

**United Community School District
Staff Handbook
2017-19**



Home of Comet Pride!

1284 U Avenue - Boone IA 50036

515-432-5319

www.unitedcomets.org

United Community School District Mission Statement

Our mission is to ensure that each student will achieve the skills necessary to succeed in life. This will be accomplished by providing a student-centered educational community.

Motto

LIVE FOR TODAY..... LEARN FOR TOMORROW

District Belief Statements

We believe:

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

Vision Statements

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

United Community School District 2017-18

Annual School Improvement Goals

Early Childhood Goal: K-1 FAST Assessment

By the spring of 2018, the percentage of K-1 students will increase on the FAST Assessment Word Segmenting sub-skill. In the spring of 2017, 91.6% of K-1 students scored proficient on the FAST Assessment Word Segmenting sub-skill.

Anti-Bullying Goal:

By Spring of 2018, all K-6 students at United will participate in anti-bullying lessons.

Math

By the spring of 2018, the amount of 2nd-6th grade students proficient on the Iowa math assessment will increase. In 2016-17, 71% of 2nd-6th grade students were proficient.

Reading

By the spring of 2018, the percentage of 3rd graders who were deemed “persistently at risk” (PaR) according to the FAST CBM-R assessment as 2nd graders will decrease. In the spring of 2017, 39% of 2nd graders were deemed “persistently at risk” (PaR) on the FAST CBM-R assessment.

District Long Range Goals

1. All K-6 students will achieve at proficient levels in reading comprehension.
2. All K-6 students will achieve at proficient levels in mathematics.
3. All K-6 students will achieve at proficient levels in science.
4. All K-6 students will apply information processing skills and technology to solve problems for informed decisions in reading, mathematics, and science.
5. All students will feel safe and connected to school.
6. All secondary students will be offered access to quality programming whether on campus or off.

Adopted: 8/17/17 (SIAC approved 8/1/17)

Equal Opportunity Employment

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

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

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

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, *Tim Salmon, 1284 U Ave, Boone, IA 50036* or by phone at *515-432-5319*.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, 1-800-669-4000 or TTY 1-800-669-6820, www.eeoc.gov/field/milwaukee/index.cfm or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416, www.state.ia.us/government/crc/index.html. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative.

The United Community School District does not 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. Any person inquiring about or seeking assistance with the District's compliance with equity regulations may contact Tim Salmon, Superintendent, who has been designated as the coordinator of the District's efforts to comply with these regulations. tsalmon@united.k12.ia.us | UCSD | 1284 U Ave, Boone, IA 50036 | 515-432-5319. Complaints can also be directed to the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319-1004, (515) 281-4121, or Region VII Office for Civil Rights, Citigroup Center 500 W. Madison Street, Suite 1475 Chicago, IL 60661-4544.

United Community School District 2017-18 School Calendar

Calendar Summary

1 st Trimester	53
2 nd Trimester	64
3 rd Trimester	59
Instructional Days	176
P/T Conf. Comp. Days	2
Prof. Development	9
Total Staff Days	187
Total Instructional Hrs.	1173

Calendar Legend

School Starts	
Teacher <u>Inservice</u>	
Trimester End	
Parent/Teacher Conf.	
Vacation/Holiday	

Holidays

Labor Day	9/4
Thanksgiving	11/23
Christmas Day	12/25
New Years Day	1/1
Martin Luther King	1/15
Presidents Day	2/19
Easter	4/1
Memorial Day	5/28

Regular Start/End Times

School Begins	8:00
School Ends	3:10

Wednesday Early Release Times

1 st Wednesday	1:10
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Make-Up Days

All full days of school missed due to inclement weather will be made-up starting May 29 unless otherwise designated by the Board of Education.



August					
M	T	W	Th	F	S
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	3
28	29	30	31		7
September					
				1	8
4	5	6	7	8	12
11	12	13	14	15	17
18	19	20	21	22	22
25	26	27	28	29	27
October					
2	3	4	5	6	32
9	10	11	12	13	36
16	17	18	19	20	41
23	24	25	26	27	46
30	31				48
November					
		1	2	3	51
6	7	8	9	10	55
13	14	15	16	17	62
20	21	22	23	24	62
27	28	29	30		66
December					
				1	67
4	5	6	7	8	72
11	12	13	14	15	77
18	19	20	21	22	81
25	26	27	28	29	81
January					
1	2	3	4	5	84
8	9	10	11	12	89
15	16	17	18	19	93
22	23	24	25	26	98
29	30	31			101
February					
			1	2	103
5	6	7	8	9	108
12	13	14	15	16	113
19	20	21	22	23	117
26	27	28			120
March					
			1	2	122
5	6	7	8	9	127
12	13	14	15	16	127
19	20	21	22	23	132
26	27	28	29	30	136
April					
2	3	4	5	6	141
9	10	11	12	13	146
16	17	18	19	20	151
23	24	25	26	27	156
30					157
May					
	1	2	3	4	161
7	8	9	10	11	166
14	15	16	17	18	171
21	22	23	24	25	176
28	29	30	31		

