is interdependent and assists students with their personal, educational and career development and in becoming well-rounded, productive adults. Confidentiality is maintained by

the employees involved in the guidance program. The guidance counselor works with all students in the classrooms and also works with students in small group settings and/or individually.

Health Screening (Code 607.2)

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

Homeless Student Information

If your family lives in any of the following situations:

- in a shelter, motel, or campground,
- on the street,
- in an abandoned building, trailer or other inadequate accommodation
- doubled up with friends or relatives because you cannot find or afford housing, then your pre-school and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. If you are in one of the situations mentioned, or you know of a family who is, please contact the Homeless Liaison Coordinator, Lori Good, at 432-5319 or 232-2005.

Human Growth & Development

The school district provides 5th and 6th grade students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the school nurse if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Immunizations (Code 507.1)

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

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

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

Physical Examinations (Code 507.1)

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

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

The school district does not tolerate employee's physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, Administrator or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the school counselor, Connie Kokemiller at 432-5319 or 232-2005 as the Level I investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate, these include:

- when it is necessary to stop a disturbance,
- to obtain a weapon or other dangerous object,
- self-defense or to protect the safety of others,
- to remove a disruptive student, to protect others from harm,
- for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

School Nurse

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

Section 504

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

Student Illness at Home

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

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

- Temperature over 100 degrees. Child may return to school after 24 hours of normal temperature (without medication). If a child's temperature is 100 degrees upon waking he/she should not be brought into school, since body temperatures rise as the day progresses.

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

Student Illness or Injury at School (Code 507.4)

A student who becomes ill or is injured at school must notify the teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student’s parents or, with parental permission, to another person directed by the parents.

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

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

Student Insurance (Code 507.6)

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

Hawk-I Insurance for Children

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

Student/Staff Safety

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

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

Wellness Policy (Code No. 507.9)

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

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

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

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

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

Complete wellness policy is available on United's website, www.unitedcomets.org.

GENERAL INFORMATION

Arrival/Dismissal

Students should not be dropped off before 7:20 a.m. unless attending daycare. Parents are asked to wait for their students at the Guest Waiting Area outside of the main office. All busses will load and unload on the east side of the North Wing. Students are to remain in the building until their parents arrive. Daycare students are to go to daycare immediately upon dismissal.

When dropping off or picking up students at United, enter through the south entrance to enter one-way traffic flow. Choose between the following options:

1. Drive through drop off/pick up will proceed to the student drop off/pick up area and have students unbuckled for quick drop off by the main entrance.
2. Park and walk in student(s) will park in the west parking lot and walk in the new main entrance, not the north or south entrance.

Staff will be on duty to assist students out of the building and direct traffic. Put cell phones away and show courtesy to all that are arriving and departing. Be sure to unbuckle student seat belts when in the drop off line.

Assemblies (Code 503.4)

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

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

Field Trips (Code 606.5)

Field trips are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips are considered excused absences. While on field trips, students are representatives of the school district and should act in an appropriate manner. Students must treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip, teachers should send information about the details of the trip home to parents. Parent permission form is required for all field trips. Students will only be allowed to go home with chaperoning parent as long the parent signs the student out with the teacher.

Flower/Gift Deliveries

Flower and balloon deliveries are discouraged. Students will not be allowed to pick up bouquets until the end of the school day. Balloons will not be allowed on the buses.

Food Outside of Lunch and Breakfast

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

Providing of Food

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

School Parties/Celebrations

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

Birthday Celebrations

Outside food and drink items will not be allowed for birthdays. Your child may bring a non-food item for their birthday to share with the class. Examples of non-food items are (but not limited to): stickers, books, pencils, bookmarks, erasers, markers, pens or small trinkets.

Grade Level/Special Event Activities:

Each grade level and special education room can have one additional classroom event that includes serving of food. If they have an additional special event including food, beyond the one they are allotted, they may request permission from the Wellness Committee to have food at that event.

