



North Union Elementary  
Fenton Campus  
Parent-Student  
Handbook  
2019-2020

# TABLE OF CONTENTS

Letter to Parents.....	1
List of Staff.....	1
School Calendar.....	2
Jurisdictional Statement.....	3
Educational Philosophy of the North Union Community School District.....	3
Definitions.....	4
Notice of Nondiscrimination.....	4
Discrimination Grievance Procedure.....	5-6
Homeless Children and Youth.....	6
Open Enrollment.....	7
Highly Qualified Teachers.....	8
Anti-bullying/Harassment Policy.....	8-10
School Arrival.....	11
Legal Status of Student.....	11
Student Lockers.....	11
Care of School Property/Vandalism.....	11
Weapons.....	11
Attendance.....	12-14
Cafeteria.....	14
Tobacco/Nicotine-free Environment.....	14
Gifts, Flowers, Etc.....	15
Treats.....	15
Computers and Technology.....	15-18
Testing Program.....	18
Emergency School Closing or Dismissal.....	19
Student Release During School Hours.....	19
Emergency Drills.....	19
Hot Lunch and Breakfast.....	20
Student Fee Waiver and Reduction Procedure.....	20
Administration of Medication to Students.....	21
Student Health and Immunization Certificates.....	22
Student Illness or Injury at School.....	23
Communicable Diseases- Students.....	23
Insurance.....	23
Abuse of Students by School District Employees.....	23

Field Trips.....24

Open Night.....24

Report Pupil Progress.....24

Homework.....24

Supplemental Instructional Services.....25

Music.....25

Art.....25

Physical Education.....25

Student Guidance and Counseling Program.....25

Health Education.....25

Health Screening.....26

Care of Library Books, Textbooks, and Materials.....26

Student Appearance.....26

Lost and Found.....27

Money.....27

Student Records Access Annual Notice.....27-28

Visitors to School District Buildings and Sites.....29

Public Conduct on School Premises.....29-30

Telephone Messages.....30

Gift Exchange.....30

Playground Rules-General.....30

Driveway Rules.....30

Indoor Recess Rules.....31

Outside Playground Rules.....31

Slides.....31

Playground Balls.....31

Schoolwide Standards of Discipline.....32

Activity Attendance.....32

Student Conduct.....32

Staying After or Arriving Before School.....33

Student Conduct on School Transportation.....33

Student Conduct on School Transportation Regulation.....33

Bus Discipline Policy.....34

Freedom of Expression.....35

Asbestos Notification.....35

Title I Parental Involvement Policy.....36-39

Dear Parents/Guardians and Students,

Some of the most wonderful experiences we have in life come from the elementary years and we want this to be true of all students at North Union Elementary School. This handbook should be an asset to the students and parents to understand the process and rules that are necessary to help each child receive the strongest educational growth possible.

Successful schools have good communication between the staff, students, and parents. Parents are welcome to visit the school and we hope all of you are able to be active in the North Union Schools by attending activities and serving on committees as needed. By all of us working together, each student should be able to reach a higher level of success than they ever thought possible.

Thank you for your efforts in working with the staff during this new school year as together we strive to make this a great year!

Sincerely,

Katie Black  
Elementary Principal

**STAFF- TEACHERS**

Preschool- Mrs. Amy Preston  
Transitional Kindergarten-Mrs. Deb Preston  
Kindergarten- Mrs. Amy Walter  
First Grade- Mrs. Mary Brandt  
Second Grade-Mrs. JoAnn Eaton  
Miss Sarah Rutt  
3rd Grade-Mrs. Stacy Vaske  
Fourth Grade- Mrs. Neola Bruhn  
Fifth Grade- Mrs. Michelle Bierstedt  
Mrs. Haley Rotchadl  
Special Ed- Mrs. Melissa Dreyer (TK-2)  
Mrs. Brittany Hoover (3-5)  
Music/Band- Mrs. Courtney Mondragon  
PE/Title I- Mrs. Sandy Gappa  
Art- Ms. Hollie Anderson  
Title I-Ms. Darcie Wirth  
TAG- Mr. Mitch Mart  
Technology/STEM- Mrs. Ann Hansen

**OFFICE**

Principal- Mrs. Katie Black  
Building Secretary-Mrs. Judi Bruhn  
Nurse-Mrs. Amber Henderson  
Director of Teaching & Learning-Mrs. Anita Helmich  
Superintendent of Schools-Mr. Travis Schueller

**PARAEDUCATORS**

Mrs. Nancy McCleish (Library/Para)  
Mrs. Stefanie Hatton  
Mrs. Bailey Anderson  
Mrs. Jewel Meyer  
Mrs. Janet Nyman  
Ms. Mandy Hoffmeyer

**CUSTODIAL/COOKS**

Mr. Mark Behrends  
Mr. Roy Metzger  
Ms. Linda Tieman  
Ms. Jan Ehmen

# North Union Schools 2019-2020 School Calendar – Aug. 23 Start

Summary of Calendar:  
 Days/Hrs. in classroom:  
 First Semester . . . . .82/540  
 Second Semester . . . . .96/540  
**TOTAL DAYS/HRS**  
**178/1080**

**CALENDAR LEGEND**

- Start/End
- Conferences
- Quarter
- No School PD
- Holidays
- Vacation Days
- Early Out PD

Does not include Professional Development days/hours.

**HOLIDAYS:**

- Labor Day (9/2)
- Thanksgiving Day (11/28)
- New Year's Day (1/1)

Note: In-service Days may be classified as Career Development and/or Professional Development depending on the content of the activities being performed.

**March 23<sup>rd</sup>- Possible Snow Make-Up Day**

August 2019					Student Days/Hours	
M	T	W	Th	F		
12	13	14	15	16		
19	20	21	22	23	1	6
26	27	28	29	30	6	36
<b>September 2019</b>						
2	3	4	5	6	10	60
9	10	11	12	13	15	90
16	17	18	19	20	20	120
23	24	25	26	27	25	150
30					26	156
<b>October 2019</b>						
	1	2	3	4	30	180
7	8	9	10	11	35	210
14	15	16	17	18	40	240
21	22	23	24	25	45	270
28	29	30	31		49	294
<b>November 2019</b>						
				1	50	300
4	5	6	7	8	55	330
11	12	13	14	15	59	360
18	19	20	21	22	64	390
25	26	27	28	29	67	408
<b>December 2019</b>						
2	3	4	5	6	72	438
9	10	11	12	13	77	468
16	17	18	19	20	82	498
23	24	25	26	27		
30	31					
<b>January 2020</b>						
		1	2	3	83	510
6	7	8	9	10	88	540
13	14	15	16	17	93	570
20	21	22	23	24	98	594
27	28	29	30	31	103	624
<b>February 2020</b>						
3	4	5	6	7	108	654
10	11	12	13	14	113	684
17	18	19	20	21	118	708
24	25	26	27	28	123	738
<b>March 2020</b>						
2	3	4	5	6	128	768
9	10	11	12	13	133	798
16	17	18	19	20	138	798
23	24	25	26	27	142	828
30	31				144	840
<b>April 2020</b>						
		1	2	3	147	858
6	7	8	9	10	151	888
13	14	15	16	17	156	918
20	21	22	23	24	161	948
27	28	29	30		165	972
<b>May 2020</b>						
				1	166	978
4	5	6	7	8	171	1008
11	12	13	14	15	176	1038
18	19	20	21	22	180	1068
25	26	27	28	29		1080
<b>June 2020</b>						
1	2	3	4	5		