1st Wednesday of Month – 2 Hr. Early Release

Date	Events
Aug 15-16	New Teacher Orientation
Aug 17	Teacher Workshop
Aug 18	Teacher Quality Day <u>Inservice</u>
Aug 21-22	Teacher Workshop
Aug 23	First Day of School for K-6
Aug 30	First Day of Preschool
Sept 4	No School (Labor Day)
Sept 6	Early Release – Prof Development
Oct 4	Early Release – Prof Development
Oct 9	No School – Prof Development
Nov 8	End of 1 st Trimester (53 days)
Nov 9	2 Hr. Early Dismissal Parent-Teacher Conferences (2:00-4:30 & 5:00-8:00)
Nov 10	No School – Prof Development
Nov 14	Parent/Teacher Conferences (4:30-8:00)
Nov 22-24	No School (Thanksgiving Holiday)
Dec 6	Early Release – Prof Development
Dec 22	No School – Prof Development
Dec 25-Jan 2	No School - Winter Break
Jan 3	Early Release – Prof Development
Jan 15	No School – Prof. Development (Martin Luther King Day)
Feb 7	Early Release – Prof Development
Feb 19	No School – Prof. Development (President's Day)
Feb 23	End of 2 nd Trimester (62 days)
March 1	Parent/Teacher Conferences (4:30-8:00 p.m.)
March 6	2 Hr. Early Dismissal: Parent/Teacher Conferences (2:00-4:30 & 5:00-8:00 p.m.)
March 7	Early Release – Prof Development
March 12-16	<u>Spring Break</u>
March 30	No School – Prof. Development
April 4	Early Release – Prof Development
May 2	Early Release – Prof Development
May 25	End of 3 rd Trimester (59 days) Last Day of Preschool
May 28	Memorial Day (No School)

Board Policies

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available in the Business Office or online at www.unitedcomets.org. Employees are expected to know existing board policies and know to refer to the policies when necessary.

If you have questions about board policies, please contact Jeff Boeding, Business Manger/Board Secretary.

Handbook Subject to Change

Although every effort will be made to update the handbook on a timely basis, the district reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. Specific agreed upon measures in the handbook that are in effect through the 2018-19 school year with certified staff include: staff reduction policy; evaluation procedures; voluntary transfers; and involuntary transfers. The district reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time with the exception of the above stated measures. Any changes in the handbook will be brought to the attention of all staff members through email, staff meetings and posting of the change or corrections in the staff handbook itself.

Handbook Complaints

Complaints alleging the misinterpretation or misapplication of the district employee handbook are addressed in this section. Handbook complaint procedures are a means of internal dispute resolution by which an employee may have their complaints addressed. The goal of the handbook complaint process is to, at the lowest level possible, secure equitable solutions to problems that arise.

This section addresses complaints to the employee handbook. Other employee complaint procedures should be in accordance with the district's board policy.

Step One

Within 7 days after the alleged misinterpretation or misapplication of the handbook, an employee with a complaint shall privately discuss the complaint with their immediate supervisor and attempt to find a resolution. The immediate supervisor will respond within 7 days.

Step Two

If the complaint is not resolved at Step One, the employee alleging the complaint may submit a formal complaint with the immediate supervisor. The formal complaint must be submitted to the immediate supervisor within **7** days after the receipt of the immediate supervisor's Level One response.

The formal complaint must contain a clear and concise statement of the alleged misinterpretation or misapplication of the handbook, including the facts upon which the complaint is based, the issues involved, the provisions of the handbook involved, the claimed basis for the alleged misinterpretation or misapplication and the resolution that is sought.

The immediate supervisor will provide a written answer to the formal complaint within 7 days.

Step Three

If the complaint is not resolved at Step Two, the employee alleging the complaint shall submit the formal complaint to the superintendent or impartial designee within 7 days. The superintendent or designee will provide a written answer to the formal complaint within 14 days. This decision will be final.

Certified Staff Evaluation and Transfers

**pertain to certified staff only*

Staff Reduction Policy*

- A. The authority for determining program(s), numbers, and assignments rests exclusively with the Employer.
- B. Classification of certified personnel is by certificate endorsement, and any Employee within the system is considered eligible for all positions for which he/she is qualified by certification.
- C. Natural attrition shall be used first in staff reduction.
- D. Staff members whose jobs are to be eliminated shall be given first consideration for in-system transfer and changes of assignment opportunities provided they qualify by certificate for the vacancy.
- E. If necessary to reduce staff in a given program or classification, all Employees working in that classification shall be considered together, and termination shall be made in reverse order of seniority - that is, the person with the least total in-district employment time as a certified teacher shall be terminated first. Seniority being defined as:
 1. In-district employment time as a certified teacher of the teaching profession.
 2. All people presently in the bargaining unit will have accrued their seniority on a full-time basis up to the beginning of the 1983/1984 school year. This means regardless of whether a teacher was part-time or full-time prior to the 1983/1984 school year, the teacher will be given a full year's seniority for each year of service. Beginning with the 1983/1984 school year, seniority will be accrued on a pro rata basis.
- F. For all Employees being terminated, the Principal/Superintendent and the Board of Directors shall follow all the rules of due process as prescribed in the Code of Iowa.
- G. Employees who have resigned or are terminated subject to the staff reduction policy will be accorded the following recall rights:
 1. That for a period of one (1) year, if an opening exists in their previously certified area, the Employer shall notify the aforementioned Employee by registered mail of such an opening. The Employee has ten (10) days from receipt of the letter to contact the Employer regarding his/her interest in the position. In the event the Employee fails to respond in the affirmative to the Employer within the ten (10) days, he/she shall forfeit all recall rights.
 2. An Employee who has exercised his/her recall rights shall be placed on the step of the pay schedule as they would have been prior to the reduction.

Evaluation Procedures*

A. Notification

The District will, within four weeks after the start of the contract year, identify each Employee and the supervisory or contracted personnel who will be responsible for that Employee's evaluation. A supervisor shall notify the Employee of the evaluation procedures and discuss with all certified staff who will be

evaluated the criteria that will be used. No formal evaluation shall take place until such orientation has been completed.

B. Types of Procedures

Evaluation may include both formal and informal procedures. All formal observations shall be conducted with the full knowledge of the Employee. One of the primary purposes of the evaluation procedure is to encourage the improvement of professional performance as a means of encouraging the implementation of competent educational techniques.

A Pre-Evaluation Conference will be held between the appropriate supervisor and the Employee as least two (2) days prior to the first observation so that they may discuss the following:

- * the instrument to be used
- * objectives of the observation (area of concentration)
- * materials/techniques to be used

C. Required Observation

The classroom teaching performance of a regular full time first year and second year teacher shall be formally evaluated two (2) times during the school year. Beyond the second year, evaluation will be conducted as determined by the immediate supervisor, every third year.