Snacks

Preschool and Kindergarten students will be provided snacks daily. Students that are in grades 1st-6th will have the opportunity to have a snack as requested. The school nurse will have snacks that are available to those that request.

Food Usage

Food may not be used as a reward or incentive. Examples include, but are not limited to: reward for behavior, finishing work on time, correct answer, etc.

Acceptable Food

In order to promote healthy eating and provide food that students are not allergic to, the following food may only be served:

fresh & dried fruits	vegetables	beans and lentils
fully cooked meat	popcorn	

This list includes foods that do not contain allergens.

Fundraising (Code 504.5)

Organizations and committees may raise funds for school activities only upon approval of the Administrator at least 5 weeks prior to the fund raising event or the start of a fundraising campaign. Funds raised remain in the control of the school district and the board.

School-sponsored student organizations must have the approval of the Administrator prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the Administrator prior to selecting a gift.

Invitations to Parties

Invitations to parties are not to be delivered at school.

Laptop Computers

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

Lost and Found

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

Media Center (Code 605.5)

The school media centers are available to students during school hours. The Media Center is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the library. Students will follow check out procedures in both Media Centers. Books may be checked out for a period of two weeks and may be renewed. Fines will be collected if the books are not returned or are damaged.

Parent/Teacher Organization

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

School Breakfast/Lunch Program

Breakfast will be served each morning from 7:20-7:50 a.m.

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

Meal prices are as follows:

Lunch	\$ 2.75
Breakfast	\$ 1.95
Milk	\$.50

Lunch Accounts

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

Meal Charges (Code 710.4)

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

Payment of Meals

Students have use of a meal account. Families can make payments towards lunch through www.payschools.com or with cash or check to the school office.

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

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$15.00 per student. Families will be notified via a note sent home with the student or email from the school district. Once a negative balance reaches \$25.00 per student, a letter will be mailed home detailing the negative balance. Negative balances of more than \$50.00 per student, not paid prior to 1st of the month will be turned over to the superintendent or superintendent's designee for collection. Options will include: collection agencies, small claims court, or any other legal method permitted by law. Families with individual negative balances exceeding negative \$150.00 will set up a payment plan with the approval of the Business Manager and Superintendent, which may allow them to purchase school meals.

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

Communication of the Policy

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

School/Home Communication

The United North and South wings will be using the School/Home Communication Folders. The folders will go home on Friday of each week and should be returned on Monday. Each student will be given a folder at the beginning of the year. Teachers will use them for parent communication and to send home student work. If a student loses or damages the folder, he/she will be expected to pay for a replacement folder. Preschool folders will be sent home as needed.

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

School Parties

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

School Supplies

A list of school supplies will be sent to parents in the registration packet. Supply lists are available on the school's website. Supplies will be brought on the first day of school or as designated.

Telephone Use During the School Day

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

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

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

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

Visitors/Guests

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

STUDENT RECORDS

Educational Records (Code 506.1)

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

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

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

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

The School district may share any information with the Department of Human Services, and Juvenile Court Services contained in a student's permanent record that is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the school district to the

parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement shall be used solely for determining the program and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

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

Parent Communication

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

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

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

Student Information Form

Parents must complete a student information form. This form contains pertinent information such as address, home phone, work phone, daytime e-mail address, cell phone numbers and emergency numbers which the school can use in the event the school is unable to locate the parents.

Parents are asked to notify the school office if the information on the emergency card changes during the school year.

Student Photographs (Code 506.3)

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

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

STUDENT RIGHTS AND RESPONSIBILITIES

Book Rental Fees (Code 503.3)

Students pay an annual school book rental fee in the amount of \$45.00 for K-3rd grade and \$80.00 for 4th-6th grade students. Books must be returned at the end of the school year or at the time when students check out to go to another school. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear constitutes a damage fee being charged to the student. Band students who rent a school instrument will pay an annual fee of \$20.00 for instrument maintenance.

Care of School Property (Code 502.2)

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials and may be subject to discipline under board policy and school district rules and regulations.