**180 Days/1080 Hours Calendar**

- Aug 13-15 Teacher In-service
- Aug 21-22 Teacher In-service
- Aug. 23 Begin 1<sup>st</sup> Semester
- Sept. 2 Labor Day (No School)
- Sept 18 2:00 Dismissal Teacher In-service
- Oct 16 2:00 Dismissal Teacher In-service
- Oct. 22 End 1<sup>st</sup> Qtr. (41 days/270 hrs.)
- Oct 28-29 P/T Conferences
- Oct. 30 2:00 Dismissal Teacher In-service
- Nov.1 No School (Comp Day)
- Nov. 13 Teacher In-service (No School)
- Nov 27 2:00 Dismissal Teacher In-service
- Nov. 28-29 Thanksgiving Holiday (No School)
- Dec 11 2:00 Dismissal Teacher In-service
- Dec.20 End 2<sup>nd</sup> Qtr. (40 Days)
- Dec. 23-Jan. 1 Winter Break (No School)
- Jan 2. Teacher In-service (No School)
- Jan. 3 Begin 2<sup>nd</sup> Semester
- Jan 22 2:00 Dismissal Teacher In-service
- Feb 5 2:00 Dismissal Teacher In-service
- Feb 19 2:00 Dismissal Teacher In-service
- Mar 4 2:00 Dismissal Teacher In-service
- Mar 10 End 3<sup>rd</sup> Qtr (48 day)
- Mar. 16&17 P/T Conferences
- Mar. 20 No School (Comp Day)
- Mar. 23 No School
- Mar 25 2:00 Dismissal Teacher In-service
- April 8 2:00 Dismissal Teacher In-service
- April 10 No School Easter Break
- April 22 2:00 Dismissal Teacher In-service
- May 17 Graduation
- May 21 End 4<sup>th</sup> Qtr (48 days)
- May 22 Teacher In-service
- May 25 Memorial Day

## **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 employees expect students to conduct themselves in a manner fitting to their age level and maturity and 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 and 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 or chartered buses; 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.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. 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 education 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. The discipline imposed is based upon the facts and circumstances surrounding the incident and 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 this 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 North Union Elementary School Office for information about the current enforcement of the policies, rules, and regulations of the school district.

## **EDUCATIONAL PHILOSOPHY OF THE NORTH UNION COMMUNITY SCHOOL DISTRICT**

As a school corporation of Iowa, the North Union Community School District, acting through its board of directors, is dedicated to promoting an equal opportunity for a quality public education to its students. These opportunities will be provided within the limitations of the school district's ability and willingness to furnish financial support and to provide for students in cooperation with their parents and the school district community. The school district will provide the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime.

The board endeavors through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families in the school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to the development of their professional skills for the betterment of the educational program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem solving skills that will assist the students' preparation for life shall be a part of a sequentially coordinated curriculum. The school district strives to prepare students for higher education and/or employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority. (Refer to Board Policy Code No. 101)

## **DEFINITIONS**

In this handbook, the word parents will mean the legal parents, the legal guardian or custodian of a student. 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 busses or vehicles and chartered busses. 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. (Refer to Board Policy Code No. 500)

## **NOTICE OF NONDISCRIMINATION**

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

The education program is free of discrimination and provided equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, American Indians, European-Americans, and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

The school district does not discriminate on the basis of race, color, creed, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity, socioeconomic status, or disability in admission or access to, or treatment in, its 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 the Superintendent of Schools; North Union Community School District, 600 4th Avenue, Armstrong, IA 50514; (712) 868-3550 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 (2013). (Refer to Board Policy Code No. 102E1 and Board Policy Code No. 603.4) Equity Coordinator: Travis Schueller at [travis.schueller@nuwarriors.org](mailto:travis.schueller@nuwarriors.org) or (712) 522-7507

GRIEVANCE PROCEDURE

The North Union Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact:

(Title) Superintendent

(Location) North Union CSD Central Office, Armstrong

(Telephone Number) 712-868-3550

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

**Filing a Complaint**

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 15 days of the event, giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

**Investigation**

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and the identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;

- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings. The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

### **Decision and Appeal**

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by law. If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within 5 working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Person found to have engaged in retaliation shall be subject to discipline by appropriate measures.

### **HOMELESS CHILDREN AND YOUTH**

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment, and eliminate existing barriers to their receiving education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is:

Katie Black  
North Union Community School District  
308 310th St.  
Fenton, IA 50539  
(515) 889-2261, ext. 1036

A homeless child or youth is defined as a child or youth from the age of 3 years through 21 who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth is sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in a motel, hotel, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelter; is abandoned in a hospital; or awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

Enrollment Requirements: Homeless students including unaccompanied youth will be enrolled immediately even if they are missing records and documents normally required for enrollment.

School Selection & Placement: Homeless students may attend either the school of origin or the school in the attendance area where he/she is actually residing. According to the McKinney Vento Act, a child's district of origin is the district or school where the child was last enrolled or school where the child last attended while permanently housed. The deciding factor shall be the best interests of the child. As much as feasible, the child will not be required to change attendance centers within the district every time the child changes residences.

Waiver of Fees & Charges: Fees and charges which may present a barrier to the enrollment or transfer of a homeless child or youth may be waived at the discretion of the superintendent or designee.

Transportation: When students enroll in a new school, they must be provided with any transportation services that are offered to non-homeless students. In addition, homeless students may be provided transportation to their school of origin as required by the McKinney Vento Act.

Special Services: All services which are available to resident students are made available to homeless children or youths enrolled in the school district. Services include special education, talented and gifted, Title I programs, vocational education, English as a second language program, health services, and food and nutrition programs.