D. Results of Evaluation and Conference

Results after each formal classroom observation shall be in writing, with a copy shared with the Employee during a conference within ten (10) school days following the observation.

During the post-observation conference, the evaluator with the Employee will discuss his/her perceptions of the observation in regards to the objectives, guidelines, techniques and materials discussed in the pre-evaluation conference. If deficiencies are noted, a plan of remediation will be discussed and included in the written evaluation. Said plan to be implemented within a reasonable period. At the completion of the conference a copy of the evaluation shall be signed by both the Employee and the evaluator confirming that the conference has been held.

Any written material resulting from an informal evaluation, which is to be included in the Employee's personnel file, shall be shown to the teacher who will sign the same confirming that a copy has been shown to him/her.

E. Response

The Employee shall have the right to submit an explanation or other written statement regarding any evaluation for inclusion in his/her personnel file. The Employer shall sign the reply acknowledging receipt of same.

F. Personnel File

The Employees shall have the right to review the contents of their personnel file, provided the file does not contain confidential papers.

G. Right to Grieve

If a performance based plan is implemented the following statement will take effect:

Any Employee who has been evaluated under the performance based pay plan has the right to grieve said evaluation as unfair, unjust or inaccurate through the grievance procedure under the time limits set forth in this agreement.

Voluntary Transfers*

A. Voluntary Transfer Procedures

1. A voluntary transfer shall be considered to be the movement of an Employee to a different building, grade level or subject area in which he/she is certified to teach and based on the request of the employee.

2. Qualifications as used through this Agreement shall include:

- a. Professional preparation
- b. Evaluations
- c. Experience and other pertinent criteria

3. Procedure

- a. The District shall post in all school buildings a list of all vacancies. The notice of a vacancy shall include the date of posting and the final date of which applications will be accepted. Such notices shall be posted in the faculty room for at least seven (7) calendar days before the final date when applications must be submitted.
- b. Employees, including those within the building where the vacancy exists, may apply in writing to the individuals designated on the vacancy notice for any posted vacancy, and all applications shall be considered. All applications shall name the vacancy for which the applicant wishes consideration.
- c. When a vacancy is filled, all applicants shall be notified in writing as soon thereafter as practical and notice of the filling of the vacancy will be posted.
- d. For positions becoming vacant during summer vacation, Employees may file a letter, or email, requesting consideration should a position open. This letter, or email, must contain the following information:

- Position desired
- Summer address
- Summer telephone number
- A self-addressed envelope

Those indicating an interest in a certain position will be notified by letter sent to the summer address, or email. A notice of these positions will be posted in the Administration Building.

- e. After an Employee has obtained a voluntary transfer, the Employee shall not be eligible for any other voluntary transfer during that school year.

Involuntary Transfers*

A. Involuntary Transfer Procedures

- 1. An involuntary transfer shall be considered to be the movement of an Employee to a different building, grade level or subject area in which he/she is certified to teach and not based on the request of the employee.

2. An involuntary transfer shall be made only after a meeting between Employees involved, an Association representative at the Employee's option, the Principal/Superintendent or his/her designee, and other appropriate administrative representatives. The reason for transfer shall be given to the Employees involved at the time of said meeting.
3. All Employees being considered for involuntary transfer may request in writing a voluntary transfer to any open position which request shall show the Employee's order of preference for the open positions.
4. Notice of involuntary transfer shall be given to an Employee by the last day of classes.

Student Discipline

Be Respectful, Be Responsible, Be Safe

It is our expectation each student will establish a good citizenship record. The district expects students to be courteous and respectful to their classmates, teachers, secretaries, cooks, custodians, teacher associates, bus drivers, substitute teachers and visitors. It is also important students present a willing attitude of cooperation at all times.

Discipline is a term that should be applied to character development, with the ultimate goal of developing a responsible person capable of self-control. To attain this goal it is necessary for the school to work in cooperation with parents. It is important to remember students learn from disciplinary action given to correct the negative behavior or help the student to make appropriate decisions in the future. All student conduct and behavior should be appropriate to maintain the orderly and efficient operation of school, while respecting the rights and privileges of other people, both on and off school premises.

The district continues with Positive Behavior Interventions & Supports (PBIS). Teachers will have expectations for classroom conduct and building behavior (hallways, lunchtime, recess and restroom breaks) during the school year. These expectations will be communicated to the students and parents in writing, and reinforced in class throughout the year. Expectations will also be posted in each room/area.

Discipline Rules (Code No. 503.1)

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

Teachers are ultimately the ones responsible for their own classroom management and discipline. Discipline expectations can be found in the Student/Parent Handbook.

Due Process Guidelines

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

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

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

Expulsion (Code 503.2)

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

Major/Minor Note

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

***Immediate Referrals to the Office**

1. Participation in a physically dangerous activity/fighting
2. Illegal acts
3. Overt defiance (absolute refusal to comply)

Bus Rules (Code No. 711.2R1)

All teachers must review the rules with the students in their class. The United Transportation Director will meet with each class and go over bus safety. Bus rules and discipline procedures can be found in the student/parent handbook as well as the bus handbook.

Lunchroom Rules

The hot lunch program is established to provide nutritional meals for students. The serving procedure for students is called "offer vs. serve". Students can choose what they want to eat, but must choose at least three (3) of the food items being served.

While in the lunchroom, it will be stressed students will use good manners, be respectful and follow directions given by adult supervisors. Lunchroom procedures and rules can be found in the student/parent handbook.

If you are planning to eat school lunch, you must sign up no later than 8:30 a.m. If you do not sign up by this time and decide to eat later, you will need to wait until all of the students are served in your building first before a tray can be prepared for you.

