

# **East Union Elementary Family Handbook 2021-2022**



**Welcome to East Union Elementary School!  
1916 High School Drive  
Afton, Iowa 50830**

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## Preface

The purpose of this handbook is to provide information about our elementary school. Please keep this document as a resource to use throughout the school year. Your support of the East Union staff, students, families, and communities is appreciated.

## Our Mission

The East Union Community School District provides a challenging curriculum within a safe environment where students achieve their maximum academic and social potential in order to pursue a fulfilling life in a global society.

## Our Vision

“Being the first choice for all families.”

## District Goals

- *Growth and Achievement:* Ensure students are college, career, and life ready
- *Engaging Partnerships:* Engage families and the community as vital partners in the education process
- *Optimal Climate (Culture):* Provide an optimal learning and working environment
- *Quality Staff:* Attract, develop, and retain a high quality, diverse, and accountable workforce
- *Resources:* Allocate people, time, and money resources to achieve our mission, vision, and goals

## Student Learning Goals

- Individually or cooperatively create technological, intellectual, artistic, and physical products, which reflect high standards and originality.
- Use information and resources to anticipate, assess and resolve problems and challenges of a changing society.
- Be self-motivated and involve students in learning experiences in order to meet new challenges with confidence and improve their quality of life in today’s society and the world of tomorrow.
- Demonstrate the qualities of volunteerism, trustworthiness, respect, responsibility, fairness and caring by treating others fairly, justly, and impartially, regardless of differences.

## East Union Community School Equal Educational Opportunity

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

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

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

Inquiries or grievances related to this policy may be directed to the Superintendent or Elementary Principal, East Union Community School District; 1916 High School Drive; Afton, Iowa 50830; telephone (641) 347-8421. Inquiries may also be directed in writing to the Director of Region VII Office of Civil Rights, United States Department of Education; 310 W. Wisconsin Avenue Suite 800; Milwaukee, WI 53203-2292; telephone (414) 291-1111, or the Iowa Department of Education; Grimes State Office Building; Des Moines, IA 50319-0146; telephone (515) 281-5294.

## Homeless Children and Youth

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

A homeless child is defined as:

- a child or youth between the ages of 5 and 21 who lacks a fixed, regular, and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home;
- a child or youth who is living in a community shelter facility;
- or a child or youth who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

So that enrollment of homeless children and youth of school age may be facilitated, the following policy areas are modified as follows:

**School Records:** For students transferring out of the district, records may be provided directly to the student or the student's parents. In addition, students transferring into the school district may provide cumulative records directly to the district. The school district will not require that such records be forwarded from another school district before that student may enroll. The school will request the official records from the previous school.

**Immunization Requirements:** Homeless students will not be denied enrollment for lack of immunization records if:

- they have a statement signed by a physician stating that immunization would be injurious to the student,
- they provide an affidavit stating such immunization would conflict with their religious beliefs,
- they are in the process of being immunized, or
- they are transfer students from another school.

The school district will make a reasonable effort to locate immunization records from the information provided or will arrange for the student to receive immunizations.

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

**Enrollment Requirements/Placement:** Enrollment requirements which may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the superintendent. If the school district is unable to determine the grade level of the student because of missing or incomplete records, the school district will administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

**Residency:** For a homeless child or youth, residence, for the purpose of attending school, is where the child actually resides or the child's school district of origin. A child's school district of origin is the school district where the child was last enrolled. The deciding factor is the welfare of the child. As much as possible, the child will not be required to change attendance centers within the school district every time the child changes residence unless that change results in the child no longer being classified as homeless.

**Transportation:** Policies or practices regarding transportation of students that might cause a barrier to the attendance of a homeless child or youth may be waived by the superintendent.

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

The contents of this policy will supersede any and all conflicting provisions in board policies dealing with the seven policy areas discussed above.

## **Jurisdictional Statement**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner fitting 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 the school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or operated buses or vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district or involves students or staff.

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 policies, rules, and regulations may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, staying after school, in-school suspension, out-of-school suspension, probation, and expulsion. Discipline can include prohibition from special activities conducted by the elementary school. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, and regulations as circumstances warrant, including those contained in this handbook. Parents and students (age-appropriate) are expected to know the contents of this handbook. Students or parents with questions or concerns may contact the office for information about the current enforcement of policies, rules, and regulations of the school district.

## **Definitions**

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

## Staff Directory

### *Board of Directors*

<i>Name</i>	<i>Title</i>
Mr. Sam McKnight	President
Mr. Mike Rollings	Vice President
Ms. Rhiannon Tessum	Secretary
Ms. Dawn Arnold	Treasurer
Mr. Kenneth Hagen	Member
Mr. Ben Clear	Member
TBD	Member

### *Administration*

Mr. Tim Kuehl	Superintendent
Mrs. Joan Gordon	Elementary Principal

### *Faculty*

Mrs. Susan Stover	Transitional Kindergarten/TK-5 Instructional Coach
Mrs. Sheila Chenoweth	Kindergarten
Mrs. Donna Ramsey	Kindergarten
Ms. Jane Eklund	Grade One
Mrs. Georgia Miller	Grade One
Ms. Brittany Cunningham	Grade Two
Mrs. Laura Guhse	Grade Two
Mrs. Tara Luther	Grade Three
Mrs. Rheanna Pettit	Grade Three
Mrs. Robin McNutt	Grade Four/TK-5 Instructional Coach
Mr. Marcus Patten	Grade Four/TK-5 Instructional Coach
Ms. Autumn Hoadley	Grade Five
Mrs. Janace Nester	Grade Five
Mr. Joey Fluckey	Resource/TK-5 Instructional Coach
Mrs. Carol Holste	Resource/Reading and Math Interventionist
Ms. Dusti Hayes	Reading and Math Interventionist
Mrs. Sandra Donner	Resource/Reading and Math Interventionist
Mrs. Julia Koster	Talented and Gifted/Reading Interventionist
Mrs. Emily Cummings	TK-5 Master Teacher/Instructional Coach
Mrs. Sarah Summers	TK-5 Guidance Counselor
Mr. Chris King	Student Services Coordinator
Ms. Sherresse Buzard	Art
Ms. Jeanine Killion	Vocal/Instrumental Music
Mr. Steve Kinyon	Physical Education
Mrs. Bev Brown	Librarian

*All staff members are fully certified by the State of Iowa for providing instruction to children within the areas they are assigned.*

## ***Support Staff***

Mrs. Christine Bear	Secretary
Mrs. Christie Brown	Nurse
Mrs. Lori Paup	Technology Coordinator
Mrs. Joan Gordon	Special Education Supervisor
Mrs. Deb Richardson	Library Paraeducator
TBD	ELL Coordinator
Mrs. Melissa Cunningham	Paraeducator
Mrs. Crystal Denton	Paraeducator
Ms. Hannah Duerr	Paraeducator
Mrs. Amber Fluckey	Paraeducator
Mrs. Eugenia Hall	Paraeducator
Mrs. Janelle Hamilton	Paraeducator
Ms. Ashley Mitchell	Paraeducator
Ms. Lindsey Reasoner	Paraeducator
Mrs. Tasha Weeks	Paraeducator
Mrs. Tammy Ross	Family Resource Center Director
Mrs. Tonya Thatcher	Family Resource Center Secretary
Mr. Mike Nelson	Facilities Manager
Mr. Eric Anderson	Assistant Facilities Manager
Mrs. Jodie Weis	Maintenance Engineer
Mrs. Tawnya Jones	Food Service Director
Mrs. Shannon McMillen	Food Service Assistant Director
Mrs. Clarita Nelson	Food Service
Mrs. Barb Tomas	Food Service
Mrs. Shannon Welch	Food Service
Mr. Daniel Thatcher	Transportation Director
Mr. Eric Anderson	Bus Driver
Mr. Herman Chenoweth	Bus Driver
Mr. Dale Denton	Bus Driver
Mr. Gary Clear	Bus Driver
Mr. Dave Jones	Bus Driver
Mr. Chris King	Bus Driver
Mr. Steve Kinyon	Bus Driver
Mr. Mike Nelson	Bus Driver

## ***Building Phone Numbers***

Main Office	(641) 347-8421
Elementary School	(641) 347-5411
Early Childhood Center	(641) 347-8811
ASPIRE More	(641) 347-8777



## Curriculum

### ***Basic Curriculum***

The educational program at all levels is grounded in the basics, yet enriched to meet the needs of all students. Reading, writing, listening, speaking, language, and mathematics are stressed at all grade levels. Social studies, science, computer science, and health are equally important subject areas. The ability to think and problem solve is stressed in each academic area. Learning is extended and enhanced through the use of our libraries, technology tools, and STEAM activities. Our Basic Curriculum aligns with the Iowa Core Curriculum and the National Common Core Standards. More information can be obtained at the following link: [Iowa Core Curriculum](#).

