



**2019-2020 North Union School**  
**Swea City Campus**  
**Student Handbook**

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## To North Union Kindergarten-8th Grade Students and Parents/Guardians:

On behalf of the North Union Staff, it is my pleasure to welcome you to the North Union School. It is our hope that you've had an enjoyable summer and are ready to begin a productive and rewarding year.

This student handbook is being provided to each of our students again this year to assist with any questions or concerns our families may have. You'll want to become familiar with the information presented in the handbook. We encourage families to review the handbook pages together and to call us if there are any areas that need clarification or any additional information you would like.

The year ahead will include endless opportunities for learning. You should find the staff ready and willing to provide those opportunities and facilitate progress. There are some things you can do, too, to take full advantage and maximize learning.

1. Keep regular attendance. Although homework assignments can be made up; discussions, interactions, and other classroom experiences cannot. In addition, a good attendance record is one of your best references of the future.
2. Complete and turn in assignments on time. The most common cause of grade trouble is incomplete or missing assignments. Establishing the habit of completing work by due dates is a positive habit for a lifetime. In addition, assigned work has a legitimate purpose in the learning process; failure to do it will likely interfere with your learning. Regular use of a digital planner should help organization and communication.
3. Be ready to learn. Take a positive, cooperative attitude with you to class. Be ready to put in a good effort. Get a good night's rest and a good breakfast before you start the day.
4. Discuss school at home. Students - tell your parents about your successes, and your concerns. Parents - be good listeners, encourage, and support good efforts.
5. Communicate. If there is a problem or concern, be sure to talk to the teacher, assistant principal, or myself. Working together, we will be much more effective in reaching goals.

As an integral part of the North Union – Swea City Campus, we have a lot to be proud of. Let our actions, efforts, and words in and out of school reflect that pride not only in completing individual assignments and expectations, but in conducting positive, respectful relationships with others. We look forward to celebrating achievements of our students for this year and beyond.

Sincerely,

Julie Runksmeier, PK-8 School Principal

## **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 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. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

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, including athletics. 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 the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the principal's office (515-272-4361) for information about the current enforcement of the policies, rules and regulations of the school district.

## **DISTRICT MISSION**

**Educating with excellence to build a foundation for lifelong learning**

## **VISION STATEMENT**

**We collaborate to provide consistent standards of practice with high expectations for all learners**

## **EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITIES**

Equal opportunity, in compliance with state and federal laws, shall apply to the employment and educational programs and activities offered by the school district. Children in the North Kossuth Community School District shall have an equal opportunity for a quality public education. It is the policy of the North Kossuth Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age or marital status in its educational programs or employment practices. If you have any questions or grievances related to this policy, please contact the Superintendent of Schools, North Kossuth Community School District, 203 5<sup>th</sup> St. N, Swea City, IA 50590 515-272-4361.

## **SCHOOL CONTACT INFORMATION**

*School address:* 203 5<sup>th</sup> St. North, Swea City, IA 50556

*School Phone:* 515-272-4361

*School Fax:* 515-272-4391

*School Website:* [www.nuwarriors.org](http://www.nuwarriors.org)

## **District Assessments**

### ***2019-2020 Assessment Calendar Items***

MS Fall MAP Testing	September 6-29	6 – 8
Elem. FAST Assessment	Fall, Winter, Spring	PK-5
State Assessments	TBD Spring	3 – 8
MS Spring MAP Testing	April 23 – May 18	6 – 8
IELDA	Begin on March 5 <sup>th</sup>	ELL students only



## *North Union/Swea City Faculty*

Superintendent.....	Travis Schueller
PK-8 Principal.....	Julie Runksmeier
Guidance Counselor/Curriculum Director/7 <sup>th</sup> Science .....	Sandy Tigges
Preschool.....	Barb Schroeder
Kindergarten.....	Beth Pedersen
Kindergarten.....	Lydia Schwartz
First Grade.....	Amanda Goche
Second Grade.....	Jennifer Hansen
Third Grade.....	Heather Schiltz
Fourth Grade.....	Kelsie Johnson
Fifth Grade.....	Jordan Larson
Elementary Special Education.....	Molly Albers
Success Center.....	Jackie Albers
6 <sup>th</sup> / 7 <sup>th</sup> / 8 <sup>th</sup> Math .....	Chris Hansen
6 <sup>th</sup> Math/8 <sup>th</sup> Science .....	Troy Adams
6 <sup>th</sup> Reading/LA.....	Kim Bormann
7 <sup>th</sup> Reading/LA .....	Joe Johnson
8 <sup>th</sup> Reading & LA .....	Tina Burton
6 <sup>th</sup> Science.....	Ryan Rozeboom
6 <sup>th</sup> / 7 <sup>th</sup> Social Studies.....	Brooks Walter
Elem Guidance/MS Special Education.....	Kerry Kahler
Elem/MS Special Education.....	Nicole Fisher
MS Special Education.....	Michelle Leach
PK-8 PE/Athletic Director.....	Royce Byrnes
PK-5 <sup>th</sup> Music.....	Courtney Mondragon
MS Band.....	Christofer Lockwood
MS Choir.....	Paige Lang
Gifted/Talented.....	Mitchell Mart
K-8 Technology/8 <sup>th</sup> Social Studies.....	Wes Gibbs