Employees have use of an account for meals. Money must be put in this account and kept current. (Code No. 710.4)

Playground Rules

Playground rules are for the safety of all students. Staff supervising the playgrounds must take a fanny pack and have a radio available on the playground. Care must be taken to ensure staff members on duty arrive to their station on time. Playground boundaries and rules are defined in the student/parent handbook.

General Information

Accident Reporting

An Accident Report Form must be completed within 24 hours of the occurrence and filed with the Nurse. The Nurse will immediately make copies for the Principal/Superintendent and the board Secretary. The completion of this form applies to students or employees who are injured or have an accident on school property. Accident forms should be completed whenever a person is injured and first aid is required. The teacher who is on duty or the adult who is in charge when the accident occurred is required to complete and file the report. Accident reports are available in the main office.

Alarm System

All buildings on the site have alarm systems, which are keyed by motion detectors. It is necessary to check with the building custodian before hanging things in the hallways or the media center. The building is alarmed when there are no custodians on duty. Staff may apply for access during alarmed hours.

Animals in the Classroom (Code 606.3)

Before animals can be brought into the classroom, staff members must seek administrative approval. Also, the school nurse needs to be contacted in advance as well to rule out any potential allergies/safety issues.

Asbestos

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

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

We recently had our facilities inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and determined the condition and hazard potential of all material in our buildings suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan. In 2011, all asbestos was removed in student areas.

A certified management planner has developed an asbestos management plan for our buildings which includes: notification letters, training for our employees, a set of procedures designed to minimize the disturbance of asbestos containing materials, and plans for regular surveillance of the materials.

A copy of the management plan is available for your inspection in the main office. Please make an appointment during office hours if you wish to review this plan.

We are complying with AHERA and related Federal and Iowa laws and we began implementation of our plan on July 9, 1989. We plan on taking whatever steps are necessary to ensure our students and employees have a healthy and safe environment in which to learn and work.

Assembly Information

Educational assemblies may be scheduled throughout the year. **All assemblies must be approved by the superintendent/principal at least 2 weeks in advance.**

When an assembly is scheduled during a classroom teachers prep time, the special area teacher is expected to supervise the students he/she would normally have during that time.

Assessment/Testing for Students

Iowa Assessments Testing

All students in grades 2 through 6 will take the Iowa Assessments in the late winter. The parents will be informed ahead of time to prepare the students for the testing. The tests will be given throughout a weeklong period. Parents and students will be informed of test results via the pupil narrative report (using Iowa and National Norms). These forms are to be sent home with students for parent use. Parents may wish to request a conference with the classroom teacher to interpret results.

Procedure:

1. A copy of the Pupil Narrative Report will be placed in the cumulative folder.
2. Building and district wide results will be analyzed to determine areas that need attention/reinforcement.

MAP Achievement Level Tests

The MAP tests are administered in the fall and spring to grades 3 thru 6. These tests are taken on the computer and the test levels are based on individual student answers. The tests are divided into four subject areas: mathematics, language usage, science, and reading. These tests provide information on student growth and district progress. A schedule is made for each class in the computer lab.

AV Equipment

Do not allow students to move the equipment. Return equipment to the storage area as soon as possible so other staff may use it. If AV equipment is in need of repair, complete a work order and direct it to the teacher librarian.

Building Office Hours

The buildings are open from 7:00 a.m. until 6:00 p.m. daily during the workweek. The United office hours are 7:30 a.m.—4:30 p.m. If teachers want to stay in the building beyond the general hours or come in during the evening, it is necessary to make arrangements in advance with the superintendent/principal.

Bus Route Information

Bus routes will be in operation in the morning and after school for all United Community PK-12 students. Morning pickup will begin at approximately 6:30 a.m. Buses will arrive at United by 7:20 a.m. The (7-12) students will be shuttled to their respective schools before and after school. The regular after school buses will load (PK-6) students at 3:30 p.m. and upon the arrival of the (7-12) students, the evening route buses will depart.

Child Labor

The district complies with both state and federal child labor laws. Under Iowa Child Labor laws, Iowa Code Chapter 92, minors under the age of 18 are prohibited from working in certain occupations, performing

certain duties and from using certain equipment. For more information on federal child labor laws, contact the U.S. Department of Labor, Wage and Hour Division, in Des Moines at (515) 284-4625 or visit www.iowadivisionoflabor.gov/child-labor.

Child Study Team (RtI/MTSS)

The Child Study Team is a group of teachers available to monitor student progress. The Child Study Team meets regularly to look at classroom data, as a whole, through the RtI/MTSS process. The Child Study Team will work collaboratively with the classroom teachers, the AEA team, and other staff members as resources.

Complaint Policy (Code No. 502.4)

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

- If an employee is involved, discuss the complaint with the employee within a reasonable length of time following the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the supervisor about the incident within five days;
- If unsatisfied with the supervisor's response, talk to the superintendent/principal within 15 days of the supervisor's response.
- Forms and policy located in the appendix.

Computer and Equipment

The labs will be used for computer classes as well as additional classroom activities. If you wish to take your class into the lab for additional work you need to schedule the time with the Technology Coordinator. The schedule for the lab will be posted. The Technology Coordinator must be notified if computers are in need of repair. Digital cameras and digital camcorders can be checked out in the Technology Office.

Copy Machines

There are copiers in both wings for school use. The United North copy machine is in the United North workroom. The United South staff is to use the machine in the main office staff workroom. Teachers, administrators, associates, secretaries, support staff, PTO members or volunteers should be the **only persons** using the copiers. Personnel should not use them for personal use unless arrangements have been made with the Principal/Superintendent. **Students are not to use the copy machines.**

Copyright

Copyright is a form of intellectual property that protects original works of authorship including literary, dramatic, musical, and artistic works. The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use."

For additional information about copyright and fair use, please visit the "Frequently Asked Questions about Copyright" section of the United States Copyright Office located at copyright.gov/help/faq/index.html.