### ***Art***

Art classes are scheduled for grades TK-5 weekly for 40 minutes. Materials are furnished by the school district. Student work will be displayed throughout the year within the building.

### ***Health Education***

Health education is an important part of the TK-12 curriculum in the East Union Community Schools. Major topics addressed are personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life and human sexuality; substance use, misuse and non-use; emotional and social well being; prevention and control of disease; and health resources and careers.

As mandated by the Code of Iowa, Senate File 2094, a student is not required to take instruction in the human growth and development portion of the health education curriculum, if the parent requests the student be excused. A form to request this excuse may be obtained from the nurse's office.

The course of study and materials used to guide the health curriculum may be examined upon request at the East Union Middle/High School nurse's office: 1916 High School Drive; Afton, Iowa.

### ***Music***

Vocal/Instrumental: All TK-5 students receive instruction on a scheduled basis, at least twice each week.

Band: Weekly small group and/or individual lessons are offered for fifth grade students. Full band practices are also scheduled during the school day. Early in the school year, a meeting is scheduled for families to receive further information about the band program.

### ***Physical Education***

All students receive physical education instruction on a scheduled basis, at least twice weekly. All students must have appropriate shoes, to be kept at school, for inside use on the elementary gymnasium floor.

## Health and Safety

### *Accidents and Illness at School*

If your child becomes ill or has a serious accident at school, you will be notified. Thus, it is important that the information on the *Emergency Form* and the student information system (JMC) be as accurate as possible. No child is ever sent home until prior arrangements have been made.

### *Bicycles, Scooters, Skateboards, Skate Shoes, and Hoverboards*

It is recommended that students ride the available buses to and from school. Further, it is recommended that a student be in the third grade before riding a bicycle to school. The district is not responsible for students riding to and from school on bicycles and further assumes no responsibility for bicycles on school grounds. Skateboards, scooters, and hoverboards may not be ridden on school grounds and it is recommended that students do not bring them to school. Students are not allowed to wear skate shoes to school, nor should they wear any other footwear that may cause injuries to themselves or others.

### *Communicable Disease Chart*

This chart is designed to assist you in recognizing common communicable diseases.

<b>DISEASE *Immunization is Available</b>	<b>Usual Interval Between Exposure And First Symptoms</b>	<b>MAIN SYMPTOMS</b>
<b>*Chicken Pox</b>	<b>13 - 17 days</b>	Fever, pox are blistery and have scabs
<b>Common Cold</b>	<b>12 - 72 hours</b>	Sneezing, temperature, cough, malaise
<b>Erythema Infectiosum (Fifth Disease)</b>	<b>4 - 14 days</b>	Low grade fever followed by erythema (slapped cheek appearance) on cheeks, net-like rash on extremities for up to 5 weeks
<b>*Rubella (German Measles)</b>	<b>14 - 21 days</b>	Enlarged glands in neck and behind ears, brief red rash
<b>Impetigo</b>	<b>4 - 10 days</b>	Inflamed sores
<b>Infectious Hepatitis</b>	<b>Average 25 days</b>	Headache, abdominal pain, nausea, vomiting, fever, skin and eyes may appear yellow
<b>*Measles</b>	<b>10 days to fever 13 - 15 days to rash</b>	Begins like a cold, fever, blotchy red rash
<b>Meningococcal Meningitis</b>	<b>3 - 4 days</b>	Headache, nausea, pain in back, stiff neck
<b>*Mumps</b>	<b>Commonly 18 days</b>	Fever, swelling and tenderness of glands at angle of jaw
<b>*Poliomyelitis</b>	<b>7 - 12 days</b>	Fever, vomiting, headache, stiff neck, muscle soreness
<b>Ringworm</b>	<b>10 - 14 days</b>	Scaly patch, usually ring-shaped
<b>Scabies</b>	<b>3 - 21 days</b>	Tiny burrows in skin caused by mites
<b>Scarlet Fever Scarlatine Strep Throat</b>	<b>1 - 3 days</b>	Sudden onset, vomiting, sore throat, fever, later fine rash
<b>Whooping Cough</b>	<b>7 - 10 days</b>	Head cold, slight fever, cough, characteristic “whoop” after two weeks

## ***Fire, Tornado, and Lockdown Drills***

A minimum of two fire drills, two tornado drills, and two lockdown drills are held each semester so that students may become familiar with proper procedures.

## ***Head Lice Treatment, Screening, and Monitoring Procedure***

The Iowa Department of Health has developed a strategy for schools and families on dealing with head lice and recommends the following plan.

### *Home Treatment and Monitoring*

1. Parents should assume that lice are present in the schools all year and screen children at home weekly during the school year.
2. At the time of first recognition of head lice in a child, a parent or other adult should screen all household members, allowing for treatment of all cases in a household at one time.
3. Screening should consist of close observation of the scalp and hair in a well lighted area. It also helps to comb the hair with a fine tooth comb which may remove live lice and possibly some of the nits.
4. Treatment consists of a two week process.
  - a. Days #1 through #14:
    - i. Use your ordinary shampoo everyday. (This ordinary shampoo step followed by combing should also be done before the therapeutic treatment shampoo on day #1.)
    - ii. Follow ordinary shampoo with a cream rinse conditioner.
    - iii. Comb wet hair with a fine tooth comb.
    - iv. Frequently clean comb on paper towel between strokes to remove lice & scalp debris.
    - v. Additional combing with a dandruff or nit comb is helpful.
  - b. Days #1 and #7:
    - i. Use a therapeutic head lice treatment shampoo according to label instructions or recommendation of a physician or pharmacist. Do not use more often than every 7 days.
5. Cleaning of the Environment
  - a. The Department of Health recommends laundering pillowcases, bed linen, and clothing (including hats and coats) worn on the day of diagnosis.
  - b. Vacuuming all carpet, upholstery, pillows, mattresses, and car seats is strongly recommended.

### *School Screening and Monitoring*

1. The school nurse will screen children early in the school year.
2. Head lice guidance will be issued to families via Friday Communication Folders early in the school year.
3. Cases will be managed on a referral basis from the parent, child, or staff member.
4. If live lice or nits are recognized during the school day, the school nurse or her designee will notify parents immediately, and the student will be sent home.
5. A note will be sent home with the child if live lice or nits are discovered at school. This note will specify the treatment procedure to be used. Parents are expected to treat the child immediately, prior to returning to school on the following school day.
6. During the two week process of treatment, the child will be monitored at school:
  - a. The school nurse will recheck the day after the therapeutic shampoo and combing. This recheck will include a check with the screening sticks and combing with a nit comb.
  - b. The school nurse will recheck at the finish of the two week treatment period.
  - c. A note to parents will follow the above rechecks stating what was found.
7. A staff member will refer a child any time during the school year to the school nurse for a recheck if there is evidence of lice or nits, if the child is scratching his/her head or reports that he/she is itching.