# North Union Support Staff

Secretary.....	Sommer Nielsen
Human Relations/Board Secretary.....	Jennie Larsen
Business Manager.....	Erin Rogers
Nurse.....	Sue Boeckholt
Technology Director.....	Adam Fisher
Preschool Associate.....	Monica Johnson
Elementary Associate.....	Amy Rasch
Elementary Associate.....	Beth Cejka
Elementary Associate.....	Mo Ingalls
Elementary Associate.....	Breanna Oliver
Elementary Associate.....	Elaine Kahler
Elementary Associate/Bus Driver.....	Christina Rolling
Associate Elementary/MS Librarian.....	Cortney Stevens
MS Associate.....	Teresa Johanson
MS Associate.....	Sue Tobin
MS Associate.....	Jen Devary
MS Associate.....	Sonja Tobin
MS Associate.....	Sierra Deling
MS Associate.....	Louise Fisher
MS Associate.....	Sonja Merron
MS Associate.....	Brenda Burgeson
Transportation Director.....	Nathan Hanson
Bus Driver.....	
Bus Driver.....	Larry Heyn
Bus Driver.....	
Maintenance Director.....	Chris Stevens
Custodian.....	Wanita Hammond
Custodian.....	Tonja Cook
Food Service.....	Tammy Benevides
Food Service.....	Mallore Jorgenson
Food Service.....	Marcia Gochanour

## 2019-2020 Student Fees

<i>Book Rent (K-8 students)</i>	\$50
<i>Student Activity Ticket</i>	\$45
<i>Adult Activity Ticket</i>	\$80
<i>Family Activity Ticket</i>	\$180

### School Day

School Begins	8:20	Dismissal	3:05
Announcements	9:00	Shuttle Buses Leave	3:10
		Route Buses Leave	3:30

All PK-8 students are to report to the cafeteria when entering the building before 8:00. At 8:00 the elementary students will walk towards the elementary wing and the middle school students will report to the gym. All areas are supervised at all times.

### Lunch Program

<i>Breakfast</i>	Served:	7:30-8:20 daily
PK-8 Students	\$2.20	
Adults	\$2.75	

<i>Lunch</i>	7 <sup>th</sup> /8 <sup>th</sup>	11:30-11:50
	6 <sup>th</sup>	11:40 – 12:00
	PK, 3-5	12:00 – 12:25
	K-2	12:30-1:00

While the 7<sup>th</sup>/8<sup>th</sup> grade students are eating the 6<sup>th</sup> grade is in the gym & at 11:45 the two groups will switch places.

Students	\$2.90
Adults	\$3.75
<i>Extra Milk</i>	\$ .35



## **MEAL CHARGES**

Code No. 710.4

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

### **Payment of Meals**

Students have use of a family meal account. When the balance reaches \$0.00 a student may charge no more than \$25.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Families may add money to student accounts by electronic payment through PaySchools, found on the District website ([www.nuwarriors.org](http://www.nuwarriors.org)) or by paying at the school office in cash, money order or personal check.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. Due to privacy issues and concerns, an alternative meal will not be served and parents with a negative family meal account shall provide a suitable meal for their child(ren).

District employees and their families shall not be allowed to charge for meals. When an account reaches the above limit, an employee shall not be allowed to charge further meals or a la carte items until full payment is made to the family or individual employee's account.

Note: Students who have free/reduced pricing ONLY receive this pricing for the first meal charged. Any additional meals are at the regular student cost and require money to be in the account for these charges to occur.

### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$10.00. Families will be notified by letters sent home or emails through the JMC system. Negative balances of more the \$100.00, not paid prior to the end of the month will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

### **Zero Balances**

All student accounts must be at a Zero or Positive balance at the beginning of the school year. If there is not money or a negative balance, until the debt is paid off, the students will need to bring a lunch from home.

## **PBIS OVERVIEW**

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors at North Union School. While faculty, staff, and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

## **PROACTIVE APPROACH TO SCHOOL-WIDE DISCIPLINE**

Schools that implement school-wide systems of positive behavior support focus on taking a team-based system approach and teaching appropriate behavior to all students in the school. Schools that have been successful in building school-wide systems develop procedures to accomplish the following:

1. Behavioral Expectations are defined. A small number of clearly defined behavioral expectations are defined in positive, simple, rules. North Union Elementary/Middle School's Code of Conduct is:

M = Model Responsibility

M = Maintain Respect

S = Stay Safe

2. Behavioral Expectations are taught. The behavioral expectations are taught to all students in the building, and are taught in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid. Behavioral expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the rationale for the rule is discussed, positive examples are described and rehearsed, and negative examples are described and modeled. Students are given an opportunity to practice until they demonstrate consistent performance.