Cumulative Folders

Each student attending United Community will have a cumulative record folder. The building secretaries are responsible for completing a new cumulative record folder for a student entering Kindergarten or entering United Community Schools from another district. The cumulative folders

are not to be removed from the school at any time for any reason, and must be returned to the office daily. The folders will be kept in the fireproof file cabinets in the main office. Teachers are to place grade stickers on the cumulative folder and enclose a completed report card at the end of the school year or when the student withdraws from school.

Curriculum (Code No. 602)

The Board of Education adopts the curriculum documents, basic textbooks and instructional materials in all curriculum areas. These materials are to be used as the basis of instruction by all teachers. Exceptions or use of alternative materials need to be approved by the superintendent/principal. Each teacher should have student expectations for all elementary grade levels and curriculum guides for all major subject areas. The complete curriculum for each grade level is available on our school's website.

Custodian/Maintenance/Technology Work Orders

Teachers/Staff should complete the work order form for all custodial services such as assistance in moving heavy equipment, setting up for meetings, assemblies, etc. and all technology requests is available on the district website under the Technology and Maintenance tab, title Technology & Maintenance form.

Daily Schedule

The daily schedule will follow a 5-day week. All scheduling will be based on this schedule. Each teacher will complete a schedule form that indicates each teacher's daily schedule within the student's day. The form is available from the building secretary. This form is to be completed on Friday of the second week of school. *Please date the schedule form and keep an updated copy on file in the main offices if your schedule changes.*

Disabilities, 504, ADD and ADHD Students

It is important to check student records (Cumulative Folders) in regard to documented information related to any type of student disability. Section 504 is a federal law that protects the rights of persons with qualifying disabilities. The school district will evaluate the student and develop an accommodation plan, if needed. Section 504 concerns should be addressed to the 504 coordinator. If there are other concerns, the teacher should visit with the superintendent/principal so appropriate sources of help may be sought.

Dress Code

As an example to our students, staff members are expected to dress professionally at all times. Jeans and school team shirts may only be worn on Fridays or on special occasions. Non-denim shorts may be worn in warm weather. Wind suits and sweatsuits are not acceptable on student days (unless appropriate for the position). All other provisions of the student dress code apply to staff as well.

Duty

If you have an assigned duty and know ahead of time you will be absent, ***it is your responsibility to find a replacement.***

Employee Recognition

The district recognizes and appreciates the services of its employees. Employees who retire or resign may be honored by the board, Principal/Superintendent and staff in an appropriate manner.

If the form of honor deemed appropriate by the Principal/Superintendent and employees involves unusual expense to the school district, the superintendent will seek prior approval from the board.

Employee Publication or Creation of Materials

Materials created by employees and/or the financial gain therefrom are the property of the school district if school materials and/or time were used in their creation and/or such materials were created in the scope of the employee's employment unless prior arrangements are made. The employee must seek prior written approval of the principal/superintendent concerning such activities.

Employee Sign Out

Anytime an employee leaves the building or school grounds, **they must sign out in the main office in the book provided.** This information is necessary due to the possibility of someone trying to locate a staff member in an emergency. A staff member must sign out in person; the office staff cannot sign out for the staff person who is leaving the site. ***Principal/Superintendent must be notified before a staff member leaves during their contract time.***

Field Trips (Code No. 606.5)

All field trips must be directly related to the school curriculum. The field trip experience is an extension of the classroom. There should be a direct correlation between the curriculum and the scheduling of the field trip. Classes within the same grade level are encouraged to take field trips together.

Procedures for staff to follow:

1. Field trip request paperwork must be completed by a classroom teacher/program director and submitted to the superintendent/principal. If requisition is needed for payment on a field trip, it must be completed and turned in with the Field Trip Request form.
2. Field trips are not considered to be approved until the paperwork is signed by the superintendent/principal. Do not share field trip details with students or parents until you have received an approved copy of the field trip request.
3. PTO sponsored field trips must also be approved in advance and paid for in advance, and must align with the curriculum. PTO does not arrange field trips directly; there must be a teacher designated to organize and complete the paperwork.
4. The District will pay for buses for field trips as follows:
 - a. Preschool – up to 5 field trips (cost built into the parent tuition)
 - b. Kindergarten-6th grade – one field trip per grade level
 - c. Specialist field trips as approved by the Principal/Superintendent
5. The District will pay for buses and drivers as specified above. If there are entry fees involved, a sponsor may be attained.

Procedures for the field trip:

1. Students should be reminded the trip is a part of their school experience and the rules and behavior expectations are the same. Any negative behavior on a field trip will be handled as a discipline matter.
2. Field trips should be scheduled during the hours of the student's school day unless special arrangements have been approved by the Principal/Superintendent.
3. When students are on a field trip that extends over the normal noon hour, teachers are encouraged to have students bring their own lunches, but special lunch plans may be made.
4. When students are on a field trip, no student is to go anywhere alone. Use the buddy system.
5. Teachers should review the expectations for the day prior to taking the trip.

6. Chaperones will be used to keep the student/adult ratio manageable. Chaperones will be informed of their responsibilities prior to leaving on the trip. No siblings will be allowed.
7. Teachers must check with the school nurse before departure and make arrangements for any medication/medical needs.
8. One-on-one associates and preschool associates attend field trips with their students. General education associates do not attend field trips unless approved by the Principal/Superintendent in advance.
9. Students must travel home with the group, unless special circumstances are pre-approved.

Fire Code

In order to comply with fire code, the following rules apply:

1. No materials may be hung from lights.
2. No combustible materials may be hung on entry/exit doors, egress windows, or within 3 feet of a door or doorway. No more than 10% of the walls in each room can be covered by combustible materials.
3. No string lights can be hung in the buildings.
4. The exit walkways must be at least 4 feet wide.
5. The Head Custodian will notify staff and Principal/Superintendent if there is a violation of fire code.