Dispute Resolution Process: If a dispute arises over Enrollment or School Selection, the child or youth in transition will be admitted immediately to the school in which enrollment is sought, pending resolution of the dispute. The student will also have the right as a student in transition to all appropriate educational services, transportation, and free school meals while the dispute is pending.

The school homeless education liaison will provide the parent or unaccompanied youth with a written explanation of the district's decision on the disputed issue and the right of the parent or unaccompanied youth to appeal that decision. The parent or unaccompanied youth will be given every opportunity to participate meaningfully in the resolution of the dispute. The parent, guardian, or unaccompanied youth may appeal the school district's decision as provided in the state's dispute resolution process 281-IAC 33.9(256).

## **OPEN ENROLLMENT**

Open enrollment is a cost free option by which parents/guardians residing in an Iowa district may enroll their children into another Iowa school district under the terms and conditions of Iowa Code section 282.18 and the administrative rules of the Iowa Department of Education, 281 Iowa Administrative Code Chapter 17.

The parent/guardian must complete an application form that is available in the central office of Iowa school districts. The form is also available via the Department's website under Open Enrollment:

[http://www.educateiowa.gov/index.php?option=com\\_content&view=article&id=649&Itemid=1336](http://www.educateiowa.gov/index.php?option=com_content&view=article&id=649&Itemid=1336). The completed form must be filed with both the resident and receiving district by March 1 of the year preceding the school year for which open enrollment is desired for students entering grades 1-12. The deadline for kindergarten students is September 1. (281-IAC 17.7)

In addition, the following circumstances are considered “good cause” and are acceptable conditions for a timeline waiver if the change occurred/began after March 1:

1. Change in family district of residence.
2. Change in the marital status of the student’s parents resulting in a change in the resident district.
3. Placement of the child in foster care resulting in a change of residence.
4. Adoption.
5. Participation in a foreign exchange program.
6. Participation in a substance abuse or mental health treatment program resulting in a change of residence.
7. Serious health need.
8. Pervasive harassment.
9. Failure of district negotiations to reorganization or rejection of proposed reorganization plan after March 1.
10. Failure of district negotiations for whole grade sharing or rejection of whole grade sharing agreement after March 1\*.
11. Loss of accreditation or revocation of a private school or public charter school contract after March 1.

\*If good cause is related to change in status of the child's resident district, open enrollment request must be filed within 45 days of last board action or 30 days of certification of an election, whichever is applicable. This is only applicable to affected students. 281-IAC 17.4 (refer to Iowa Code 282.18 and 281-Iowa Administrative Code, Chapter 17)

### **HIGHLY QUALIFIED TEACHERS**

Parents in the North Union Community School District have the right to learn about the following qualifications of their child’s teacher:

1. State licensure requirements for the grade level and content areas taught.
2. The current licensing status of your child’s teacher.
3. Baccalaureate/graduate certification/degree.

Parents/guardians may request this information from the Office of the Superintendent by calling 712-868-3550 or sending a letter of request to:

Office of the Superintendent  
North Union CSD  
600 4th Ave.  
Armstrong, IA 50514

### **ANTI-BULLYING/HARASSMENT POLICY**

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 that are 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 based on any of the following actual or perceived traits or characteristics, 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, creed, sex, sexual orientation, gender identity, 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 this policy, the student shall be disciplined by appropriate measures up to and including suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to and including termination. If after an investigation 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 and 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 the student’s person or property;
- Has a substantially detrimental effect on the student’s physical or mental health;
- Has the effect of substantially interfering with the student’s academic performance; 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.

Harassment and bullying may include, but are not limited to the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one’s grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the 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 by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall 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 shall be subject to discipline by appropriate measures, as shall 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 shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall 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 superintendent or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

The board will annually publish this policy and a copy shall be made to any person who requests it at the central administrative office. (Refer to Board Policy Code No. 104)

### **SCHOOL ARRIVAL**

Classes begin at 8:25 a.m. For those students who ride with parents or older siblings, we ask that they arrive at school no earlier than 7:50 a.m. Students not in the classroom at 8:25 will be counted tardy.

### **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 that the school district has a current student record.

### **STUDENT LOCKERS**

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of each student to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned locker, the principal of the building may periodically inspect the lockers. Students will be given 24 hours notice of a maintenance inspection. Student lockers may be searched in compliance with board policy regulating search and seizure.

Students who wish to lock their lockers must rent a padlock from the office for a \$2.00 deposit which will be refunded at the end of the year when the lock is returned. For the safety of all students, locks not issued by the school are not permitted and will be cut off when found. It is advised that valuables not be kept in lockers. The school cannot be responsible for articles taken from lockers. (Refer to board policy Code 502.5)

### **CARE OF SCHOOL PROPERTY/VANDALISM**

Students shall treat school district property with the care and respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities. (Refer to Board Policy Code 502.2)

### **WEAPONS**

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects or look-alikes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms or knowingly possessing firearms at school shall be expelled for not less than 1 year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term “firearm” includes any weapon, but not limited to, any weapons, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. (Refer to Board Policy Code 502.6)

## **ATTENDANCE**

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Student absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to: illness, family emergencies, recognized religious observances, and school-sponsored or approved activities.

Students whose absences are approved shall make up the work missed and receive full credit for the missed school work. It shall be the responsibility of the student to initiate a procedure with the student’s teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school one-half day the day of the activity unless permission has been given by the principal for the student to be absent.

It shall be the responsibility of the parent to notify the student’s attendance center as soon as the parent knows the student will not be attending school that day. The principal may request evidence or written verification of the student’s reason for absence. (Refer to Board Policy Code 501.9)

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences shall include, but not limited to: tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations, and employment. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. (Refer to Board Policy Code 501.10)

## General Attendance Policy

- A. Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefits of the educational program. The habit of good attendance established early is one which helps a person be successful throughout their lifetime. More and more, employers, colleges, and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in the program of instruction, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only retards their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents, and school.

### B. Absences

1. Parents are expected to notify the school prior to 9:00 AM regarding a student's absence on the day of the absence. All absences must be reported within 48 hours of the absence to be considered excused.

Students absent from school for any reason may be required by the school to submit a written explanation or specific reason for their absence, the specific days of times they were absent, verification by the doctor or dentist where appropriate, and a signature of the parent.

2. Acceptable reasons for a student's absence from school are limited to the following:
  - Religious observances;
  - Extended illness, hospitalization or doctor's care;
  - Death in the family or family emergency;
  - Court appearance or other legal situation beyond the control of the family
  - Pre-approved family vacations, doctor and dentist appointments
3. Classes missed because of attendance at a school sponsored trip or activity will not be considered an absence. However, the student will be required to make up work missed.
4. Suspensions from class (either in-school suspension or out-of-school suspensions) will be treated as school initiated student absences and will not count toward days absent. However, the student will be required to make up work missed.