3. Appropriate behaviors are acknowledged. Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. North Union School has designed a formal system that rewards positive behaviors. "Green" tickets are used by the individual teacher, at their discretion, as a tool of encouragement and a student motivator. "Green" tickets are awarded to encourage and reinforce positive behaviors demonstrated on a *consistent* basis. Teachers can award tickets to students, whether they teach them or not. Students who receive tickets may purchase items at our PBIS store.

4. Behavioral Errors are corrected proactively. When students violate behavioral expectations, clear procedures are needed for providing information to them that their behavior was unacceptable, and preventing that unacceptable behavior from resulting in inadvertent rewards. Students, teachers, and administrators all should be able to predict what will occur when behavioral errors are identified.

5. Data collection is used. Student behavior will be tracked using JMC. Data collected will include locations where violations occur, types of behavior violations, and individual student violations. This data will be reviewed by the PBIS team to help determine when program changes are needed, and to identify students who may need extra support. School-wide data may be shared with teachers and administration to determine if PBIS is working in our school.

## **GENERAL ATTENDANCE POLICY**

The North Kossuth School Board of Directors believes that the classroom experience is an essential part of learning. Students with excessive absences can make up assignments and tests, but that work does not replicate the learning acquired through first hand interaction with the teacher and with other students. By placing a high value on a student's time in the class, we expect our students to adhere to the following attendance policy in order to receive credit in a class.

## **ABSENCES**

Parents are expected to notify the school prior to 8:30 A.M. 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 signature of parent.

Acceptable reasons for a student's absence are limited to the following; religious observances, extended illness with a doctor's note, death in the family, a court appearance or legal situation beyond the control of the student, a school-sponsored activity

An in-school suspension does not count against a student's total number of absences for a semester. However, out-of-school suspensions will count against the "excessive absences" total. Students will have the opportunity to receive credit for worked missed during an unexcused absence. It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Our desire is that students attend school every day, but that is not the case for everyone. We encourage students to attend school on a regular basis.

- A notice will be sent to parents after a student misses 10 days (excused or unexcused) during a semester informing them that they will need to meet with District Administration.
- Meeting to set up a plan for successful attendance.
- Kossuth or Emmet County Attorneys will be notified for excessive absences (over 20 days per semester).

## **MAKE UP WORK FOR STUDENTS**

**Unplanned Absences** - Students absent for any reason are required to make up work missed in class. It will be the student's responsibility to obtain all make-up work from their teachers immediately upon returning to school. As a general rule, students will be given the number of days missed plus one for work to be made up unless otherwise arranged between the teacher and student.

**Planned Absences** - Prior to a planned absence, students and parents must notify the office and receive a white slip for teachers to sign and write down the work the student will be missing. Students should have their work completed upon return.

## ARRIVING AT SCHOOL AFTER SCHOOL HAS STARTED

Students who arrive at school after 8:30 must report to the office to check in. The student should bring a written excuse signed by the parent or guardian to the Office when he/she arrives at school. The student will use a hall pass for admittance into class.

## TARDINESS

A student is tardy when the student initially appears in the assigned area any time after the designated starting time.

## LEAVING THE CAMPUS DURING THE SCHOOL DAY

To leave the school campus during the school day, the student should bring a written request signed by the parent or guardian to the office before school. Legitimate reasons for leaving include such things as: medical or dental appointments, court appearances, and funerals. In emergency situations, parents may also make arrangements by calling 515-272-4361 or students may call a parent from the school office to obtain permission to leave campus.

When a request to leave campus is approved: At check out time, the student will report to the office, show the pass to the office personnel, and sign out. When the student returns to school, he/she must check in at the office, sign in, and have the pass signed to go back to class. The sign out/sign in sheet is provided as an official record. Students who do not sign out properly will be marked "unexcused" for all periods missed.

North Union Elementary/Middle School is a closed campus. Students leaving campus without permission will be considered truant and may be subject to detention, suspension, or other disciplinary action deemed appropriate by the administration.

## BECOMING ILL DURING THE SCHOOL DAY

Students who become ill during the school day should report to the nurse with a pass from the teacher. Students will be encouraged to remain in school if possible. If necessary, parents will be contacted to make plans for the child to return home or to receive medical attention.

### **FROM THE NURSE:**

Some basic information parents should have:

All children must meet the state requirements on immunization BEFORE being admitted to school. At the beginning of each year a card requesting health and emergency information is filled out for each student. From time to time the school nurse will send or distribute notices about health matters. **It is the responsibility of the Parent to update emergency card with changes in work number, addresses, and other contacts in case of emergency.**

Communicable illnesses should be reported to the school as soon as possible. Any chronic illnesses or special health problems should also be reported.