Food Outside of Lunch and Breakfast

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

Providing of Food:

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

School Parties/Celebrations:

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

Birthday Celebrations:

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

Grade Level/Special Event Activities:

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

Snacks:

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

Food Usage:

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

Acceptable Food

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

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

This list includes foods that do not contain allergens.

Friday Folders

All students will use the Friday parent communication folders. The folders will go home on Friday of each week and should be returned on Monday. Each child will have their own folder. Teachers are asked to follow-up on the return of the communication folders each week. The folders are to be used for student work and parent communications. If a student loses or damages the folder, he/she will be expected to pay for a replacement folder. **Staff – please note, no items are to be sent in Blue Folders without the Principal/Superintendent’s approval.**

GRADING SCALE

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

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

Grading Scale for K-4th grade is:

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

Graduate Hours and Staff Development Credit

All staff who wish to take graduate hours or receive staff development credit must have prior approval from the superintendent. It is necessary to fill out a form and have it approved **before** taking the course.

Guests and Guest Speakers

If you plan to have a guest speaker or outside resource person speak to your class, **you must first inform the superintendent/principal at least three days in advance that there will be guests or guest speakers in the classroom. All guest speakers must be recorded on the master calendar in the United main office.** Non-school employees, including reporters and photographers, should not be admitted to any instructional area (classroom, media center, gym, playground, etc.) without approval of the superintendent/principal.

Gym Use by Staff

Any staff member who is planning to use either gym for special activities must let the PE teacher know in advance and make sure there is not a conflict with a PE class. **It must also be recorded on the master calendar.**

In order to maintain the United South gym floor, staff members are asked to not cross the floor in their street shoes. Please use the carpeted walkways.

Homeless Students Identity/Services

If you know of a student who lives in any of the following situations:

- in a shelter, motel, or campground,
- on the street,
- in an abandoned building, trailer or other inadequate accommodation
- doubled up with friends or relatives because they cannot find or afford housing, then those pre-school and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Those rights include:
 - Go to school, no matter where you live
 - Attend a school and participate in school programs with children who are not homeless.
 - Enroll in school without giving a permanent address.
 - Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
 - Receive the same special programs and services, if needed, as provided to all other children served in these programs.

If you know of a family or student in one of the situations mentioned, you must contact the Homeless Liaison Coordinator.

Inclement Weather and Emergency Notifications

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

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

Other emergency announcements will be made by the Principal/Superintendent to the staff by e-mail, written communication or personal contact.

Inventory

All equipment and furniture will have an inventory tag number on it. The board secretary/business manager must be notified when a piece of equipment or furniture breaks or is moved to a different location. The tag number is needed as well as where the item is going.

Leave/Meeting Attendance Requests

All staff must request leave in advance. All leave request forms are to be submitted utilizing Frontline Absence Management (formerly AESOP online). Unpaid leave can only be granted by the Superintendent. Teachers wishing to attend conferences or workshops need to submit a leave request and a requisition for registration fees. These items, along with a copy of the conference agenda, must be submitted to the Superintendent. If the meeting fee is due before the next board meeting, that staff member must pay the fee and request reimbursement. Every attempt will be

made to distribute staff development funds equitably. Priority will be given to those requests that correlate most closely with the school improvement plan.

Lesson Plans

All teachers are required to have lesson plans completed. Lesson plans should be kept on top of the teacher's desk each night. Lesson plans need to be ready and will be checked by the superintendent/principal.

Master Calendar

The calendar is available online. All events need to be submitted to the building secretaries to be posted.

Media News Releases (Code No. 902.1)

Radio, newspaper or television news releases about a teacher's classroom or students are not to be made **without prior approval of Principal/Superintendent.**

Newsletter

There will be a newsletter made available on United Community's website 3 times each year. A hard copy can be obtained by requesting one from main office.

The publication will include monthly calendar items and other pertinent information. Special event notices will also be included in the newsletters. Articles are due in the office on or before the 15th of the month preceding newsletter distribution. Articles submitted for publication will be reviewed by the Principal/Superintendent.

Nurse

The school nurse will be on duty daily at school. The nurse office is located in the main office. If the teacher or student needs immediate help, the person should go to the office. In case of an emergency in the classroom the teacher should call the nurse's office or the main office. The nurse will have a radio so she can be notified immediately if needed. The nurse's schedule will be given to the Principal/Superintendent by the end of the first week of school. ***Please fill out a "Nurse Referral Slip" for any student sent to the nurse or office.***

Pay Beyond Contract Hours

Any staff member request for pay beyond regular contract hours must have the request **pre-approved** by the Principal/Superintendent in order to receive payment.

Permanent Record Cards

The secretaries will be responsible for creating new cards for Kindergarten students and students new to the district. Teachers are to place grade stickers on the cards at the end of the school year. Permanent records are kept in the main office. Upon request, a parent may view their child's permanent card. Under no circumstances will a parent be allowed to view any other student's permanent card. Permanent records may not be removed from the building. When a student withdraws or transfers, the completed permanent record card is copied and sent with the cumulative folder to the new school. The permanent record card for all students will remain in the district.

Personal Property

An employee's personal property is not covered for loss under the school's insurance program. Reimbursement for any such loss would have to be covered under the employee's personal insurance program.

Phone Use Guidelines - Staff and Students

The following guidelines will apply to telephone usage in the classrooms:

- Phone calls will not be forwarded to the classroom during instructional times for any reason except emergencies.
- Personal phone calls are not to be made during student contact times, and must be limited during non-instructional times.
- **Except under extreme emergency circumstances (notify Principal/Superintendent on such cases) personal cell phones must be on silent mode during the school day and should not be used during student contact times.**
- Students are not to use classroom phones under any circumstances, except to dial out in case of extreme emergency. All other calls, during school hours, need a pass to the office.
- Long distance calls can be made from all district phones. Personnel are encouraged to make personal long distance calls from your cell/home telephone.