Citizenship

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

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

Complaint Policy (Code 502.4)

Complaints regarding school district policies, rules and regulations or other matters may be filed by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within a reasonable length of time following the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the supervisor about the incident within five days;
- If unsatisfied with the supervisor's response, talk to the Administrator within 15 days of the supervisor's response.

Communication forms are available from either secretary.

Dress Code (Code 502.1)

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial 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.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; pants and shirts must overlap (no bare

midriffs or display of underclothing is allowed); no spaghetti straps; no short shorts; from wearing no shoes with cleats or shoes with retractable wheels; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. 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 buildings unless prior approval is given. It is strongly suggested students wear proper clothing during any rainy or cold weather. Under certain circumstances or during certain classes or activities a more strict dress code may be appropriate, and students must comply with the stricter requirement. The Administrator makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

Dual Enrollment Students (Code 604.7)

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the Administrator.

Illegal Substances (Code 502.7)

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

Inspection of Educational Materials (Code 605.2)

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

Legal Status of Student

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure the school district has a current student record.

Posting of Information (Code 903.5)

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

Student Lockers/Desks (Code 502.5)

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

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

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

Student Publications (Code 502.3)

Students may produce official school district publications as part of the curriculum under the supervision of a teacher and/or Administrator. Official school district publications include, but are not limited to, the school newsletter and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression.

A teacher supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech.

No student shall express, publish or distribute in the school publication material which is:

- obscene;
- libelous;
- slanderous; or
- encourages students to:
 - commit unlawful acts;
 - violate school district policies, rules or regulations;
 - cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - disrupt or interfere with the education program;
 - interrupt the maintenance of a disciplined atmosphere; or
 - infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

Student Searches

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

- eyewitness observations by employees;

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

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

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

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

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

STUDENT SCHOLASTIC ACHIEVEMENT

Grade Reports (Code 505.1)

Students receive progress reports in the form of report cards at the end of each quarter. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Students who receive an incomplete in a class must complete the class within 3 weeks after the start of the next quarter. Extensions may be granted by the teacher with the permission of the Administrator. Failure to finish an incomplete may result in a failing grade. There will be Parent Teacher Conferences held after the first and third quarters. Parents will have the opportunity to visit with their child's teachers and discuss their child's progress.

Grading Scale

The grading scale used to issue letter grades for 5th & 6th grade students is as follows:

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

Grading Scale for K-4th grade is:

- 4 = Proficient
- 3 = Approaching Proficiency
- 2 - Inconsistent
- 1 = Needs Improvement

Homework

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

Open Enrollment (Code 501.14)

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause as defined by the law. Open enrolled students that meet the economic eligibility requirements established by the Department of Education shall receive transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the Administrator or Board Secretary for information and forms.

Powerschool/Powergrade System/Parent Password Procedures

Parents/guardians can view current grades, account balances, and student information by logging into Powerschool. Parent/guardian passwords will be issued in the fall at Open House. Passwords can be picked up by a parent/guardian in the main office, emailed, mailed, or by a phone call.

Standardized Tests (Code 505.4)

Students are given standardized tests annually according to the assessment calendar. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Students are tested unless they participate in an alternative assessment.

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

- political affiliations or belief of the student or student's parent;
- mental and psychological problems potentially embarrassing to the student or the student's family;
- sexual behavior and attitudes;
- illegal, anti-social, self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers; or
- income, but not including income required by law to determine eligibility for participation in a program for receiving financial assistance under such program.

APPENDIX

United Community School District 2020-2021 School Calendar

1st Wednesday of Month – 2 Hour Early Release

Calendar Summary	
1st Trimester	54
2nd Trimester	63
3rd Trimester	61
Instructional Days	178
P/T Conf. Comp. Days	1
Prof Development Days	8
Total Staff Contact Days	187
Total Instructional Hrs.	1157

Calendar Legend	
New Teacher Orientation	
School Starts	
Teacher In-Service	
Trimester End	
Parent/Teacher Conf.	
No School &/or Holiday	