## ACCIDENT/ILLNESS AT SCHOOL

Our primary aim is to prevent accidents by teaching safety and thorough close supervision in all areas. However, should an accident occur or you child becomes ill; he/she should notify the teacher and report to the nurse. You will be notified of any significant injury or illness. Thus, it is important that the information on the school emergency card be as accurate and complete as possible.

A child is never sent home unless arrangements are made with the parents or other authorized persons as identified on the emergency card. If an emergency exists and no one can

be reached, school personnel may contact the hospital or the doctor of the parent's choice. It is the parent's responsibility to notify the school of any change in information contained on the emergency card.

Children should not be sent to school when the child seems to be "coming down" with an illness. **Your child should also be kept home an additional 24 hours following an elevated temperature of 100 degrees or more, and for vomiting and diarrhea.**

### **MEDICATION PROCEDURE**

No medication shall be dispensed to any student unless the following rules are observed:

1. The medication must be prescribed by a licensed medical osteopathic physician or dentist.
2. The parent/guardian must sign a parental authorization and release form for the administration of prescription medication.
3. The parent's signed request to administer medication is to be kept on file in the nurse's office. A record of the medication and possible side effects are also filed in the nurse's office.
4. The medication should be maintained in the original prescription container, which shall be labeled with (a) name of the student, (b) name of the medication, (c) the date of prescription, (d) the dosage.
5. The medication will be locked in a cabinet while at school. If necessary, refrigeration will be provided.
6. When the nurse is not in the building, the secretary, who is trained in dispensing medication, will be administering the medication.
7. A record will be kept in of any medication(s) given at school. The record will include the student's name, name and dosage of medication, the time it is to be administered, and the person dispensing the medication.
8. At the end of the school year, any remaining will need to be picked up in the nurse's office. If you want your child to bring home the extra medication you need to call the nurse.

### **WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL**

CDC recommends that people with influenza-like illness remain at home until at least 24 hours after they are free of fever (100 F) or signs of a fever without the use of fever-reducing medications. Example: Frequent cough, sore throat, runny nose, accompanied by at fever (100 F or >) or if a student has 2 or more diarrhea stools, or any vomiting, they should be kept home for 24hrs after last episode.

**Pink Eye (Conjunctivitis):** Red or pink, itchy, painful eye(s); more than a tiny amount of green or yellow discharge; infected eyes may be crusted shut in the morning; may affect one or both eyes. Once seen by a physician, student may return to school the following day if eye drops have been started. If physician determines symptoms are not contagious and no drops ordered, student may return the same day.

**Rash:** An undiagnosed rash needs to be examined by a health professional to determine if there is a risk of spread of a harmful disease to others.

**Head Lice:** Treatment of an active live infestation may be delayed until the end of the day. Children do not need to miss school due to head lice. The Iowa Department of Public Health recommends a 14 day treatment protocol.

## **SCHOOL SPONSORED TRIPS**

For any school sponsored trips, students are to report promptly at the time of departure and return to the vehicle immediately after the event ends. Students shall return on the same vehicle unless the principal beforehand authorizes permission. A student shall be permitted to return with parents only if a parent in person, both verbally and in writing, requests the transportation responsibility from the supervisor. Students shall bring their permission slips from parents for out of town school trips prior to the trip and receive a make-up slip.

## **CONSEQUENCE FOR MISCONDUCT**

***Detention*** – After school detentions are from 3:05-3:45, and the student must be picked up by a parent or guardian after the detention is served. Students may be asked to serve time after school for not doing homework, breaking school rules, or not following accepted procedures. All detentions should be served in the teacher's room unless assigned by administration.

***In School Suspension (ISS)*** – In-school suspension is the temporary isolation of a student from one or more classes. In-school suspensions may be imposed by the principal for infractions of school rules, which are serious but which do not warrant the necessity of removal from school.

The principal shall conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten school days.

Parents will be notified by the principal for any student who is assigned to be in the room for more than an hour. Students will be required to keep their work up.

***Out of School Suspension (OOS)*** – Out-of-school suspension is the removal of a student from the school environment for periods of short duration.

A student may be suspended out of school for up to ten school days by administration for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student:

- a. Oral or written notice of the allegations against the student and
- b. The opportunity to respond to those charges.

Parents will be called and required to pick the student up at the middle school office.

## **ACTIVITY TICKETS**

Upon registering, all students will be urged to purchase an activity ticket which will enable them to see all home school sponsored activities. This will include such things as: football games, basketball games, assembly programs, music concerts, speech events, etc. This fee will not include school dances or the musical.

## **VISITORS**

All visitors to North Union School – Swea City Campus must have a legitimate reason for being in the building or on school grounds. They need to sign in and out in the office and be pre-approved by the principal.



## **STUDENT DRESS AND APPEARANCE**

We take pride in the appearance of our students and staff. Our students' dress reflects the quality of our middle school, and students are expected to come to school looking neat and clean. School is not the place to make fashion statements or gang statements. Inappropriate student appearance may cause substantial disruption to the school environment or present a threat to the health and safety of the students and staff. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats or rollers; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. The principal will make the final determination of student appearance.