Physicals

Certified Staff (Per Master Contract) are required to have a physical completed by August 15th if hired prior to the start of school. If hired after school starts the physical will be completed within 30 days of employment.

Classified Staff (Board Policy 403.1) are required to have a physical completed prior to employment. All preschool and daycare staff are required to have a TB test included with their physical.

Powerschool/Powergrade System/Parent Password Procedures

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

Recess

Preschool- will have an AM recess, noon recess, and PM recess. Kindergarten-1st grade will have a noon recess and PM recess. Grades 2-6 will have a noon recess. Grade levels may request additional recess. Request must be made to the Superintendent/Principal.

Record of Student Grades

Teachers will record student progress in the computer in Powergrade. *All teachers must record grades in Powergrade a minimum of once every 2 weeks.* A current updated record of student progress is required to be available at all times.

Reimbursement/Purchasing Procedures

Staff cannot purchase personal goods or services through the school. It is a direct violation of School Board policy. All requests for purchases (requisitions) must be submitted to the Superintendent for approval before purchase.

The staff must complete a Requisition Form for all requests. The Superintendent must sign all Requisition forms before the purchase is approved. If an individual spends money for items and

expects to be reimbursed, it is necessary to have a requisition form completed and approval prior to the purchase. You will not be reimbursed for personal purchases that have not received prior approval, nor can you be reimbursed for sales tax charged.

Requisition Procedures

Equipment and instructional supplies are ordered in the late spring for availability during the next school year. The teacher will receive notification from the Business Office when orders are due.

If additional instructional materials or supplies are needed during the school year, a general requisition form, which can be obtained from the building secretaries, needs to be completed and submitted to the Superintendent for approval. All requests must be approved by Principal/Superintendent before orders can be placed. Classroom/program supply amounts will be set annually by Principal/Superintendent.

Restroom Procedures

There should be times designated for students to use the restrooms before school, before lunch, and afternoon recess. Otherwise students should only use the restrooms in case of need or emergency.

Room Crisis Plan

All staff members will be issued a red binder at the beginning of the year. This will contain specific crisis plan guidelines. Every staff member needs to read this binder carefully and keep it within easy reach in every classroom. Crisis plans must be clearly labeled and available at all times. Also, a crisis bucket full of supplies will be provided for each classroom.

Smoke/Tobacco Free Campus (Policy 905.2)

Board policy prohibits smoking and tobacco use anywhere on school grounds. ***This includes school vehicles, as well as personal vehicles parked on school property.*** This policy applies to all staff, students, and patrons.

Social Committee

The Social Committee is a group of employees who are responsible for planning social events and sending flowers or cards when appropriate. **The Social Committee is not responsible for planning retirement parties, wedding, or baby showers.** Dues will be collected yearly.

Special Education

Teachers will work with all identified students to meet their individual IEP goals. All staff will collaborate in order to meet the needs of the students.

Procedures:

1. The Individualized Education Plan (IEP) for each student will determine the student's program and goals.
2. The Special Education teacher will meet with the classroom teacher and determine the best, most effective schedule for the student.
3. Special Education teachers are to make sure the IEP requirements are being met.
4. No changes in programming are to take place without an AEA team meeting.
5. The Special Education teacher will set up each student's schedule and begin meeting with students within the first 2 days of school.
6. Parent letters concerning staffing will be sent out no later than 10 school days before the staffing is to be held unless special arrangements have been made with the Principal/Superintendent.

Staff Lounge Information

In order to keep the staff lounge clean and neat, **we are asking all personnel to clean and pick up after themselves.** Items should be cleaned out of the refrigerators weekly.

Staff Work Day

Certified staff hours will be 7:30 am to 3:30 p.m. daily, unless notified differently by the Principal/Superintendent. Hourly personnel and less than 1.0 FTE personnel will have hours as set by the Principal/Superintendent.

Student Attendance (Code No. 501)

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

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

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

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in a school activity. The remaining half-day must be an excused absence. Only in extraordinary circumstances may the principal waive this rule. Students are responsible for arranging to make up schoolwork. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make up the schoolwork.

****Reminder: Students who miss school on a hard-surface only bus route day are not counted absent.***

Attendance Notification:

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

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

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

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

Guidelines for Attendance:

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

Make-Up Work (Code 501.9)

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

Tardiness (Code 501.10)

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

Student Dress Code

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

It is the responsibility of each staff member to promote appropriate dress. When students wear or carry items that advertise any product or service not permitted to minors by law, the staff member can ask the student to remove the item or in the case of a shirt turn it inside out. The superintendent/principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

Student Enrollment

Secretaries will be responsible for enrolling new students, including kindergarten. The superintendent/principal will decide on classroom placements. New students during the school year can begin school the day after they register.

Student Information Form

At registration parents must complete a Student Information Form. This form contains pertinent information such as address, home phone, work phone and emergency numbers the school can use in the event the school is unable to locate the parents. Parents are asked to notify the school office if the information on the Student Information Form changes during the school year. **Also, if a teacher is notified by a parent of changes, the teacher must notify one of the building secretaries.** All changes are transferred to the permanent record card/Powerschool by the building secretaries. Emergency information for your class will be available online.

Student Report Cards (Code No. 505.1)

The students will receive a report card each trimester. Special area report cards will be sent each trimester. The report card will be given to the parent at the fall and spring conferences or will be mailed to any parent that does not attend a conference. After the third trimester that ends the school year, report cards will be sent home with the students.

In addition to the scheduled Parent-Teacher Conferences during the school year, teachers are encouraged to communicate with parents anytime it is necessary

Student/Staff Safety

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

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

Slip and Fall Prevention Policy

Slips and falls are a major cause of injury for students, employees, and patrons. It is for this reason formal procedures have been established that will help reduce the risk of these types of claims. Your cooperation and participation is critical for the success of this program.