5. School work missed because of absences must be made up within two times the number of days absent, not to exceed 10 days. The time allowed for makeup work may be extended at the discretion of the classroom teacher.

#### C. Tardiness

1. A student is tardy when the student initially appears in the assigned area any time after the designated starting time.
2. All incidents of class tardiness will be the responsibility of the teacher. Teachers will emphasize the importance of being on time and explain the classroom rules and procedures for tardies. The tardy sanctions should be consistently applied and sequential. Sanctions may include but are not limited to, warning, assigned detention, parent contact, and referral to the Attendance Review Committee.

#### D. Truancy

1. A student is truant when the student is absent from school or an assigned class or classes without school permission.
2. Work missed because of truancy must be made up the same as work for all other absences.
3. Incidents of truancy will be recorded as part of a student's attendance record and will count toward absences per semester. The building principal will also determine what, if any, disciplinary action is appropriate including, but not limited to, warning, detention, in-school suspension or administrative referral. (Refer to Board Policy 501.10R1)

### **CAFETERIA**

The school district operates a lunch and breakfast program. Payments may be made in the elementary school office or online with PaySchools on the school website.

Students may either bring their own lunches to school or purchase a lunch and other items, including milk. Juice from the vending machine may not be brought into the cafeteria; all lunches must be consumed in the cafeteria and garbage placed in the waste cans.

Improper conduct in the lunchroom may result in students being denied the privilege to eat in the school cafeteria. If cafeteria privileges are suspended for cause, students will be required to eat in the office or another supervised area.

### **TOBACCO/NICOTINE-FREE ENVIRONMENT**

School district facilities and grounds, including school vehicles, are off-limits for tobacco or nicotine use, including the use of look-alikes where the original would include tobacco or nicotine. This requirement extends to students, employees, and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events.

Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine, or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy. (Refer to Board Policy Code 905.2)

### **GIFTS, FLOWERS, ETC.**

Students who have gifts, flowers, balloons, etc., delivered to the school for special occasions must leave them in the office the entire school day and pick them up as they leave the building at the end of the day.

### **TREATS**

Treats brought to school for birthdays, holiday parties, etc. MUST be prepackaged with the label ingredients attached. Homemade foods or snacks will not be allowed due to potential food allergies or illness.

### **COMPUTERS AND TECHNOLOGY**

Computers and technology at North Union Elementary are tools to enhance the educational opportunities for North Union students. Any misuse or abuse of either hardware or software may result in students forfeiting Internet and/or computer privileges. Serious or continued misuse or abuse by students may result in discipline up to and including suspension and/or expulsion. Misuse/abuse may include, but not limited to:

- Piracy of software or data files;
- Violating laws related to computer piracy, software copyrights, and telecommunications;
- Plagiarism of programs, documents, data, or other files, whether obtained through school-owned equipment or obtained elsewhere and used on school-owned equipment;
- Trashing, deleting, or hiding programs or files;
- Using a teacher's computer;
- Adding unauthorized software to a computer's memory or hard drive;
- Using school-owned equipment for personal gain;
- Violating appropriate use regulations related to Internet;
- Playing games, except as expressly authorized by the teacher;
- Having food or drink near or around technology or computer equipment; or
- Any other actions which, in the judgement of faculty or administration, is detrimental to the technology and educational programs of the North Union CSD.

### **Internet-Appropriate Use**

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible or predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet.

Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pronography, or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pronography, or are harmful to minors. (Refer to Board Policy Code 605.6)

### **Internet-- Appropriate Use Regulation**

#### **I. Responsibility for INternet Appropriate Use**

- A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees. For the purpose of this policy, the Internet is defined as:

A collection of more than 20,000 interconnected computer networks involving over 1.5 million computers and over 25 million users around the world. It is a collaboration of private, public, educational, governmental, and industrial sponsored networks whose operators cooperate to maintain the network infrastructure.

- B. Instruction in the proper use of the Internet system will be available to employees who will then provide similar instruction to their students.
- C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including discharge.

#### **II. Internet Access**

- A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
- B. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students at this time.
  - 1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears, and changes, it is not possible to predict or control what the students may locate.
  - 2. It is a goal to allow teachers and students access to the rich opportunities on the Internet while we protect the rights of students and parents who choose not to risk exposure to questionable material.

3. It is a goal to allow teachers and students access to the rich opportunities on the Internet while we protect the rights of students and parents who choose not to risk exposure to questionable material.
4. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical, and legal utilization of network resources.
4. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
5. Transmission of material, information, or software in violation of any board policy or regulation is prohibited.
6. System users will perform a virus check on downloaded files to avoid spreading computer Viruses.
7. The school district makes no guarantees as to the accuracy of the information received on the Internet.

III. Permission to Use Internet- Annually, parents shall grant permission for their students to use the Internet using the prescribed form.

IV. Student Use of Internet.

A. Equal Opportunity- The Internet shall be available to all students within the school district through teacher access. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

B. Online Etiquette.

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
2. Students should adhere to online protocol:
  - a. Respect all copyright and license agreements.
  - b. Cite all quotes, references, and sources.
  - c. Remain on the system long enough to get needed information, then exit the system.
  - d. Apply the same privacy, ethical, and educational considerations utilized in other forms of communication.
3. Student access for electronic mail will be through the supervising teacher's account/their own account. Students should adhere to the following guidelines:
  - a. Others may be able to read or access the mail so private messages should not be sent.
  - b. Delete unwanted messages immediately.
  - c. Use of objectionable language is prohibited.
  - d. Always sign messages.
  - e. Always acknowledge receipt of a document or file.

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

D. Unauthorized Costs- If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those Costs.

V. Student Violations- Consequences and Notifications.

Students who access restricted items on the Internet shall be subject to the appropriate action described in board policy or regulations or the following consequences:

1. First Violation- A verbal and written “Warning” notice will be issued to the student. The student may lose Internet access for a period of 2-15 days at the discretion of the supervising teacher. A copy of the notice will be mailed to the student’s parent and a copy provided to the principal.
2. Second Violation- A verbal and written “Second Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent and a copy provided to the building principal. The student shall forfeit all Internet privileges for a minimum period of 30 days.
3. Third Violation- A verbal and written “Third Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent a copy provided to the principal. The student shall forfeit all Internet privileges for 45 days or for the balance of the school year. (Refer to Board Policy Code 605.6R1)

## **TESTING PROGRAM**

A comprehensive testing program shall be established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

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 parent, to surveys, analysis, or evaluation that reveals information concerning:

- Political affiliations;
- Mental and psychological problems potentially embarrassing to the student or the student’s family;
- Sex behavior and attitudes;
- Illegal, anti-social, self-incriminating, and demeaning behavior;
- Critical appraisals of other individuals with whom students 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 or for receiving financial assistance under such program. (Refer to Board Policy Code 505.4)

## **EMERGENCY SCHOOL CLOSING OR DISMISSAL**

The North Union Community School District will utilize the service GovDelivery, along with other local media (radio and television), to announce notifications such as late starts and early dismissals due to weather conditions or other factors. Please follow the instructions below to sign up for new or continued notifications.