Hoods, bandanas, hats, caps, sunglasses, and other forms of head covering are not allowed to be worn in the building unless the student is given special permission by administration. Coloring hair and painting or piercing the body is absolutely not allowed at school or on school grounds.

Students dressed inappropriately will be required to change clothing or leave the school. Staff member can keep items and return the items at the end of the day.

## **BACKPACKS, BAGS, AND PURSES**

All book bags, backpacks, sports bags, and purses, etc, are to be kept in the lockers. They are not to be brought into the classroom.

## **INAPPROPRIATE PHYSICAL CONTACT**

Any staff member may warn students that are seen displaying "inappropriate physical contact" which may include but is not limited to: kissing, full-frontal hugging, grabbing, slapping, poking, wrestling, groping, or otherwise intimate touching of another student.

## **CELL PHONES**

We recognize that cell phones have become a part of today's culture and an important tool by which families can remain in contact with one another. In school, cell phones play an important part in employee and student safety and communication. The possession or use of cell phones is prescribed for students as follows:

Students may possess and carry cell phones. Students are not to use their cell phones during the school day without permission from a school employee. The school day is defined as 8:30-3:00. Students have permission to use them during their lunch and recess times.

1. The school (teacher or administration) may grant exceptions as to the acceptable use of a cell phone by a student during the school day.
2. Parents should refrain from calling and/or text messaging their child during the school day.
3. Students who violate this policy will be subject to disciplinary action. A student using their cell phone during the school day will have the cell phone confiscated.



- I. *First Offense*: Student may pick up the phone after school from the office or the teacher who confiscated the phone.
- II. *Second Offense*: Application of consequences as in (I) above, parents notified, and the parent will be required to pick up the phone from the office.
- III. *Third Offense*: All consequences above (I & II) as well as (3) three hours of community based service in the building.

## **CHEATING**

While students are encouraged to work cooperatively on approved projects, cheating on daily assignments, papers, projects, or tests is not allowed. Students who are not sure whether working together on a specific project is allowed should ask their teachers. Students who are caught copying assignments, tests, turning in plagiarized papers, or using technology to cheat may receive no credit for their work. The teacher has the option of allowing the student to re-do the test, project, or assignment. Infractions may also result in parent contacts, detention, or suspension

## **SEARCH AND SEIZURE**

School district property is held in public trust by the board. School district authorities may, without a search warrant, search a student, student lockers, personal effects, desks, work areas or student vehicles based on a reasonable suspicion that a board policy, school rule or law has been broken. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property.

Such items are not to be possessed by a student while they are 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. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement authorities. The board believes that such illegal, unauthorized or contraband materials cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

## **LOST OR DESTROYED TEXTBOOKS (WORKBOOKS OR LIBRARY BOOKS)**

The school will charge an appropriate replacement fee for any textbooks, workbooks, and library books lost or destroyed by students.

## **STUDENT LOCKERS AND DESKS**

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

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

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

*NOTE: This section reflects Iowa law on searches of lockers, desks, etc*

## **INTERNET & WIFI**

Students will be able to access the Internet through the North Union School server system. This privilege will allow students the ability to research, download education applications, and email instructors on a daily basis. If students misuse internet/network with a school issued device their internet privileges can be denied. If students misuse internet/network with a personal device their device may be blocked from our server. WIFI: Students will not have access to the schools wifi between 8am – 3pm.

## **RESTRICTED MATERIAL**

Student should 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 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. Doing so may cause student to lose technology privileges and/or notification of law enforcement.

## **MEDIA RELEASE**

North Union Elementary/Middle School attempts to acknowledge the great academic, athletic, and fine art accomplishments of students as much as possible. Throughout the year child's image, name and work as part of presentations, programs or publications, transmissions or other educational endeavors may be published on the web and/or released to the news media

## **DAMAGE TO PROPERTY**

Vandalism is the malicious or ignorant destruction of public or private property. For Each Offense Students will be expected to repair the property and/or make restitution. Students will be subject to detention, suspension, or other consequences deemed appropriate by the administration.

Students who are guilty of vandalizing school property (i.e. computers, desks, buildings, and grounds) shall be required to pay monetary restitution in full.

Students who damage property of any employee of North Union School District may be subject to school disciplinary procedures at the request of the property owner.

## **WEAPONS, EXPLOSIVES, AND DANGEROUS OBJECTS/INSTRUMENTS**

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-a-likes 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 a firearm or knowingly possessing firearms at school shall be expelled for not less than one 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.

## **BULLYING & HARASSMENT**

Bullying and harassment of students by other students will not be tolerated in the school district. This policy is 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, 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.

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 the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

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

Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications
- unwelcome touching;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Bullying and harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when: "such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment."