<p>Identification of a foreign substance on a walking surface that could cause a slip or fall.</p>	<p>Employee who recognizes the hazard should take immediate action to clean up the substance. Procedures should include:</p> <ol style="list-style-type: none"> 1. Know where the cleaning supplies area. 2. Mopping or drying the area to retain good floor friction level. 3. Placement of caution sign(s) near area to warn persons. 4. If immediate action cannot be taken, the person identifying the hazard should stay by the fall zone area and ask for assistance until the hazard is corrected. 5. Once area is cleaned, the area should be tested for friction (sliding of feet). 6. A slip and fall prevention checklist will be completed annually by the Maintenance/Transportation Supervisor.
<p>Damaged walking surfaces</p>	<p>Flooring material, including mats, tiles, and carpets that are damaged, should be reported to the Maintenance/Transportation Supervisor immediately. If it</p>

	<p>can be reasonable expected the hazard can contribute to an immediate injury, you should:</p> <ol style="list-style-type: none"> 1. Place caution signs near the area. 2. Place a barricade in front of the hazard.
Steps	If it is determined either interior or exterior steps can create a slippery condition when wet, notify the Maintenance/Transportation Supervisor immediately,
Ladders	<p>If you identify any type of ladder or step stool that has become damaged and is no longer safe to use, you should:</p> <ol style="list-style-type: none"> 1. Not use the device. 2. Remove it to prevent some one else from using it. 3. Notify the head custodian immediately.
Outside Ice and Snow	It is the district's position to provide safe access to the premises. Because of the actions of mother nature, this can be a difficult task at times. We ask that you notify the Maintenance/Transportation Supervisor immediately if you identify any potential outside hazardous conditions.

Student Seating

Classroom

Teachers will make every effort to seat students in desks/chairs that best suit their size and personal needs. Teachers are responsible for checking records/504 Plans, IEP's in regard to meeting vision, hearing, accessibility needs in making up their seating arrangements within their room. If necessary, custodians will adjust desks and/or chairs, or replace chairs to meet student needs. This will require a Custodian Work Order. A copy of the seating chart will be in the Lesson Plan Book and accompany each teacher's Daily Schedule. Nametags should be on the desk or available for use in each classroom in case there is a substitute.

Student Searches

Student searches, including locker searches, are only to be conducted under the guidelines defined in the student/parent handbook. Searches are only to be conducted by school Principal/Superintendent or their designee, and only if reasonable suspicion exists.

Substitute Information

Procedures:

1. The Superintendent/Principal's Secretary is responsible for obtaining substitute teachers and associates if they are not obtained with the Absence Management program. *No teacher or staff member is authorized to call for his or her own substitute.*
2. Upon administrative approval for a planned leave, a substitute will be secured.

Expectations:

Substitute Teaching Procedures and Expectations

- When the person takes the substitute position he/she assumes all duties of the absent teacher.
- The substitute will record the day's events and report any problems to the superintendent/principal.
- The substitute's work hours are 7:30 a.m. to 3:30 p.m.
- Substitute teachers can expect the following information to be left by the absent teacher:
 - (1) up-to-date seating chart
 - (2) current class list
 - (3) lesson plan for the day
 - (4) a description of where to find any instructional materials needed
 - (5) Crisis / Emergency Guidelines (Red Binder)

- If these items are missing the substitute should contact the superintendent/principal or the building secretaries immediately.
- If the substitute has any questions, he/she should ask the building secretaries or superintendent/principal.

TAG

The Talented and Gifted (TAG) program EXPLORE consists of various dimensions in grades K-6, to meet the special needs of specific students. During the first week of teacher staff development, the coordinator will schedule a meeting with teachers who have students participating in the program. Students should not be made to feel as though they're missing out on special activities in the regular classroom. A list of the students in the program must be given to the Principal/Superintendent at the beginning of the year and updates need to be provided whenever changes occur.

Textbooks

Teachers will keep an inventory of the textbooks provided to each student. Each textbook will have a number written in ink as well as the student's name and book condition. This inventory should also include the purchase date of the book. If the book is not returned in approximately the same condition in the spring, fines should be assessed. The student is responsible for his/her numbered text. Textbooks may be sent home with the assignment when a child is ill.

Title I

Students receive support utilizing Title I funds in math and reading. Title I staff coordinate the lessons with the classroom teachers' in order to reinforce reading and math skills. Additional students may be added throughout the year if/when any current students are phased out. He or she will set up the schedule and begin classes as soon as possible.

Title I Student Selection Criteria:

- The student's daily classroom reading performance.
- The student's score on the Gates-MacGinitie test.
- The recommendation of the classroom teacher(s).
- The student's grade level.
- The student's score on the S. T. A. R. and Accelerated Reader tests.
- The student's score on the reading comprehension section of the ITBS.
- The student's score on the reading portion of the MAP test.
- The Title I staff's recommendation.
- The Title I staff's caseload.

VISITORS

Each teacher may have a homeroom parent volunteer who provides assistance to the classroom. **All volunteers and visitors must sign in at the office and receive a visitor's pass.** Parents who wish to visit school may do so. It is important for parents to notify the teacher ahead of time if they wish to visit the classroom. If any staff member encounters a visitor without a visitors pass, the staff member is expected to:

1. Ask the visitor if they need directions.
2. Redirect them to the office for a visitor pass.
3. Notify the office immediately if the visitor refuses to comply.
- 4.

Adult visitors will not be allowed in classrooms during testing situations or when a substitute is present.

Parents picking up students will check in at the main office. They will be asked to wait while a secretary locates the student. Please help reinforce this with parents. Do not dismiss students directly to parents without an office contact.

Visiting Students

The school or teacher may receive a request a friend or relative of one of the students would like to visit school for the day. The Board policy states that a child is only permitted to come to school if accompanied by his/her parent. Therefore student visitors are not allowed.

Wellness Policy (Code No. 507.9)

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

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

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

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

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

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