## ***Immunizations, Health Requirements for Entering School***

Iowa Law requires evidence of immunization BEFORE any student can be enrolled in the East Union Community Schools. Immunization requirements are found on the chart below. The following information is required:

1. A certificate documenting immunizations must be on file at school for each student.
2. On the first day of school, children should have a record presented showing all the dates and kinds of immunizations received.
3. The name of the physician, nurse, or clinic giving the immunizations is also needed.
4. The certificate may be obtained from your doctor's office, the county health nurse, or from the school nurse.

Students with immunizations partially completed will be issued a Provisional Certificate allowing an additional 120 days to complete the remaining immunizations.

<b>Required Immunizations for Children Entering Kindergarten</b>	
<b>Diphtheria, Tetanus, Pertussis</b>	3 doses, with at least 1 dose of diphtheria/tetanus/pertussis containing vaccine received on or after 4 years of age if the applicant was born on or before September 15, 2000; or 4 doses, with at least 1 dose of diphtheria/tetanus/pertussis containing vaccine received on or after 4 years of age if the applicant was born after September 15, 2000 but before September 15, 2003; or 5 doses, with at least 1 dose of diphtheria/tetanus/pertussis containing vaccine received on or after 4 years of age if the applicant was born on or after September 15, 2003. <i>DTaP is not indicated for persons 7 years of age and older, therefore, a tetanus-and-diphtheria-containing vaccine should be used.</i>
<b>Polio</b>	3 doses, with at least 1 dose received on or after 4 years of age if the applicant was born on or before September 15, 2003; or 4 doses, with at least 1 dose received on or after 4 years of age if the applicant was born after September 15, 2003.
<b>Measles/ Rubella</b>	2 doses of measles/rubella containing vaccine; the first dose shall have been received on or after 12 months of age; the second dose shall have been received no less than 28 days after the first dose; or the applicant demonstrates a positive antibody test for measles and rubella from a U.S. laboratory.
<b>Hepatitis B</b>	3 doses if the applicant was born on or after July 1, 1994.
<b>Varicella/ Chicken Pox</b>	1 dose received on or after 12 months of age if the applicant was born on or after September 15, 1997, but born before September 15, 2003, unless the applicant has a reliable history of natural disease; or 2 doses received on or after 12 months of age if the applicant was born on or after September 15, 2003, unless the applicant has a reliable history of natural disease.

Other health requirements are necessary or recommended before your child can enter kindergarten:

1. A certificate of dental screening from your child's dentist is required.
2. Results for a blood test for lead will need to be documented for your child's file.
3. A vision examination is highly recommended.

### ***Insurance***

A voluntary insurance program is offered for all children. Information on the plan will be shared with parents through the Blue Folder and at registration time in August. Claim forms are available through the Nurse's Office. Claims are handled directly with the company by the parents.

### ***Medications***

Should parents request that school personnel give any kind of medication to students, specific instructions should be sent to the school, and signed by the parent. Include the child's name on the container, the required dosage, time to be given, and the reason the medication is being given. Medication should be sent in the original container and delivered to the school secretary or school nurse.

## ***Screenings***

The following screenings may be completed by the school nurse annually: scoliosis, vision screenings, head lice (as needed in transitional kindergarten through fifth grade), heights and weights. Green Hills Area Education Agency staff may complete hearing screenings annually.

## ***Sexual Abuse and Harassment of Students By Employees***

The school district does not tolerate employee's physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the Superintendent of Schools (641/347-8421) and the secondary guidance counselor (641/347-8421) as its Level I Investigators. Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

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

## **Inclement Weather**

When school is canceled because of inclement weather (or other reason) prior to the start of the school day, students and parents are notified over **KSIB** Creston radio station and **WHO Channel 13** and **KCCI Channel 8** television stations in Des Moines. An announcement will also appear on the East Union website: [www.eastunionschools.org](http://www.eastunionschools.org). **JMC** messaging is an option available that provides text messages and e-mails with cancellation information; visit the East Union website to register for this service. The missed days or hours of school will be made up at a later date.

If school is dismissed because of inclement weather (or any other reason) after the school day has begun, parents are notified by the same means. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes, or the parents are responsible for picking up students at school.

**Please let your child know in advance what he/she should do if school closes early!**

## **Parent and Community Involvement**

### ***Adult Volunteers***

Several years ago, a program was initiated for adults to help students and teachers in the schools on a scheduled basis. If you have available time, even if only an hour, it can be put to good use in helping educate children and assisting teachers. Please contact your child's teacher, the school secretary, or the building principal to obtain a Volunteer Form. Once the form has been submitted, you must pass a background check, completed by the school business official, prior to your service at the school.

## ***Blue Folders***

The Blue Folder is a parent-teacher communication device that has been adopted by the East Union Elementary School. This is a transparent blue folder sent home with the student each Friday (or the last day of the student's school week). Within the folder you will find special information from the school, teacher notes, information for parents, selected work examples, etc. A sheet will be included in the folder for parents to sign and return, indicating that they have reviewed the enclosed materials.

## ***Parent Involvement Policy***

The staff of the East Union Elementary School, with the support of state and federal programs, seeks to involve parents in an effective home-school partnership in order to provide the best possible education for our students. Parent involvement activities are integrated into the school master plan for academic accountability.

Elements of our parent communications include, but are not limited to, the following:

District Newsletter	District Annual Calendar	Weekly Classroom Letters
Parent-Student Handbook	Student Involved Conferences	Quarterly Grade Reports
Midterm Reports	Learning Compacts	Blue Folders
Assignment Books	Back-To-School Night	ASPIRE Family Nights
Achievement Assessments	<i>Eaglet Events</i> Weekly Note	Title I Family Nights
Vocal Music Concerts	East Union Facebook Page	21st Century Learning Nights
East Union Website: <a href="http://www.eastunionschools.org">www.eastunionschools.org</a>		JMC Data System

Parent resource opportunities for helping to develop skills to use at home that support your child/children's academic achievement and social development are available. They provide parents with techniques and strategies that they may utilize to improve their child's academic success and to assist learning at home. Parents are solicited for their input through surveys and other means. Resource materials are available for check out from the ASPIRE More lending library.

## ***Parent Teacher Organization (PTO)***

The traditional role of our Elementary PTO is to help facilitate and sponsor annual elementary school fundraisers, and to support TK-5 instructional programs by providing field trips, materials, and supplies. Look for information regarding PTO public meetings and events in the weekly Blue Folder that comes home on Fridays.

## ***Progress Reports / Student-Involved Parent-Teacher Conferences***

Reporting student progress is the result of daily formative and summative assessment of your child's achievement. At the conclusion of each quarter, grade reports are provided to parents. These cards are sent home via the Blue Folder and/or distributed during Student-Involved Conferences.

Student-Involved Parent-Teacher Conferences are individually scheduled twice each year. Parents will receive detailed information in the Blue Folder regarding scheduling and times. The principal will prepare a master conference schedule for all preschool through twelfth grade students.

Parents may request a conference at other times during the school year by contacting their child's teacher for a mutually convenient meeting time.

## ***School Board Meetings***

The East Union Community School District's Board of Directors invites you to attend its meetings and to participate. There are five members who are elected to three-year terms by district voters. Board members serve without pay. Elections are held on the second Tuesday in September.

The Board has the responsibility of maintaining the educational program in the East Union District. The meetings, open to the public, are held in the High School Library at 1916 High School Drive, Afton, Iowa. Meetings are scheduled on the third Monday of each month, but may be subject to change.

Board meetings follow an agenda prepared by the Superintendent of Schools. If you have an item of concern that you would like placed on the agenda, contact the Superintendent by Wednesday of the preceding Board Meeting date. Under Iowa's Open Meeting Law, items cannot be added to the agenda within 24 hours of a meeting. Action may not be taken on items not on the agenda.