**Harassment/Bullying Complaint Form is attached to the end of this handbook.**

## **VIOLENCE, FIGHTING, VERBAL AND PHYSICAL ASSAULT AND THREATS**

Students are expected to speak, write, and act in a manner that does not offend, abuse, interfere with education, threaten or physically assault staff members or other students. The burden of responsibility should be with the student causing problems.

## **TOBACCO PRODUCTS**

North Union School grounds, buildings and vehicles are tobacco free. No person shall at any time smoke, vape, chew, give away, or sell on school grounds. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that the school owns, leases, rents, contracts for, or controls. Students shall not use or transmit any tobacco product of any kind in the following situations:

- A. On school property, during and immediately before or immediately after school hours.
- B. Off the school property's at a school activity, function or event.

## **CHEMICAL USE**

It is the intention of the North Union School to establish an atmosphere in its schools that would promote respect for and understanding of drugs, including alcohol. Evidence of intoxication, or possession or use of controlled substances, unauthorized drugs, alcohol, or tobacco in a school building, on school grounds, or at a school activity may be grounds for suspension.

Students, regardless of age, may NOT possess, sell, consume, or be under the influence of alcohol, tobacco, or controlled substances; or possess or sell equipment for use in connection with the consumption of alcohol, tobacco and/or controlled substances.

This rule applies to the school building, school grounds, before, during, and after school hours, on the school busses at school activities, and school events that take place away from school property (e.g. field trips, athletic events, etc.).

Specified procedures for dealing with the violation of this policy will include but not be limited to the following:

1. The building administration will be notified.

2. Local law enforcement may be notified.
3. Parents/Guardians and students will attend a conference with the appropriate building administrator.
4. Suspension from school will take place.
5. North Union Activity Participation/Eligibility rules will be invoked for students involved in extra-curricular activities.

If at any time the referring principal does not feel the student or parent/guardian is complying with the procedures described above, proceedings for alternative education or expulsion may be initiated.

### **PROCEDURE FOR DISCUSSING CONCERNS WITH A TEACHER**

Encourage students to talk to the teacher. Parents should call the teacher to discuss a student/teacher conference. If the teacher cannot be reached, contact the administration who will then try to set up a meeting with the teacher for you. If the issue is not resolved, the principal will convene a meeting including all parties.

### **LUNCH ROOM CONDUCT**

In accordance with School Board policy, a closed noon hour is in effect. During the lunch period, students are to remain in the lunch room area. Students are not to be in any other part of the school complex during their lunch period without permission by the homeroom teacher or lunchroom supervisors. Lunchroom supervisors are responsible for assisting students in maintain a positive climate in the cafeteria area. Students must follow the directions and guidelines developed by the supervisors and principal.

1. Do not run or push to get to the lunchroom. Take your turn in line.
2. No food or beverage is to be taken from the lunch room.
3. An individual sack lunch may be brought from home. Sack lunches are to be eaten in the lunch room. Pop is not permitted. Milk is available for purchase in the lunch room.

In case of disciplinary problems, the lunchroom supervisors will warn the individual and report the problem to the principal. If the behavior does not sufficiently improve, the principal will determine the consequence for the inappropriate behavior.

### **SCHOOL CLOSING**

When school is to be closed because of inclement weather or for other reasons, announcements to this effect will be made over the following radio stations Spencer KICD (107.7), Fairmont KSUM (106.5), Algona KLGa (92.7), Blue Earth KBEW (98.1), Estherville KILR (95.9), Spirit Lake KUOO (103.9), and Emmetsburg (100.0).

### **FIRE AND DISASTER DRILLS**

When the fire or disaster alarm sounds proceed to the assigned exit or shelter in an orderly manner. Fire exit routes and disaster shelter areas are designated on a sign posted in each classroom. At the beginning of the year teachers will also go over drill procedures and periodic drills will be taken. Take all drills seriously. Someday your life may depend on it.

## **OPEN ENROLLMENT TRANSFERS** **(PROCEDURES AS A SENDING DISTRICT)**

The school district will participate in open enrollment as a sending district. As a sending district, the board will allow resident students who meet the requirements to open enroll to another public school district.

Parents requesting open enrollment out of the school district for their student will notify the sending and receiving school district no later than March 1 in the school year proceeding the first year desired for open enrollment. The notice is made on forms provided by the Department of Education. The forms are available at the central administration office.

## **OPEN ENROLLMENT TRANSFERS** **(PROCEDURES AS A RECEIVING DISTRICT)**

The school district will participate in open enrollment as a receiving district. As a receiving district, the board will allow resident students who meet the legal requirements, to open enroll into the school district. The board will have complete discretion to determine the attendance center of the students attending the school district under open enrollment.

The superintendent will approve timely filed applications by June 1; incoming kindergarten applications; good cause application; or continuation of an educational program application filed by September 1.

The superintendent will notify the sending school district and parents within five days of the school district's action to approve or deny the open enrollment request. The superintendent will also forward a copy of the schools districts action with a copy of the open enrollment request to the Iowa Department of Education.