How to sign up for GovDelivery:

1. Go to the following web address: <https://public.govdelivery.com/accounts/IAEDU0333/subscriber/new>
2. Choose to subscribe via Email or SMS/Text Message from the “Subscription Type” pull-down menu. You may choose to enter a password to access/update this information in the future.
3. Enter the wireless number (SMS/Text Message) or email address you would like the alert(s) to go to. Note: You will need to subscribe multiple times for each phone number and/or email address you would like the alerts to be sent.

Please do not call the school to ask if there is an early dismissal. Once that decision is made, stations and channels need to be notified. Incoming calls tie up the lines making it impossible to call out. If there is going to be an early dismissal, please listen or check your Internet devices instead of calling the school.

Parents/Guardians should have a plan in place for their student(s) should school be dismissed early.

## **STUDENT RELEASE DURING SCHOOL HOURS**

Students will be allowed to leave the school district facilities during school hours only with prior authorization (written or by phone) from their parents, unless the parent appears personally at the student’s attendance center to arrange for the release of the student during school hours, or with the permission of the principal. Students returning to or arriving after the school day has begun or who are leaving school must sign in and out in the office. Students will be allowed to leave only with those designated persons who have been authorized by their parents.

Approved reasons for the release of a student during the school day will include, but not limited to, illness, family emergencies, medical appointments, religious instruction, classes outside the student’s attendance center, and other reasons determined appropriate by the principal. (Refer to Board Policy Code 501.11)

## **EMERGENCY DRILLS**

Students will be informed of the action to take in an emergency. Emergency drills for fire, weather, and other disasters shall be conducted each school year. Fire and tornado drills shall be conducted regularly during the academic school year with a minimum of two before December 31 and two after January 1.

Emergency procedures and proper exit areas are posted in all rooms. The principal will inform students and staff when it is safe to return.

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, may be reported to law enforcement officials. The penalty for a false alarm is \$100.00 fine, 30 days in jail, or both.

Bus evacuation drills are also conducted at the start of each school year. The transportation director will arrange the drill and will instruct students on evacuation procedures. Drivers are also expected to have a current list of all students on their buses to assure that all students are accounted for in case of emergency.

Employees shall participate in emergency drills. Licensed employees shall be responsible for instructing the proper techniques to be followed in the drill. (Refer to Board Policy Code 507.5)

### **HOT LUNCH AND BREAKFAST**

Lunches and breakfasts are served each day in our school. Breakfast will be served until 8:30 a.m. Please make every effort to see to it that your child arrives at school by 8:10 a.m. if they intend on eating breakfast so that they have time to eat and be ready for the start of class at 8:25 a.m. Tickets may be purchased daily from the school secretary. It is the parent's responsibility to see that the child has money in his/her lunch account. The charging of lunches is not permitted. If a family balance is over -\$25.00, the student(s) is no longer allowed to charge meals per board policy.

Parents who desire information concerning free or reduced price lunches should contact the school office.

### **STUDENT FEE WAIVER AND REDUCTION PROCEDURE**

The board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers, or temporary waivers depending upon the circumstances and the student or student's parents' ability to meet the financial criteria.

#### **A. Waivers-**

1. Full Waivers- a student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
2. Partial Waivers- a student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. A partial waiver shall be based on the same percentage as the reduced price meals.

3. Temporary Waivers- a student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty.
  4. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.
- B. Application- Parents or students eligible for a fee waiver shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.
- C. Confidentiality- The school district will treat the application and application process as any other student records and student confidentiality and access provisions will be followed.
- D. Appeals- Denials of a waiver may be appealed to the Superintendent.
- E. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.
- F. Notice- the school district will annually notify parents and students of the waiver.

Students whose families meet the income guidelines for free and reduced price meals, the Family Investment Program (FIP), transportation assistance under open enrollment, or 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 Board Secretary at the Superintendent's Office by registration for a waiver form. This waiver does not carry over from year to year and must be completed annually. (Refer to Board Policy Code 503.3R1)

#### **ADMINISTRATION OF MEDICATION TO STUDENTS**

Some students may need prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by an authorized practitioner with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of the medication, when competence has been demonstrated. By law, students with asthma or other airway constriction diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency.

Persons administering medication shall include the licensed registered nurse, physician, persons who have successfully completed a medication administration course, or to be an authorized practitioner, including parents. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion kept on file at the agency.

A written medication administration record shall be on file including:

- Date;
- Student's name
- Prescriber or person authorizing administration;
- Medication;
- Medication dosage;
- Administration time;
- Administration method;
- Signature and title of the person administering medication; and
- Any unusual circumstances, actions, or omissions.

Medication shall be stored in a secure area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information. (Refer to Board Policy Code 507.2)

## **STUDENT HEALTH AND IMMUNIZATION CERTIFICATES**

Students desiring to participate in athletic activities in the school district shall have a physical examination by a licensed physician and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students in other grades enrolling for the first time in the school district.

A certificate of health stating the results of a physical examination and signed by the physician shall be on file at the attendance center. Each student shall submit an up-to-date certificate of health upon the request of the superintendent. Failure to provide this information may be grounds for disciplinary action.

Students enrolling for the first time in the school district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion, or denial of admission. Upon recommendation of the Iowa Department of Education and the Iowa Department of Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy. (Refer to Board Policy Code 507.1)

## **STUDENT ILLNESS OR INJURY AT SCHOOL**

When a student becomes ill or is injured at school, the school district shall attempt to notify the student's parent as soon as possible.

The school district, while not responsible for medical treatment of an ill or injured student, will have employees present to administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents or qualified medical employees as quickly as possible.

It shall be the responsibility of the principal to file an accident report with the superintendent within 24 hours after the student is injured.