Holidays	
Labor Day	Sept. 7
Columbus Day	Oct. 14
Veterans Day	Nov. 11
Thanksgiving	Nov. 26
Christmas Day	Dec. 25
New Years Day	Jan. 1
Martin Luther King Day	Jan. 18
Presidents Day	Feb. 15
Easter	Apr. 4
Memorial Day	May 31

Regular Start/End Times	
School Begins	8:00 am
School Ends	3:10 pm

Wednesday Early Release Time	
1 st Wednesday	1:10 pm

August 2020					
M	T	W	Th	F	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	5
31					6
September 2020					
	1	2	3	4	10
7	8	9	10	11	14
14	15	16	17	18	19
21	22	23	24	25	24
28	29	30			27
October 2020					
			1	2	29
5	6	7	8	9	33
12	13	14	15	16	38
19	20	21	22	23	43
26	27	28	29	30	48
November 2020					
2	3	4	5	6	53
9	10	11	12	13	58
16	17	18	19	20	63
23	24	25	26	27	66
30					67
December 2020					
	1	2	3	4	71
7	8	9	10	11	76
14	15	16	17	18	81
21	22	23	24	25	83
28	29	30	31		83
January 2021					
				1	83
4	5	6	7	8	88
11	12	13	14	15	93
18	19	20	21	22	97
25	26	27	28	29	102
February 2021					
1	2	3	4	5	107
8	9	10	11	12	112
15	16	17	18	19	116
22	23	24	25	26	121
March 2021					
1	2	3	4	5	126
8	9	10	11	12	130
15	16	17	18	19	130
22	23	24	25	26	135
29	30	31			138
April 2021					
			1	2	139
5	6	7	8	9	144
12	13	14	15	16	149
19	20	21	22	23	154
26	27	28	29	30	159
May 2021					
3	4	5	6	7	164
10	11	12	13	14	169
17	18	19	20	21	174
24	25	26	27	28	178
31					
June 2021					
	1	2	3	4	
7	8	9	10	11	

Date	Events
Aug 14 & 17	New Teacher Orientation
Aug 18-21	Teacher In-service Workshop
Aug 24	First Day of School K-6
Aug 31	First Day of School Preschool
Sept 2	2 Hr. Early Dismissal
Sept 7	No School (Labor Day)
Oct 5	No School – Prof. Development
Oct 7	2 Hr. Early Dismissal
Nov 4	2 Hr. Early Dismissal
Nov 9	End of 1 st Trimester (54 days)
Nov 12	Parent/Teacher Conferences (4:30-8:00 pm)
Nov 17	2 Hr. Early Dismissal Parent-Teacher Conferences (2:00-4:30 pm & 5:00-8:00 pm)
Nov 25	No School (Teacher Comp Day)
Nov 26-27	No School (Thanksgiving Holiday)
Dec 2	2 Hr. Early Dismissal
Dec 22	Early Release (2 Hr. Early Release)
Dec 23-Jan 1	No School - Winter Break
Jan 6	2 Hr. Early Dismissal
Jan 18	No School – Teacher Quality Day (Martin Luther King Day)
Feb 3	2 Hr. Early Dismissal
Feb 15	No School – Prof. Development (President's Day)
Feb 22	End of 2 nd Trimester (63 days)
March 3	2 Hr. Early Dismissal
March 9	Parent/Teacher Conferences (4:30-8:00 p.m.)
March 11	2 Hr. Early Dismissal Parent/Teacher Conferences (2:00-4:00 pm & 4:30-8:00 pm)
March 12	No School (Teacher Comp Day)
March 15-19	No School (Spring Break)
April 2	No School – Prof. Development
April 7	2 Hr. Early Dismissal
May 5	2 Hr. Early Dismissal
May 27	End of 3 rd Trimester (61days) Last Day of School (2 Hr. Early Release)
May 28	No School – Prof. Development
May 31	Memorial Day (No School)

Make-up Days

All full days of school missed due to inclement weather will be made-up starting June 1 unless otherwise designated by the Board of Education.