### ***Suggestions for Effective School Communications***

- Teachers and the building principal will make every attempt to communicate personally and directly with parents whenever appropriate for sharing positive news or progress. Teachers and the principal may also discuss a significant problem that is affecting a child's learning, health, or general welfare, or the learning, health, and welfare of others.
- Several types of parent/guardian communication are recommended: Blue Folder notes, Assignment Book notes, phone calls, or e-mails.
- Please don't pass judgment on what your child or another source tells you until you have had the opportunity to visit with school personnel.
- Whenever you have concern, you need to visit with your child's teacher. If your concern continues following a communication with your child's teacher, contact the Elementary Principal at (641) 347-5411.
- If your concern still persists, you are to contact the Superintendent of Schools at (641) 347-8421.
- If a solution to your concern has still not been achieved, you may request placement on the Board of Directors' Agenda for their monthly meeting to participate in person to resolve your concern.

### ***School Improvement Advisory Committee***

The East Union Community School District has an Advisory Committee made up of parents and staff members who have an opportunity to offer input into the decision-making process and to receive valuable information about the educational programs of the district. If you are interested in serving on this committee, contact the Superintendent's Office.

## **Policies**

### ***Anti-Bullying/Harassment Policy***

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

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

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

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance, or creation of an intimidating, offensive, or hostile learning environment.

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

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

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

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

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.



Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy.

A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent of Schools or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Superintendent of Schools or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy.

The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook,
- Inclusion in the registration materials,
- Inclusion on the school or school district's website,

and a copy shall be made to any person at the central administrative office at 1916 High School Drive; Afton, Iowa.

#### *Anti-Harassment/Bullying Investigation Procedures*

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - tell a teacher, counselor or principal; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - \*what, when and where it happened;
    - \*who was involved;
    - \*exactly what was said or what the harasser did;
    - \*witnesses to the harassment;
    - \*what the student said or did, either at the time or later;
    - \*how the student felt; and
    - \*how the harasser responded.

### *Complaint Procedure*

An individual who believes that the individual has been harassed or bullied will notify the Elementary Principal, who is the designated investigator. The alternate investigator is the Superintendent of Schools. The investigator may request that the individual complete a Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, recordings, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator has the authority to initiate an investigation in the absence of a written complaint.

### *Investigation Procedure*

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will document written findings and conclusions as to each allegation of harassment and report the findings and conclusions. The investigator will maintain a copy of the findings of the investigation in the principal's office.

### *Resolution of the Complaint*

Following completion of the initial report, the principal may investigate further, if deemed necessary. The principal may make a determination of any appropriate additional steps, which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

### *Points To Remember In the Investigation*

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

### *Conflicts*

If the investigator is a witness to the incident, the alternate investigator shall investigate.

### ***Bus and School Vehicle Procedures and Rules***

The school district will annually provide the following notice to students and their parents:

The East Union Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses and to promote and maintain a safe environment. Our students and parents are hereby notified that the content of the videos may be used in a student disciplinary proceeding. The content of the videos are confidential student records and will be retained with other student records. Videos will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videos of their child if the videos are used in a disciplinary proceeding involving their child.

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

1. Bus riders shall be at the designated loading point before the bus arrival time. Contrary to popular belief, Iowa does not require the driver to wait if the school bus is on time. Pupils are expected to comply with school rules while waiting at designated bus stops.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter. Each pupil must go directly to his/her seat upon entering the bus.
3. A bus rider who must cross the roadway to board or depart from the bus shall cross in front of the bus (no closer than 10 feet), look in both directions, and proceed to cross the road or highway only on signal from the driver.
4. All bus riders shall load and unload through the right front door. The Emergency Door is for emergencies only.
5. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
6. Nothing should be extended out of the window at any time.
7. Aisles must be kept clear at all times.
8. The driver may assign designated seats to riders at any time.
9. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or the replacement.
10. Riders are not permitted to leave their seats while the vehicle is in motion.
11. Waste containers are provided on all buses for the bus riders' use.
12. Permission to open windows must be obtained from the driver.
13. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation. Loud or vulgar language is prohibited. When the bus is crossing a railroad track, all conversation must stop until the bus has crossed the tracks. Pupils shall refrain from talking to the driver while the bus is in motion.
14. The driver is in charge of the students and bus, and the driver is to be obeyed promptly and respectfully.
15. Students shall assist in looking after the safety and comfort of younger students.
16. Students shall not throw or project objects within the bus nor out of the windows.
17. Students shall keep their feet off the seats.
18. Verbal or physical aggression on the bus is prohibited.
19. Students shall refrain from crowding or pushing.
20. There shall be no open pop or liquid containers on the bus, and all unopened pop or liquid containers should be in a gym/book bag or lunch box. Exceptions may be made for field trips or medical reasons.
21. The use or possession of weapons, controlled substances, or look-a-like weapons or substances are prohibited in the bus.

### ***Bus Report Slips***

Parental support is necessary in helping provide a safe, caring, and efficient school transportation system. Parents are asked to visit with their children in regard to the need for appropriate bus behavior and compliance with bus rules. A child's driver may choose to visit with the child or the parent personally in regard to a bus problem that may result in a formal bus report slip if the behavior continues.

Each driver, including any substitute driver, the school principal, or the director of transportation may write a bus report slip for a specific student. A copy is given to the principal or transportation director. The principal or transportation director will contact parents, and also determine consequences for inappropriate bus behavior or rule violation. The nature of the problems/behavior of the student and the number of previous bus report slips will be taken into consideration.

For the first write up, students will be given a formal warning, unless the offense warrants more serious consequences. For the second write up, students will be suspended from the bus for 5 days. For the third write up, students will be suspended from the bus for 10 days. The next write up will result in termination of bus privileges for the rest of the school year.

## ***Candy, Pop, and Gum***

Students are not permitted to bring candy, gum, or pop to school, unless special permission has been received from their teacher. Candy, pop, or gum that students have (without prior permission) in their possession will be taken by the teacher, to be picked up by the parent at a later date. If you should choose not to have any of the above items given to your child as an incentive, please communicate this with your child's teacher.

## ***Classroom Parties***

The last forty-five minutes of the day will be set aside for homeroom parties for the following occasions: Fall Harvest Parties, Christmas, and Valentine's Day. Parents will receive information from the teachers ahead of time in regard to the specific day in the Blue Folder. Students and/or parents may be asked to provide treats. Any other occasion for a classroom party will be approved by the classroom teacher(s) and the principal.

## ***Discipline***

School personnel strive to provide a safe and secure environment that is free from discipline problems for all children attending our school. Our classrooms, lunchrooms, playgrounds, and all activities connected with an effective school require rules of appropriate conduct. Children need to know specific rules and the school's expectations for their personal conduct. Playground rules are indicated later within this section. Classroom teachers and supervisors will share with students those rules that apply to their specific classrooms, lunchroom, and other activity areas.

It is the school's intention to work closely with parents if there should be an academic or discipline problem. Only in working TOGETHER (home and school) can a truly safe and secure environment exist for all students.

### *Discipline Matters Referred to Principal's Office*

Should an office referral occur, the following are options available as consequences, depending upon the nature/severity or frequency of the problem(s):

1. Conference with the principal
2. Loss of recess period(s)
3. Loss of related privilege(s)
4. Parent communication regarding incident(s)
5. In-school suspension for a specific period of time
6. Out-of-school suspension for a specific period of time
7. Other consequences appropriate for infraction
8. Recommendation to the Board of Education for student expulsion

## ***Dress Code***

There is a strong connection between academic performance, student conduct, and appearance. Students are expected to maintain a good personal appearance by wearing age-appropriate clothing that does not disrupt the school or educational environment.

Any clothing advertising something illegal for minors (chewing tobacco, cigarette use, alcohol use, and any other illegal substance or drug) cannot be worn to school. If such clothing is worn, the student will simply turn the item inside out for the remainder of the day. Clothing items that interfere with students' safety, or with instruction and learning are prohibited. Shoes with metal or rubber cleats or shoes leaving marks on gym or floors are not permitted.

If a student wears inappropriate clothing, the teacher and/or principal will discuss this with the student and will contact the parent via telephone or face-to-face. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave school, upon parental notification, to change clothes.