## **EDUCATIONAL EQUITY POLICY**

It is the policy of the North Union School not to illegally discriminate on the basis of race, color, national origin, gender, 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.

## **AT-RISK PROGRAM**

The board recognizes some students require additional assistance to ensure success in the regular education program. North Union shall offer a program to encourage and provide an opportunity for at-risk students to achieve goals of their potential.

## **FINES – FEES - CHARGES**

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

The superintendent shall inform the board of the dollar amount to be charged to students or others for fines, charges, or fees annually. Parents of students meeting specific financial

eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent.

### **ABUSE OF STUDENT BY 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 large discharge.

The school district has appointed a Level 1 Investigator (*Mrs. Tigges*). The Level 1 Investigators have been provided training in the conducting of an investigation at the expense of the school district. The Kossuth County Sheriffs' Department will serve as the school district's Level 2 investigator.

### **EQUAL OPPORTUNITY GRIEVANCE OFFICER**

The Equal Opportunity Grievance Officer for North Union School is Mrs. Runksmeier

### **HOMELESS LIASON**

The homeless liaison for the North Union School is Mrs. Sandy Tigges. She can be reached at (515) 272-4361

### **VALUABLES**

You are asked not to bring large amounts of money or items of great value to school. If you choose to do so, you bring them at your own risk because the school is not responsible for lost or stolen articles. We ask that you take the following precautions:

Items for use in classes, authorized by a teacher, or any large amount of money for use after school, should be left in the main office for safekeeping until class time or after school.

### **SCHOOL BUS POLICY**

The North Kossuth/North Union Community School Districts provide students bus services. The driver is in charge of the students and bus. Students should respond to the driver as they would to a teacher. The privilege of students to ride on the bus is conditional on their reasonable behavior and observation of the rules and regulations. Safety demands complete cooperation. Should any student persist in violation of the rules and regulations, it shall be the duty of the driver to notify the transportation director and, after due warning has been given to the student, the privilege of riding the bus could be revoked.

**Bus Rules:** 1) I am a responsible passenger. 2) I will respect the driver, myself, other passengers and property. 3) I am courteous. 4) I will act in a safe way.

**Misbehavior on Bus:** Penalty at discretion of the transportation director/principal depending on circumstances. (May include removal from bus for 1-10 days or permanent removal from bus by a formal hearing.) Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.





## **ITEMS NOT COVERED IN THE POLICY GUIDE**

It would be impossible to address every situation that arises during the school day and its related extracurricular activities. The administration has been directed and given the authority by the School Board to develop and implement additional procedures and policies that they see necessary in operating the school.

# MIDDLE SCHOOL

## CURRICULUM

All middle school students are scheduled to take:

### “CORE” FULL YEAR COURSES

- Math or Algebra I
- Language Arts
- Science: Physical-6<sup>th</sup>/Earth-7<sup>th</sup>/Life-8<sup>th</sup>
- Social Studies: Geography-6<sup>th</sup>/World-7<sup>th</sup>/US History-8<sup>th</sup>
- Reading
- Physical Education
- Technology
- Music: Band/Chorus

### “EXPLORATORY” CLASSES – centered on 21<sup>st</sup> Century Skills

**STUDENT SUCCESS CENTER** - This program will assist students who are having difficulty passing classes without assistance. Students cannot be in Special Education or on an IEP.

## MS GRADING SCALE

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

## ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES

We strive for students to do their best in the classroom, and it is a privilege, not a right, to participate in the North Union academic, athletic, and music programs.

Student will have grade checks during the mid-term of each of the four quarters, and they will receive report cards four times a year. The penalty is as follows:

- Students who receive an F grade at mid-term or at the end of the quarters will be ineligible for one (1) week (on a week by week basis) immediately following notification.
- Students receiving an F grade for a semester will be ineligible for 30 days.

- Students will become eligible once a student has a passing grade. After one week the student could be eligible and begin participation.

## **GOOD CONDUCT**

Students caught in possession of tobacco or alcohol, or caught cheating, stealing or violating the law will be subjected to the following penalties:

- First Offense – Ineligible for two (2) weeks and required to do three (3) hours of school service
- Second Offense – Ineligible for four (4) weeks & ten (10) hours of school service
- Third Offense – Ineligible for one calendar year

## **HONOR ROLL**

There will be an honor roll posted all four grading periods. A student must achieve a “B” average (3.0 or above) for the quarter, & we will also recognize students who have a perfect 4.0.

## **TECHNOLOGY**

All 6th – 8th students will have technology available as needed in each classroom.

## **MIDDLE SCHOOL ACTIVITIES**

All North Union Middle School activities are scheduled to be at Swea City except for the track meets which will be held in Armstrong. Practices will start at 3:15 & end at 5:00. Wednesday night there are no games or matches scheduled.

There is no admission fee to middle school activities.