United Minor Behavior Note
We will be Respectful, Responsible and Safe

Student _____ Date _____ Time of Incident _____

Referred by _____ Minor 1 2 (circle one)

Location: Classroom Hallway Bathroom Lunchroom Playground/Recess Gym Bus
Other Location: _____

Problem Behavior (circle all that apply): Disrespect Defiance Disruption Physical Contact/Physical Aggression
Inappropriate Language Property Misuse Technology Violation Other Behavior: _____

Others Involved: None Peers Teacher Staff Substitute Other Unknown

Perceived Motivation: Obtain Peer Attention Avoid Tasks/Activities Obtain Items/Activities Obtain Adult Attention
Avoid Adult Avoid Peer(s) Other Unknown

Action Taken: Time Out Conference with Student Parent Contact Apology
Loss of Privilege Other Action Taken

I did not follow the expectations of our school by:

Thank you for discussing this situation with me at home.

Student Signature

Teacher Signature

Parent Signature

Copies: School Office (White)

Teacher (Yellow)

Parent sign and return to school (Pink)

Parent Keeps (Goldenrod)

United Major Office Referral

We are Respectful, We are Responsible, We are Safe: We are United!!!

Part 1 – Filled out by referring Staff Member

Student _____ Grade/Classroom _____ Date _____

Time of incident _____ Referred by _____ Minor 3

Location: Classroom Hallway Bathroom Lunchroom Playground/Recess Gym Bus
Other Location: _____

Problem Behavior (circle all that apply): Physical Aggression Bullying / Harassment Disrespect Disruption
Defiance/Insubordination/Non-Compliance Abusive Language/Inappropriate Language/Profanity Lying/Cheating
Technology Violation Property Damage/Vandalism Weapon Other Behavior: _____

Others Involved: None Peers Teacher Staff Substitute Other Unknown

Perceived Motivation: Obtain Peer Attention Avoid Tasks/Activities Obtain Items/Activities Obtain Adult Attention
Avoid Adult Avoid Peer(s) Other Unknown

This student did not follow the expectations of our school by:

Action Taken:

Time Out/ Detention ___1/2 hour ___1 hour Conference w/Student Loss of Privilege
Parent Contact In-School-Suspension (Length of time _____) Out-of-School Suspension (Length of time _____)
Apology/Restitution Other Action Taken _____

Administrator Comments:

In order to do my personal best, next time I will try to:

This issue has been discussed with your child. We are sending this home to keep you informed of your child's behavior at school. Please sign and return with your child on the next school day.

Student **Administrator** **Parent/Guardian**
Copies: School Office (White) Teacher (Yellow) Parent needs to sign and return to school (Pink) Parent keeps (Goldenrod)

MEDICATION PERMISSION FORM
UNITED COMMUNITY SCHOOL
1284 U Ave., Boone, IA 50036

507.2E2

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

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

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

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

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

_____ Name of student	_____ Grade
_____ Name of medication	_____ Reason for medication
_____ Dosage	_____ Length of time to be given
_____ Time medicine is to be given	_____ Route of administration
_____ Parent/Guardian Signature	_____ Home Phone Number
_____ Date	_____ Alternate Phone Number

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

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

Communication Channel Procedure

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

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

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

2. Contact the individual(s) closest to the problem/complaint. Allow that individual to address/resolve the situation.
3. If the problem has not been resolved, contact the next level of authority.

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

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

Communication Channel Procedure Form

Name

Date

Student's Name

Grade

Teacher/Staff

Conference/Meeting with: (Circle One)

Parent - Teacher/Staff

Teacher/Staff - Principal/Supervisor

Parent - Principal/Supervisor

Teacher/Staff - Superintendent

Parent - Superintendent

Teacher/Staff - School Board

Parent - School Board

1. Describe the problem/concern/situation.

2. Identify possible solutions.

3. Action plan, including timeline.

Signatures

Date

Follow-up to evaluate effectiveness of plan needed?

Yes

No

If yes, Date

Time

Location

Resolved?

Yes

No

Initials

Date

Future Action (if needed):