## ***Emergency Forms***

At the beginning of each school year, parents must file an emergency form with the office providing emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

## ***Field Trips***

Each grade level will be taking two field trips that require bus transportation during the school year. Grade level teachers have selected trips based upon their relationship to classroom themes/studies/curriculum. The school district will pay for any required admission fees. Normally the school will provide a sack lunch (for the price of a lunch punch), or in some cases, teachers will provide students an option for bringing their own sack lunch. At registration time, parents will be given a blanket *Permission Form for Field Trips*, however, prior to each field trip, you will receive a special note from your child's teacher telling about the trip in the weekly Blue Folder.

## ***Hazard Communication Compliance***

The East Union Community School District has taken measures to identify all chemical substances on their premises. Identification of the substances was completed with the assistance of NIOSH/OSHA publications, Occupational Health Guidelines (#81-123); NIOSH/OSHA publication Pocket Guide to Chemical Hazards (780210); and/or manufacturer's MSDSs. A list of chemicals has been generated and cross-referenced by names found on the respective MSDSs and by common names referred to by employees. These chemicals have been classified as hazardous in whole or in part according to OSHA regulations.

## ***Inclement Weather Clothing***

Students need to dress appropriately for the weather conditions. Whether waiting for a bus, outside for recess, or walking a short distance after/before school, you, the parent, need to provide direction to elementary-age children. Students need boots when it is snowing, raining, or muddy; gloves, hats and winter coats when the temperatures are near freezing. Names on all articles are requested.

Students do not go outside when it is raining or snowing heavily. There will be no recess outside when the temperature or wind chill is 0 degrees or colder.

If your child is recovering from an illness/cold, please send a note if it is necessary for them to stay indoors at recess time. A doctor's note will be necessary if the child is not to go outside for three or more days.

## ***Internet Safety Policy***

The following Internet Safety Policy has been adopted by the East Union School District for students in grades kindergarten through twelve.

### **Statement of Purpose**

East Union Schools is pleased to *offer* our students' access to the World Wide Web and other electronic networks. The advantages afforded by the rich, digital resources available today through the World Wide Web outweigh any disadvantage. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved.

### **Terms of Agreement**

**In order for a student to be allowed access to a school computer system, computer network, and the Internet, parents must sign and return the attached consent form by August 30th.**

## Acceptable Uses

The District is providing access to its school computer systems, computer networks, and the Internet for **educational purposes only**. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

All users must abide by rules of Network Etiquette - Netiquette, including the following:

- Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- Avoid language and/or graphic representations, which may be offensive to other users. Don't use network or Internet access to make, distribute, or redistribute jokes, stories, or other material, which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
- Teachers may allow individual students to use email, electronic chat rooms, instant messaging, social networking sites (Twitter) and other forms of direct electronic communications for **educational purposes only** and with proper supervision. Proper supervision shall include the teachers having the documentation of the students' username password on file and being able to monitor the account. This includes the use of student personal email accounts and personal social networking sites in the school environment. If a student uses his/her personal email account or accesses his/her social networking site on a school computer, the teacher must monitor all communications and have access to the students username password for such an account. In addition, if student personal accounts are accessed through the district Internet, the profile for student personal accounts must not contain identifiable information such as the last name or address of the student.
- No personal addresses, personal phone numbers, or last names of students will be permitted to be given out on the Internet.
- A student may not attempt to access any Internet resource without the prior consent of the teacher. The Internet is an extension of the classroom and teachers are responsible for and must be aware of where his/her student goes on the Internet.

## Privacy

Network and Internet access is provided as a tool for your education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

Student Photos/Student Work. Publishing student pictures and work on websites promotes learning, collaboration and provides an opportunity to share the achievements of students. Images and products of K-12 students may be included on the website without identifying captions or names. Please note that under no circumstances will K-12 student photos or work be identified with first and last name on any website, including the district, school, or teacher website.

## Copyright

All students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information.

## Failure to Follow Acceptable Use Policy

Use of the computer network and Internet is a privilege, not a right. A user who violates this agreement shall, at a minimum, have his or her access to the network and Internet terminated and is subject to disciplinary action by the school administrator. The District may also take other disciplinary actions.

### **Unacceptable Uses of the Network May Include:**

1. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); do not employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; do not upload a work, virus, Trojan horse, time bomb, or other harmful form of programming or vandalism; do not participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.
2. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
3. Uses that are commercial transactions. Students may not use the school network to sell or buy anything over the Internet. You should not give others private information about yourself or others.
4. Illegal activities, including copyright or contract violations shall not be permitted on the Internet.
5. The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or an administrator immediately.
6. Threatening, profane, harassing, or abusive language shall be forbidden.
7. Use of the network for any illegal activities is prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files (hacking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law. Any use, which violates state or federal law relating to copyright, trade secrets; the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
8. No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No third party software will be installed without the consent of the assigned administrator.
9. Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
10. Accessing pornographic or obscene materials, or using or sending profanity in messages shall be forbidden.
11. Connecting a personal, non-school-district-owned desktop computer, laptop computer, wireless personal digital assistant (PDA), Smartphone, or any other network (wireless or directly plugged) device to any part of the school network without permission of the network administrator is strictly prohibited.
12. The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

### **Cyber Bullying & Internet Safety**

It is the responsibility of the staff to make best efforts to guide and to monitor students in the effective and appropriate use of the District's computer and technology system. Classroom teachers will be directly involved in delivering these educational services.

The District's computer network and the Internet, whether accessed at school or off, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as cyber bullying, are unacceptable and viewed as a violation of this policy and our acceptable use policy and procedures.

Malicious use of our computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail, instant, or text messages, digital pictures or images, or Web site postings, including blogs. It is also recognized that the author of the inappropriate material is often logged on as someone else.

Students or staff who believe they have been the victims of such misuses of technology as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the building principal and the Technology Director. Administration shall fully investigate all reports of cyber bullying.

When cyber bullying originates from a non-school computer, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process. Such conduct includes, but is not limited to, harassment, or making a threat off school grounds that is intended to endanger the health, safety or property of others at school, a school employee or board member.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension or expulsion for verified perpetrators of cyber bullying. When any kind of threat is communicated or when a hate crime is committed, this shall be reported to the Afton/Union County Law Enforcement Department.

- Parents and Users. Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and Internet and avoid these sites.
- Personal Safety. In using the network and Internet, users should not reveal personal information such as home address or telephone number. Users should never arrange a face-to-face meeting with someone "met" on the Internet without a parent's permission.
- Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.
- Active Restriction Measures. The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The use of anonymous proxies to get around the content filter is strictly prohibited and will be considered a violation of this policy. The school will also monitor the online activities of students, through direct observation and/or technological means.

### **Use of New Web Tools**

Online communication is critical to our students' learning of 21st Century Skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blog, student protected e-mail, podcast projects or other Web interactive use must follow all established Internet safety guidelines.

Blogging/Podcasting Terms and Conditions:

- The use of blogs, podcasts or other web 2.0 tools is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes but is not limited to profanity; racist, sexist or discriminatory remarks.
- Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
- Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use that login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's blog, etc.), the account should be treated the same as a school blog and follow these guidelines. Comments made on blogs should be monitored and -if they are inappropriate -deleted.
- Never link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.



- Students using such tools agree to not share their username or password with anyone besides their teachers and parents and treat blog spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

### **Teacher Responsibilities**

- Will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum.
- All students will be informed of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.
- Use of networked resources will be in support of educational goals.
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy.
- Provide alternate activities for students who do not have permission to use the Internet.

### **Principal Responsibilities**

- Include Acceptable Use Policy in student handbook
- Be sure handbooks are distributed to all students
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy
- Permission forms must be kept on file for one year.
- Students who do not have permission to use the Internet must be identified to the teaching staff.

### **District Responsibilities**

- Ensure that filtering software is in use to block access to materials that are inappropriate, offensive, obscene, or contain pornography.
- Have acceptable use policy approved by the board and reviewed yearly

### ***Invitations to Parties***

If invitations are not given to each child within a classroom, you are asked to send invitations in the mail or contact the parents of the children to be invited. Your consideration for classmates' feelings is appreciated.