Annually, parents shall be required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. The authorization form will also include the phone numbers of the parents and alternative numbers to call in case of an injury or illness. (Refer to Board Policy Code 507.4)

## **COMMUNICABLE DISEASES-STUDENTS**

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" will 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 is included in the school district's bloodborne pathogens exposure control plan. The procedures will 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.

The health risk to immunosuppressed students is 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 is determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district or public health officials. (Refer to Board Policy Code 507.3)

## **INSURANCE**

The North Union Community School District does not provide health or accident insurance coverage for students.

## **ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES**

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. (Refer to Board Policy Code No. 402.3)

The designated investigators for the North Union Elementary building are:

Level I Investigator	Amber Henderson
Level I Alternate	Carrie Traver
Level II Investigator	Kossuth County Sheriff

### **FIELD TRIPS**

Field trips are well-planned educational experiences for students. These trips are meant to be extensions of classroom activities and have educational value. A signed permission slip for the school year will be placed on file at the beginning of the year. Notification of a field trip will be sent home several days prior to date.

### **OPEN NIGHT**

In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6:00 PM whenever possible. (Refer to Board Policy 508.2)

### **REPORTING PUPIL PROGRESS**

Reporting pupil progress is the result of daily evaluation of your child. Parent-Teacher Conferences are scheduled twice a year. In addition, parents/guardians will receive written reports of progress. Please feel free to call teachers at school for a conference.

### **HOMEWORK**

Daily homework assignments are practice exercises to help students develop skills. Doing homework each day makes learning and test-taking easier. To keep things organized, a planner is provided in grades PK-5th. The following are tips for students to follow in order to complete homework successfully:

1. Write each daily assignment in the planner.
2. Establish a specific time to complete homework every day.
3. Study in an area that is quiet, comfortable, and free of distractions.
4. Check off each assignment in the planner as it is complete.
5. Parents should review and initial planner to verify homework completed and/or acknowledge messages.

6. Put completed homework in the appropriate notebook or folder in order to find it later.
7. Before going to bed, place all school books and papers together in a prominent place so that they are ready to take to school the next day.

Homework varies with each teacher and class. Frequently, you will have time in class to begin assignments. Much homework can be completed during class time if time is used wisely.

### **SUPPLEMENTAL INSTRUCTIONAL SERVICES**

North Union Elementary School, in addition to general education interventions, provides supplemental instructional services to identified and qualified students.

Those additional supplemental services include Title I (reading and math support), special education, Talented and Gifted instruction, English as a Second Language, and summer school.

### **MUSIC**

All students receive general music instruction on a scheduled basis. Instrumental music is available to fifth grade students.

### **ART**

All students in grades K-5th receive art instruction. Most material is furnished by the school with the exception of a paint shirt that the student will provide. Work is displayed throughout the year.

### **PHYSICAL EDUCATION**

Physical education classes are scheduled for grades K-5. When playing in the gym, tennis shoes are required. Shoes should have non-skid soles or should not leave black marks.

### **STUDENT GUIDANCE AND COUNSELING PROGRAM**

The board shall provide a student guidance counseling program. The guidance counselor will be certified with the Iowa Department of Education and hold the qualifications required by the board. The guidance and counseling program will serve grades PK-5th. The program will assist students with their personal, educational, and career development needs. The program shall be coordinated with the education program and involves licensed employees. (Refer to Board Policy Code 607.1)

### **HEALTH EDUCATION**

Students in grades K-5 shall receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs, and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; communicable diseases, including sexually transmitted diseases and acquired immune deficiency syndrome; and current crucial health issues. The purpose of the health education program is to help each student protect, improve, and maintain physical, emotional, and social well-being.

The areas stated above shall be included in health education and the instruction shall be adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent. The Superintendent shall have the final authority to determine the alternate activity or study. (Refer to Board Policy Code 603.5)

### **HEALTH SCREENING**

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis, and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

### **CARE OF LIBRARY BOOKS, TEXTBOOKS, AND MATERIALS**

Students are responsible for all textbooks and library books issued to them during the school year and may be assessed for all lost or damaged books. All moneys collected will be used for replacement purposes. If a book is found, the money paid will be refunded.

### **STUDENT APPEARANCE**

The North Union Community School Board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

While North Union Elementary School has no specific dress code, it is expected that all students come to school dressed in a reasonable manner. It is strongly urged that parents provide proper clothing in rainy and/or cold weather. Boots, hats, mittens, coats, and snow pants are a necessity in bad weather; in warm weather, shorts and t-shirts are allowed. Caps and hats should not be worn in the school building. (Refer to Board Policy Code 502.1)

## **LOST AND FOUND**

If your student has lost an item, everything possible will be done to help him/her find it. Student clothing and other items should be clearly labeled. Money, purses, wallets, watches, and other valuable items are to be turned in to the office. Students are urged to make prompt inquiry concerning such items.

## **MONEY**

Students should carry lunch money in a safe place. Helping children take care of money is an important lesson, and each child should receive instruction at home as well as at school.

You should also be concerned if your child “comes up” with extra money found at school, or if he/she comes home with items bought from other students. Elementary students are not allowed to sell items of any kind at school.

## **STUDENT RECORDS ACCESS ANNUAL NOTICE**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student’s privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want Changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and

law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

4. The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. The school district will not market or sell directory information without prior consent of the parent.

Any student over the age of 18 or parent not wanting this information released to the public must make object in writing by September 1 to the principal. The objection needs to be renewed annually.

The following list is considered to be directory information by the North Union Community School District:

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, STUDENT ID NUMBER, USER ID OR OTHER UNIQUE PERSONAL IDENTIFIER, PHOTOGRAPH AND LIKENESS, AND OTHER SIMILAR INFORMATION.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. 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 North Union Community School District may share any information with the Parties contained in a student's permanent record, which 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 is solely used for determining the programs 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 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.

Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purpose for which that information can be used. (Refer to Board Policy Code 506.1E9)

### **VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES**

The North Union Community School Board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult. (Refer to Board Policy Code 903.3)

Parental support and interest are important factors in developing a positive attitude toward school. To that end North Union Elementary School encourages parents to visit their children's classes. The following guidelines are expected to be followed when visiting North Union Elementary School:

1. Parents must give the teacher prior notice of the visit, preferably not the first two weeks or last two weeks of the school year.
2. Limit the time of the visit to one hour or less.
3. Arrange a babysitter for your younger toddlers. This will make the day more enjoyable for both parent and student.
4. Remember, this is a visit and not a time for a parent/teacher conference. Please schedule a conference time with the teachers so that other students are not present.
5. If the students are testing during your visit, please refrain from any comments or help which might interfere with your child's work.
6. We realize that there are times when students will have relatives of their own age visiting. Please follow the above guidelines in this case. Our instructors, however, cannot be responsible for entertaining young visitors nor acting as babysitters.