7<sup>th</sup>/8<sup>th</sup> Football

7<sup>th</sup>/8<sup>th</sup> Volleyball

7<sup>th</sup>/8<sup>th</sup> Cross Country

7<sup>th</sup>/8<sup>th</sup> Wrestling

7<sup>th</sup>/8<sup>th</sup> Boys Basketball

7<sup>th</sup>/8<sup>th</sup> Girls Basketball

7<sup>th</sup>/8<sup>th</sup> Boys Track

7<sup>th</sup>/8<sup>th</sup> Girls Track

6<sup>th</sup> Band

7<sup>th</sup>/8<sup>th</sup> Band

6<sup>th</sup> Chorus

7<sup>th</sup>/8<sup>th</sup> Chorus

6<sup>th</sup> - 8<sup>th</sup> Quiz Bowl

7<sup>th</sup>/8<sup>th</sup> Show Choir

6<sup>th</sup>-8<sup>th</sup> Math Bee

MS Student Council

## **COACHES & EXTRA CURRICULAR ASSIGNMENTS**

Athletic Director	Royce Byrnes
Football	Adam Fisher
Volleyball	Sandy Tigges & Molly Albers
Cross Country	Chris Hansen
Boys Basketball	Adam Fisher
Girls Basketball	Loren Looft & Molly Albers
Wrestling	Jake Adams
Girls Track	Chris Hansen
Boys Track	Joe Johnson
HS Baseball	Royce Byrnes
HS Softball	Kim Price
HS Wrestling	Joe Johnson & Ryan Rozeboom
Student Council	Brooks Walter
Yearbook	Sierra Deling
Quiz Bowl	Brooks Walter
Math Bee	Chris Hansen

## **FOOD AND DRINK IN THE BUILDING**

Individual teachers may allow students to have food and drinks in their classrooms at their discretion. Our school district encourages healthy food and drink. Students are expected to properly dispose of all waste. Students at any time may lose this privilege if they do not dispose of the waste or display any other inappropriate action concerning their food and/or drink.

# ELEMENTARY SCHOOL

## ELEMENTARY CURRICULUM

### CORE SUBJECTS

Reading

\*Whole Group-Entire class instructed by classroom teacher

\*Guided Reading- Small group instruction at students' reading levels

Math

Science

Social Studies

Language Arts

Spelling

Writing

### SPECIALS:

Physical Education- 30 minutes 2 times a week

Music- 30 minutes 2 times a week

Library- 30 minutes 1 time a week

Guidance- 30 minutes 1 time a week

Art – 30 minutes 1 time a week

## ELEMENTARY PROGRAMS

PBIS- Positive Behavior Interventions and Supports

Second Chance (Social and Emotional Learning)

5<sup>th</sup> grade student council

\*Bookstore

\*Donuts For Dads

\*Bring Someone You Love to School Day

\*Muffins For Moms

## BIRTHDAY TREATS AND INVITATIONS

If birthday treats are sent to school, please have them here for break or the last period of the day. When treats are brought, a treat should be brought for every child in the classroom. NO homemade treats, please!

Invitations for birthday parties may not be handed out in school unless each student in invited (all boys or all girls depending on the sex of the birthday person). **If all students are not invited, the invitations should NOT be handed out at school.** Please note that the parent/guardian will be responsible for transporting students for birthday parties. You will not be able to rely on the school's transportation.

## **CLASSROOM PARTIES**

Special day observance may be arranged by individual classroom teachers.

## **LIBRARY**

The elementary library has been established for the student's use and each child is encouraged to take full advantage of the facility.

Students may have 2 books checked out at any one time. Library books are loaned for 2 weeks at a time and may be renewed if necessary. After 2 weeks, books are considered to be overdue and it is the students' responsibility to return or pay for replacement of their book(s).

## **PLAYGROUND RULES**

The playground areas are designated by the supervisors and may vary depending on the weather and condition of the playground area. Rules for the Playground are:

- I am a responsible learner.
- I respect myself, other and property.
- I am courteous.
- I will act in a safe way.
- I will ask permission to return to the building.
- I will not slide on the ice, throw snowballs, and play king of the mountain, tackle or touch football, or other games of this type.
- Boots need to be worn when muddy or snowy conditions.

**Note:** It is a good idea for the younger children to have an extra pair of sock and pants at school during the winter and spring months. Hats and gloves are necessary as well.

## **POP, JUICE, CANDY, AND FOOD**

Pop, juice, candy and food are **NOT** permitted in classes unless it is part of an occasional day's lesson. Some elementary classes will have a designated snack time, which students will be allowed to bring a healthy snack. Pop, juice, candy and food are not allowed in student lockers. Water may be consumed in classes with teacher approval.

## *Anti-Harassment/Bullying Complaint Form*

Name of Complainant: \_\_\_\_\_

Date of Complaint: \_\_\_\_\_

Name of Alleged Harasser or Bully: \_\_\_\_\_

Date & place of incident or incidents: \_\_\_\_\_

Description of misconduct: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

Evidence of harassment or bullying, i.e., letters, photos, etc.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_