### ***Library Books***

Students are able to check out books from our elementary library. An online system is used for checking out books. Students are responsible for returning the books in a condition similar to that of which the book was issued. Fines will be assessed to students for damaged or lost books. Generally the fines will be the cost of replacement.

### ***Lost and Found***

A lost and found box is maintained in the office. It is the child's responsibility to check in the office periodically if he/she has lost something. Student clothing and other items should be clearly labeled. If a child has lost an item, we shall do everything possible to help him/her find it. Students are urged to turn in any item that is not theirs to the office. Any student who loses an article is urged to make prompt inquiry concerning such items.

### ***Lunchroom Procedures***

Students have the option of eating hot lunch or bringing a sack lunch from home. The school believes it is important to try to teach good eating habits and manners in our lunchrooms. We encourage parents to come and eat with their child at any time. We request that parents do not bring food from outside vendors into the lunchrooms for themselves or their child. Parents are

welcome to take their child/children out for lunch during their specific lunch period if they wish. Please be considerate of the time scheduled for lunch.

The cost of a daily lunch is established annually by the Board of Education, including the cost of milk. This information will be available at the time of school registration. *Free and Reduced Lunch Qualification Forms* are available at the time of registration or anytime thereafter from the office. Please call the school if you have any questions.

### ***Materials Safety Data Sheet (MSDS) Procedures***

The East Union Community School District inspects incoming shipments as they arrive on the premises to determine whether or not a MSDS has been received for each chemical substance. The superintendent's secretary and/or the head custodian are responsible for this procedure. All school employees have been instructed that upon receiving any MSDS in their materials, to pass them on to the central office personnel. All original MSDSs are kept in the central office, and copies are at all building sites in the notebook labeled "Right to Know" located in the main offices. Current chemical inventories by room are also located in this "Right to Know" notebook along with maps of each respective building. As shipments are received, the MSDS is detached and placed in the notebook in the central office under new listings, and will be copied and distributed to the notebooks in other buildings two times per year. Current chemical inventories will also be updated at the beginning of each year.

### ***Money***

Whenever it is necessary for a student to bring money to school, he/she should have a note from his/her parent indicating for what/whom the money is intended. Remind your child that he/she should give their money and note to the teacher/secretary immediately upon arrival at the building. It is preferred that students do not bring money to school other than for a specific school-related purpose.

### ***Notes for Bus Route Changes***

Parents are required to send a note or call (prior to 3:00 p.m.) the school in the event of a student's bus route change. A student is not permitted to ride a different bus or to change their transportation plans without prior parent approval/communication.

### ***Pets to School by Students***

Pets may only be brought to school on a prearranged basis with the classroom teacher. Since safety is always a concern, the parent and teacher must visit prior to any approval given. The parent or teacher may have certain requests/guidelines for students' safety and making any visit enjoyable. **NO PETS ARE PERMITTED ON THE SCHOOL BUS!**

### ***Playground Procedures and Rules***

The PBIS/SEL Team has developed an updated set of guidelines for playground safety (April 2021). These guidelines are reviewed annually during weekly guidance classes by the TK-5 Guidance Counselor.

#### **General Playground Rules**

- Each student will show respect for other students, staff, and school property. Students will follow the directions of playground supervisors.
- School equipment shall be used in a safe manner
- No profanity or use of "bad language."
- No fighting.
- No tackling or other rough play.
- No balls, toys, or other playground equipment will be brought from home.
- Students are allowed on the playground as soon as a supervising teacher comes on duty.

## North Playground

### General Safety:

- Sticks and wood chips stay on the ground at all times.
- Snow needs to stay on the ground.
- Stay in the fenced area at all times. If a ball goes outside the fenced area, one student may retrieve the ball after seeking teacher permission by walking around the fence, and the ball must be carried back inside the fence.
- Trees are not toys and should not be played with or on.
- Gymnastics is not an approved recess activity.
- Moveable equipment (balls, jump ropes, etc.) may not be on the permanent equipment (slides, merry-go-round, etc.).

### Equipment:

- Swings: Sit in the swing only, exit the swing by stopping first.
- Adapted Swing: One person on the swing at a time and put the bar in the correct safety position. Only students with special needs may use this swing.
- Slides: Walk up the stairs and go down the slide.
- Standing Teeter Totter: Standing only.
- X-Wave: Sit on the X-Wave; no standing.
- Climbing Wall: Keep two hands on the wall at all times, climb up and down safely.
- Monkey Bars: You must be able to use the bars on your own, without assistance. Start in the middle of the equipment and move to the outside, one bar at a time.
- Bridge: Stay on the inside of the rails.
- Football: Two hand touch only.
- Tetherball: Play by the official rules of tetherball. Tetherballs need to be taken out and brought in everyday. Fourth and fifth students will be responsible for taking out and bringing in the tetherballs.
- Basic Rules of Tetherball:
  - The player serving first can select a direction to hit the ball.
  - The receiving player hits the ball back in the opposite direction.
  - The objective is to hit the ball in your direction so the rope wraps completely around the pole.

## West Playground

### General Safety:

- Sticks and wood chips stay on the ground at all times.
- Snow needs to stay on the ground.
- Stay in the fenced area at all times. If a ball goes outside the fenced area, one student may retrieve the ball after seeking teacher permission by walking around the fence, and the ball must be carried back inside the fence.
- Trees are not toys and should not be played with or on.
- Gymnastics is not an approved recess activity.
- Moveable equipment (balls, jump ropes, etc.) may not be on the permanent equipment (slides, merry-go-round, etc.).
- Standing or sitting on the wall is not allowed.
- Rocks stay in designated areas at all times.

### Equipment:

- Merry-Go-Round: Stand in the spots for standing or sit in the seats, hold on to the bar on top and turn it to move it. Hold on with two hands, one person per seat, stay out from under or on top of the merry go round.
- May Pole: You must be able to reach the May Pole without assistance and keep two hands on the ring.
- Monkey Bars: You must be able to use the bars on your own, without assistance. Start in the middle of the equipment and move to the outside, one bar at a time.
- Tetherball: Play by the official rules of tetherball. Tetherballs need to be taken out and brought in everyday. Fourth and fifth students will be responsible for taking out and bringing in the tetherballs.

- Basic Rules of Tetherball:
  - The player serving first can select a direction to hit the ball.
  - The receiving player hits the ball back in the opposite direction.
  - The objective is to hit the ball in your direction so the rope wraps completely around the pole.
- Basketball: Play by the official rules, all students are included, keep hands and fingers away from adjustments.
- Football: Two hand touch only.
- Hopscotch: Use an appropriate item to toss before hopping (no stones from the playground).
- Basic Rules of Hopscotch:
  - Throw the beanbag into the first square. (If it lands on a line or outside the box you lose your turn.)
  - Hop on one foot into each empty square, skipping the square the beanbag is in.
  - At squares 4 and 5, and 7 and 8 jump with both feet at the same time.
  - At square 10 hop with both feet, turn around, and head back to Start.
  - When you reach the square with the beanbag, pick up the bean bag, while on one foot, and finish the course.
  - Hand the marker to the next player in line.
  - On your next turn, toss the bean bag to the next number in order.
  - If you fall or step outside the squares, you are out and will repeat that number on your next turn.
  - The first player to 10 wins.
- Slides: Up the stairs down the slide.
- Fireman Pole: Slide down feet first and hold on with arms and legs.
- Pull up bar: Keep two hands on the bar at all times. Flipping or standing on the bar is not allowed.

#### **Winter Weather:**

- Below 60 degrees: Jackets or additional sweatshirts or hoodies are required.
- Below 40 degrees: Winter coats, gloves, and a hat or ear coverings are required.
- Snow on the ground: Snow pants and boots are required to leave hard surface areas.