### **PUBLIC CONDUCT ON SCHOOL PREMISES**

The board expects that students, employees, and visitors will treat each other with respect, engage in

responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district, and the entire community.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities. (Refer to Board Policy Code 903.4)

### **TELEPHONE MESSAGES**

Except in an emergency, students are not called to the telephone. Students will not be permitted to use the telephone except in cases of emergency. In case of an emergency or in case of a change in the student's after school procedure, please call the individual teachers' extension and the call will either be answered or you may leave a voicemail message. Long distance calls cost 50 cents and must be paid prior to placing the call.

### **GIFT EXCHANGE**

Students are requested not to bring gifts to school for another student. This type of exchange is discouraged because it often leads to hard feelings. Students should not distribute invitations at school for parties which occur outside of school unless all members of the class are invited.

### **PLAYGROUND RULES-GENERAL**

- Walk quietly through the halls both to and from recess.
- Aggressive behavior towards others (intentional shoving, pushing, wrestling, tackling, etc.) will not be tolerated.
- Students should be appropriately dressed for outside recess. **STUDENTS MUST WEAR COATS WITH SNOW PANTS OR SNOWSUITS, GLOVES, CAPS, AND BOOTS TO PLAY IN THE SNOW, COLD, OR WHEN IT IS MUDDY.**

### **DRIVEWAY RULES**

- When the whistle blows, move away from the traffic side of the sidewalk.
- The lawn area in front of the classroom windows is not a play area.

## **INDOOR RECESS RULES (DURING INCLEMENT WEATHER, STUDENTS WILL HAVE RECESS INDOORS)**

- When available, classes will share gym during recesses. Areas of play will be assigned depending upon which classes are having recess.
- The game of football is not allowed in the gym.
- Ball tag or dodge ball is not allowed during recess.
- All play should stop immediately when the whistle blows and students are to line up and wait for directions from the recess supervisor and/or teacher.
- Students who disregard rules will stand by the walls for the remainder of recess. Disciplining of severe behavior will be handled by the recess supervisor and/or teacher and/or principal. (Parents may be notified)
- The staff on duty will dismiss children by classes.
- The PE teacher may have certain balls that are acceptable to play with during indoor recess. Students misusing the balls will lose the privilege of playing with them. Students are not allowed in the locker rooms during recess.
- Students needing to use the bathroom during recess need to ask permission from the recess supervisor or teacher.

## **OUTSIDE PLAYGROUND RULES**

- Students will play on the rubber tile and cement area (basketball court) if the grass is wet or snow covered.
- Students will play with others of appropriate age and interest. Rough play (intentional shoving, pushing, wrestling, tackling, etc.) will not be tolerated.
- Playing tag on the playground equipment is not permitted.

## **SLIDES**

- Students are to check to see if people are out of the way before starting to slide and go down the slide one at a time in a sitting position.
- Tag games are not allowed on the slide.

## **PLAYGROUND BALLS**

- Use the balls from your room or from the gym with permission.
- Kickball is to be played on the grass during good weather.
- Do not lean against or kick or throw balls against the fence.
- Ask permission to get balls that go out of the playground areas.
- Touch or tag football is permissible- tackle football and blocking is not allowed.
- Hard baseballs or softballs are not allowed.

When the signal is given, all play is to stop immediately and classes are to line up in a quiet and orderly manner.

## **SCHOOLWIDE STANDARDS OF DISCIPLINE**

The following are recognized as school wide standards for discipline that should be enforced in all classrooms:

### **A. Respect the property of others.**

1. No stealing.
2. No destruction of personal or school property.
3. For health reasons, there will be no sharing of combs, brushes, or grooming aids (lip gloss).

### **B. Respect for the rights of others.**

1. No insults or put-downs.
2. No verbal abuse.
3. No fighting.
4. No teasing or nagging of a constant nature.
5. No swearing, profane, or obscene language.

### **C. Dress appropriately and in good taste.**

1. No clothing with statements about alcohol, drugs, sex, or inappropriate behavior. No suggestive Slogans or revealing shirts.
2. Shorts should be worn only in warm weather when the temperature is above 75 degrees or between May 1 and September 30.
3. Tennis shoes must be worn in the gym.
4. No hats are to be worn in the school.

### **D. Promote order in the school building.**

1. No running, yelling, or horseplay in the halls.
2. Wait patiently at the drinking fountain.
3. Use moderate voice levels when working with other students in the classroom.
4. No candy except at the discretion of the teacher.
5. No gum.

## **ACTIVITY ATTENDANCE**

Elementary students attending athletic events and school activities must have parent(s) in attendance. Students in third grade and below should be seated with their parents or under direct adult supervision. Fourth and fifth graders should be within the eyesight of a parent or adult supervisor. There should be no running around or playing ball in the hallways or restrooms. Students should remain seated except during breaks or intermissions. Parental supervision of their children at school activities helps promote and ensure student safety.

## **STUDENT CONDUCT**

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education 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 participation; conduct that is violent or destructive; 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. (Refer to Board Policy Code 503.1)

### **STAYING AFTER OR ARRIVING BEFORE SCHOOL**

Teachers may want to keep your child after (or before) school for help on schoolwork or for disciplinary reasons. In such circumstances the teacher will contact the parents to arrange for transportation.

### **STUDENT CONDUCT ON SCHOOL TRANSPORTATION**

Students utilizing school transportation shall conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver shall have the authority to maintain order on the school vehicle. It shall be the responsibility of the driver to report misconduct to the transportation director who shall inform the building administrator.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video camera can be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy, and administrative regulations.

After appropriate warnings for bad conduct, the transportation director/building principal shall have the authority to suspend transportation privileges of the student or impose other appropriate discipline. (Refer to Board Policy Code 711.2)

### **STUDENT CONDUCT ON SCHOOL TRANSPORTATION REGULATION**

All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor, or chaperones are to follow the school bus discipline procedure for student violations of this policy. Recording devices may be in operation on the school buses.

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept clear at all times.