#### **Playground Discipline**

Depending upon the nature/severity or frequency of the problem(s), the following consequences are options for supervisors:

1. Stand in a designated area for five minutes during the recess period.
2. Stand in a designated area for the remainder of the recess period.
3. Send student inside where one or more of the following may result:
  - a. Conference with the principal
  - b. Loss of additional recess periods
  - c. Parent communication regarding the incident(s)
  - d. In-school suspension for a specific time period
  - e. Other consequences appropriate for infraction

#### ***Release of Directory Information/Student Photographs***

The Family Education Rights and Privacy Act of 1974 created a category of student information known as “Directory Information”. For public schools, this information includes: student’s name, address, telephone listing, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous education agency or institution attended by the student. Schools may release this information without obtaining written permission. Parents who do not wish such information released should submit their objection in writing to the building principal on/before September 15th of the current school year.

Student photographs will also be released, unless qualified objectors comply with the above procedure.

## ***Religion-Based Exclusion from School Program***

The following shall be the procedure the East Union Community School District shall follow in responding to parents' requests to exclude their child from a school program.

Annual notice shall be given to parents and students as to their right, based on their religious belief, to request an exclusion from a school program.

Parents wishing to have their child excluded from a district program are to direct their request to the building principal. The request must be in writing stating how the particular activity or study, from which they wish their child excluded, violates their religious belief. In addition, the parents shall state a proposed alternate activity or study that could be enacted should their request be approved.

The building principal should provide the parents a copy of Board Policy 603.7. At that time any questions or concerns the parents may have relative to the policy should be discussed. The building principal shall then arrange a meeting with the superintendent to present written documents and discuss the merits of the request.

Once a determination on the request has been made, the parents shall be notified as quickly as possible. Included with the notification shall be an outline of the appeal process.

The procedure shown above shall be followed until such time as relative changes are made in the Code of Iowa, the Iowa Administrative Code, or the East Union Community School District Board Policy and/or the East Union Administrative Regulation. Date: July 10, 1989.

## ***School Fees***

Students whose families meet the income guidelines for free and reduced lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents of students who believe they may qualify for temporary financial hardship should contact the principal or secretary at registration time, or simply contact the school whenever a waiver form is to be considered. The waiver does not carry over from year to year and must be approved annually.

## ***Search and Seizure***

The furnishing of a locker, desk, or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility. A student, a protected student area, student locker, desk, or other facility can be searched whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers, desks, and other facilities will be confiscated. Illegal items may be given to law enforcement officials. Maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers, desks, and other facilities are clean and well kept.

A school official of the same sex as the student can conduct a student search if the school official has reasonable suspicion that either a law or a school rule has been violated. Iowa code 8-08A.2(1)(a) (Suppl 1997). Such a search must be conducted in a manner reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the violation.

Protected student areas include the following items according to Iowa Code 808A.1 (1) (supp. 1997): a student's body; clothing worn or carried by the student; or a student's pocketbook, briefcase, duffel bag, book bag, backpack, knapsack or any other container used by a student for holding or carrying personal belongings of any kind and in the possession or

immediate proximity of the student. All searches of students and protected student areas must be reasonably related in scope to the circumstances, which gave rise to the need for the search and based upon consideration of relevant factors, which include, but are not limited to:

1. the nature of the violation for which the search is being instituted;
2. the age and gender of the students who may be searched;
3. the objectives to be accomplished by the search; or
4. the emergency requiring the search without delay.

### ***Smoke-Free/Tobacco Free Environment***

School district facilities and grounds, including school vehicles, are off limits for all forms of tobacco and smoking. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material and dispose of their tobacco materials or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

### ***Student Records***

#### *Educational Records*

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees who have a legitimate educational interest are allowed access to a student's records without a parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's student records policy or the procedure for filing a complaint, you should contact the board secretary in the central administration office.

#### *Procedures for Students Transferring into Another School District*

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parental consent is not necessary to forward a student's records to a student's new school district, or for the school district to request them from a student's previous school district. When a new student transfers to East Union, the student's records are requested from his/her previous school district.

### ***Telephone Messages/Student Use of the Telephone/Cell Phones***

Except in an emergency, we do not call students to the school telephone. In cases of necessity, please call the office and the secretary will deliver a message. Student use of the telephone requires permission from their teacher or the secretary. *TK-5 students are NOT allowed to bring cellphones to school without prior permission from the principal.*

### ***Toys/Headsets/Hand-Held Games/Electronics/etc.***

It is strongly recommended that students do not bring the above items to school. These items are often lost, broken, or sometimes stolen. The school will not be responsible for these items if they are brought to school. Either the teacher or principal may grant permission for an exception on a special occasion.

### ***Visiting School***

Each parent is strongly encouraged to take time to visit your child's classroom(s) at least once a semester. You may also choose to stay for lunch with your child. (You may purchase lunch from the building secretary prior to 11:00 a.m.) You are asked not to visit the classroom during the first and last two weeks of school, nor the days prior to vacations. **It is appreciated if such visits can be scheduled in advance; visits should be short (no more than one hour) in duration unless a longer visit is mutually agreed upon with the teacher.**

It is not advisable to expect a conference with your child's teacher when class is in session. Students who are not registered in the East Union Schools are not permitted to visit an elementary classroom without an adult accompanying them.

## **Public Notifications (Required by State or Federal Rules)**

### ***Area Education Agency Personnel (Green Hills AEA) Involvement***

East Union Community Schools strive to make every student's educational experience a successful one. To ensure success of all students we sometimes must make accommodations and/or modifications for particular students. These modifications and accommodations are referred to as general education interventions. They involve attempts to correct a student's difficulties. If initial interventions are ineffective, further interventions may be attempted or a child's parent(s) may be contacted about the possibility of a full and individual evaluation for their child.

At times, we enlist the support of professional staff from Green Hills Area Education Agency to assist in developing these accommodations and modifications. Professional staff from the AEA consist of Speech-Language Pathologists, Itinerant Hearing and Vision Teachers, Occupational Therapists, Transition/ Work Experience Instructors, School Social Workers, and School Psychologists. If involved, staff from the AEA may assist through review of a student's educational records. Prior to any direct involvement (i.e. talking with a student) of the AEA staff with a particular student, a parent's permission must be secured through their signing of an "Informed Consent" form. Regardless of the type of involvement, direct or indirect, the AEA staff are to keep the length of their involvement brief (i.e. through indirect contact on no more than two occasions for a particular child).

### ***Learning Compacts***

Each school district is required to have a jointly-developed school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student achievement and means by which the school and parents will build a partnership to help children achieve East Union's high standards for education.

### ***English Language Learners (ELL)***

If a student receives services in an English Language Learner (ELL) program, the parents will be participating in this decision.

### ***Professional Qualifications of Teaching Staff***

All East Union elementary teachers are fully certified by the State of Iowa for providing instruction to children within the areas that they are assigned, grades junior kindergarten through fifth grade.

### ***Qualifications of Paraprofessionals Providing Services to Students***

Each paraprofessional currently employed at the elementary schools has either earned required certification or is in the process of completing state requirements for certification. Certification includes a Bachelor's Degree in a field related to education, a two year Associate Arts Degree, or completion of paraeducator training courses offered through Green Hills Area Education Agency or another state AEA.

### ***Student Academic Performance***

Annual academic assessment results are annually published in the superintendent's newsletter, and are provided to the local newspaper. Results are also submitted to the State of Iowa and the United States Department of Education. Students in Grades Two through Eleven are tested annually via the *Iowa Assessments* and parents receive results with grade reports following the receipt of assessment results.

## **Schedules**

### ***Arrival and Departure Times***

No supervision is available at/on school property before 8:00 a.m.; therefore, students are not permitted on school property until after 8:00 a.m. Buses arriving at buildings do so between 8:00 and 8:05 a.m. Students will either go to breakfast (if eating), or to their classrooms upon their arrival at school. Classes begin at 8:20 a.m. Students being picked up at the end of the day are dismissed at 3:10 p.m., and students riding buses are dismissed between 3:10 and 3:15 p.m.