5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage their seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Waste containers are provided on all buses for bus riders' use.
11. Permission to open windows must be obtained from the driver.
12. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
13. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
14. Students shall assist in looking after the safety and comfort of younger students.
15. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions, and proceed to cross the road or highway only on signal from the driver.
16. Students shall not throw objects about the vehicle nor out through the windows.
17. Shooting paper wads, squirt guns, or other material in the vehicle is not permitted.
18. Students shall keep their feet off the seats.
19. Roughhousing in the vehicle is prohibited.
20. Students shall refrain from crowding or pushing.
21. The use or possession of alcohol, tobacco, or look-alike substances is prohibited in the vehicle.
22. The Student Eligibility for Extra-Curricular Activities Policy is in effect. (Refer to Board Policy Code 711.2R1)

## **BUS DISCIPLINE POLICY**

1. *FIRST VIOLATION*- The bus driver will discuss the problem with the child, explaining what will happen if the problem continues. A school bus incident report will be given to the transportation director and a copy will be sent to the parent(s).
2. *SECOND VIOLATION*- A second bus incident report will be filed by the driver with the transportation director and a copy will be sent to the superintendent. Additionally, a copy of this report will be sent to parents by mail and the transportation director will contact the parent(s) by phone.
3. *THIRD VIOLATION*- The student shall be informed immediately that **he/she is suspended from the bus.** A report will be mailed to the parent(s) after notification by phone. **Riding the bus may be resumed only after a meeting between the parent(s), the child, the bus driver, and the transportation director.** Action taken by the transportation director will be forwarded to the superintendent including a copy of the bus incident report and other necessary information.

4. Action taken by the school district may be appealed to the board of education by written notification. Copies of the appeal should be sent to the superintendent, president of the board of education, and the transportation director.
5. Actions judged by the transportation director to be severe behavior may result in suspension from the bus even if the action is a first or second incident.

## **FREEDOM OF EXPRESSION**

Student expression, other than student expression in student-produced official school publications, made on the school district premises or under the jurisdiction of the school district or as part of a school-sponsored activity may be attributed to the school district; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, shall consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

Students who violate this policy may be subject to disciplinary measures. Employees shall be responsible for insuring students' expression is in keeping with this policy. (Refer to Board Policy Code 502.3)

## **ASBESTOS NOTIFICATION**

The Institute for Assessment was requested by the former Sentral Community School District to review and prepare an asbestos management plan identifying the presence of asbestos within the North Union Elementary school building. The Institute's federally certified inspectors, planners, public health, and engineering consultants worked in conjunction with school administrative personnel to identify asbestos-containing building products. Asbestos is a mineral fiber associated with increased levels of disease when inhaled. The risk rating procedures which the Institute used in commenting on the asbestos were developed in conjunction with national experts in the area of industrial medicine toxicology, industrial hygiene, and engineering. After reviewing the characteristics of the building, a management plan for the building was prepared, a copy of which is maintained at the school office describing the asbestos plan and the intended response.

Asbestos is dangerous only when it is broken loose from building material into fine, dust-like fibers and inhaled. Assuming the District maintains its operations and maintenance procedures and, if asbestos is to be removed or abated, that such removal is done under carefully controlled conditions, the asbestos should not represent a detectable risk to any building occupant. The District implemented its management plan as of July 9, 1989 and has conducted periodic surveillances of all asbestos-containing building materials every six months after July 9, 1989. This periodic surveillance is conducted to provide a continuous assessment to assure safety conscious management of asbestos-containing materials. (Refer to Board Policy Code 804.4)

# North Union Community School District

## Parental Involvement Policy

### **PART I. GENERAL EXPECTATIONS**

The North Union Community School District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district-wide parental involvement policy into its LEA (Local Education Agency) plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent.
- The school district will be governed by the following statutory definition of parental involvement and will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:*

- (A) that parents play an integral role in assisting their child's learning;
- (B) that parents are encouraged to be actively involved in their child's education at school;
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- (D) the carrying of other activities, such as those described in section 1118 of the ESEA.

**PART II. DESCRIPTION OF HOW THE DISTRICT WILL IMPLEMENT REQUIRED PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. The North Union Community School District will take the following actions to involve parents in the joint development of its parental involvement plan under section 1112 of the ESEA:
  - At the first *Parent Advisory Council* meeting of the year the Parent Involvement Policy will be discussed with parents. At following meetings throughout the year suggestions and concerns from parents will be addressed.
  - At our annual Title I meeting at Back-to-School Night, the Parent Involvement Policy will be addressed.
2. The North Union Community School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA.
  - During Parent Advisory Council meetings, parents will be informed of current academic activities. Parents then can review, critique and make suggestions to the Title I program.
3. The North Union Community School District will provide the following necessary coordination, technical assistance, and other support to assist in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
  - The Parent Advisory Council will assist and plan effective parental activities throughout the school year.
  - The ESEA Parent Survey also requests input from parents on pertinent parental activities.
4. The North Union Community School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs:
  - Transitional meetings between preschool agencies (Head Start, etc.) and our district's guidance counselor.
5. The North Union Community School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
  - A Parental Survey will be administered at the end of the year to all Title I parents.
6. The North Union Community School District will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school district will provide assistance to parents of children served by the school district in understanding topics such as the following, by undertaking the actions described in this paragraph:

- the state and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators

The district will:

- (1) Conduct Parent-Teacher conferences to address students' academic progress and local assessments individually with parents.
- (2) Report to parents their child's results of all state and local academic assessments.
- (3) Support and encourage parental questions and visitations.

B. The school district will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement by:

- Providing information about the balanced literacy program.
- Providing information regarding guided reading and "leveled" text.
- Providing suggestions regarding support for reading at home.

C. The school district will, with the assistance of parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by:

- By providing information that teaches strategies that parents can use at home.
- Provide School-Home Student Compacts that addresses the role of each for academic success of each child.

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, public preschool and other programs, and conduct other activities that encourage and support parents in more fully participating in the education of their children by:

- Including the preschool teacher(s) in professional development regarding North Union's balanced literacy program.
- Including the Title I teacher in professional development regarding North Union's balanced literacy program.

E. The school district will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Our Title I Coordinator will ensure that parent correspondence is accessible to all parents.

### **PART III. PARENTAL INVOLVEMENT POLICY COMPONENTS**

The North Union Community School District recognizes that a child's education is a responsibility shared by the school and the family and agrees that to effectively educate all students, the school and parents must work as knowledgeable partners.

We define parent and family involvement as an on-going process that assists parents and families to meet their basic obligation as their child's first educator, promotes clear two-way dialogue between home and school, and supports parents as leaders and decision makers at all levels concerning the education of their children.

To this end, the North Union Community School District Title I Parent Advisory Council will meet at least twice each school year. The purpose of this council is to assist in the development, implementation, and evaluation of parental programs that will meet the needs of Title I parents.

### **PART IV. ADOPTION**

This District-wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by our Title I Parent Advisory Council.

This policy was adopted by the North Union Community School District on July 28, 2014. The School district will distribute this policy to all parents of participating Title I, Part A children during or before September 2019.