### ***Early Dismissal Days***

Several Early Dismissal Days are scheduled each year for TK-12. These are days when school is dismissed following the noon meal. A note or memo will always be in your child's Friday Blue Folder the week ahead of a scheduled Early Dismissal Day. JMC messaging will also be used to remind families of Early Dismissal Days. Early Dismissal Days may allow for teachers' ongoing collaboration and professional development, which is mandated by the Iowa Department of Education.

## **Special Services and Programs**

### ***Before and After School Program (ASPIRE)***

Beginning in 2001-2002, East Union has provided after school programming Monday through Friday for students in kindergarten through fifth grade. Participation is open to all students; however, parent registration is required. These forms are included in the school registration process; however, they can be requested at any time by contacting the school's secretary. Cost of the program is \$3.00 per hour; there is also a \$15.00 registration fee. Reduced rates are available for those who qualify through the Free and Reduced Lunch program. Scholarships are also available. For more information, contact personnel at the ASPIRE More Family Resource Center: (641) 347-8777.

### ***Competent Private Instruction (Home Schooling)***

Parents of children who are of compulsory education age (six years of age on or before September 15th) may choose to provide competent private instruction outside of the school setting. Instruction may be provided by a contracted licensed teacher or directly by the parent. Parents choosing to utilize private instruction are required by Iowa Law to complete the Competent Private Instruction Form prior to August 26<sup>th</sup> if students are participating in course work or extra-curricular activities offered by the school. Information pertaining to Competent Private Instruction can be obtained by contacting Joan Gordon, CPI Coordinator, at (641) 347-5411.

### ***Guidance***

A guidance counselor is available to serve all students in kindergarten through grade five. The counselor works with students individually, in small groups, and in the classroom. The counselor consults with teachers concerning the academic, social, and emotional needs of individual students in school. The emphasis of the elementary counseling program is on the prevention of problems. All students are encouraged to make use of the services. In addition, parents are encouraged to contact the counselor to conference about their child's social adjustments and emotional well-being, and to request parent group meetings on topics such as discipline, communication skills, and problem solving techniques.

### ***Health Services***

A certified nurse is on full-time duty within the East Union Community School District. It is this individual's responsibility to attend to the basic health needs of all K-12 students.



## ***Hearing***

Hearing is very important to a student's ability to listen, learn, and progress satisfactorily in school. A hearing loss may indicate a health problem and/or contribute to educational difficulties. For these reasons, the Green Hills Area Education Agency, in cooperation with the East Union Schools, will provide a hearing test for your child during the school year.

Students who do not pass this screening may receive individual hearing tests by the audiologist. Parents will be notified about the results of the hearing tests ONLY if their child does not pass the test. This is a screening process only and does not identify all hearing problems. If your child has had hearing or ear problems recently, feel free to send this information to the school nurse for the audiologist.

If you DO NOT want your child to participate in the screening program and follow-up assessments by the audiologist, please notify the school. If there are any questions about the hearing testing program in your school, please contact the school nurse or principal.

## ***Instructional Consultation Team (ICT)***

The ICT is a building assistance team composed of teachers, the counselor, an administrator, an AEA consultant, and others as needed. The purpose of the ICT is to assist teachers in providing research-based interventions for students who have been referred to the team, and to manage data collected to assess the effectiveness of these interventions. Students may be referred due to significant academic deficits, or they may be referred due to behaviors that interfere with their learning and/or the learning of others. At the elementary level, an IC process is in place that can be used by assistance teams whose members vary on a case-by-case basis.

## ***School-Based Youth Services***

The East Union School-Based Youth Services Program is founded on the philosophy that all students and their families may need help of some kind at some time. This program helps put students and their family members in touch with agencies/services that may be of assistance. These services include physical and mental health, employment, educational and recreational services, and will usually be offered in the school or in our ASPIRE More Family Resource Center in Afton. Students may be referred by peers, themselves, teachers, or parents, and these services are available to all members of the East Union Community School District.

## ***Special Education Services***

A continuum of special education services is available to students with disabilities in prekindergarten through fifth grade. Referral for special education services is initiated at the attendance center or by contacting the Director of Special Education, Green Hills Area Education Agency. Special education services are provided for the following areas: speech and language disorders; learning, behavioral, and mental disabilities; physical, visual, and hearing impairments; autism and traumatic brain injury. An individual education plan (IEP) is developed for each special education student by a team consisting of parents, teachers, principal, and specialists from the Green Hills Area Education Agency.

The elementary attendance center has resources to meet the needs of students having learning disabilities, mental disabilities, and some behavior disorders. Special education teachers, in cooperation with classroom teachers, instruct children having special needs and develop learning programs appropriate for each individual child.

## ***Speech and Language Services***

Speech and language services are available for kindergarten through fifth grade students. Referrals are accepted from teachers, parents, and outside agencies through your school. Services are provided either by working with the child in the speech room or by collaborating with the child's classroom teacher. Should your child be referred, a speech clinician will contact you for further mutually agreed upon evaluations.

## ***Talented and Gifted (TAG) Program***

The East Union TAG Program consists of various services in grades K-5 to meet the needs of identified students. A formal enrichment program serves top intellectually gifted students in grades three through five. East Union's K-12 Acceleration Policy also allows qualified students the opportunity to advance beyond their current grade level in specific subject areas. Interested parents may contact the TAG coordinator/instructor for further information.

## ***Title I Reading and Mathematics Interventions***

Title I funds are dispensed through the State of Iowa for the purpose of providing extra assistance in reading and/or mathematics to elementary students exhibiting needs based upon any of the following: classroom performance, attainment of grade level district reading/math objectives, standardized test results, or teacher or parent recommendations. Because East Union Elementary is a "school wide" Title I building, any student may receive instruction from certified Title I teachers as needs arise.

This extra assistance/support is to improve the level of achievement and success academically in reading and/or math subjects. Title I teachers will conference with parents at the fall and spring conferences and meet with parents to solicit input for making our instructional efforts more effective.

## **Student Attendance**

Parents who know their child will be absent from school must notify the office prior to the absence, if possible. If advance notification is not possible, parents must notify the elementary office (641) 347-5411 on the day of the absence prior to 8:20 a.m. If a parent has not called the school, the school's secretary will call home, then work number(s) of the parent to validate the absence.

The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to, illness or injury, family emergency, doctor or dentist appointments, verified court appearances, merit cases with prior arrangements through the principal, and recognized religious observances.

## ***Leaving the School Building***

Elementary students will not be released to anyone other than their parents during the school day, unless the school has a note signed by the student's parent(s).

## ***Make-Up Work***

Make-up work for full credit is allowed for all excused and unexcused absences, excepting cases of truancy. Under long-term absences, or under certain circumstances, the student may receive an extension of the make-up time from the teacher or principal.

## ***Parent Notification of Accumulated Absences***

1. After five days of accumulated absences an Absence Report is mailed to parents.
2. After ten days of accumulated absences an Absence Report is mailed to parents.
3. After fifteen days of accumulated absences an Absence Report is mailed to parents. A conference may be scheduled to determine a solution for non-attendance of students.
4. After twenty days of accumulated absences an Attendance Report is mailed to the parents. An attendance conference will be scheduled to determine a solution for non-attendance of students.

\*The principal may initiate the Iowa Attendance Cooperation Process at any time the question of truancy or excessive absences becomes an issue.

## ***Tardies***

If a student is late to school, it is recommended that a) he/she bring a note stating the reason for the tardiness, or b) call the school secretary stating the reason for the tardiness. A student will be counted TARDY if he/she arrives after 8:20 a.m.

If a student leaves school before 10:00, or arrives at school after 10:00, he or she will be counted Absent for this half-day. If a student leaves school before 2:00, or arrives after 2:00, he or she will be counted Absent for this half-day.

## ***Truancy As Defined for Students in Grades TK-5***

Truancy, which is one in the list of reasons of unexcused absence, is defined by two meanings:

- The act of being absent from school without parent's knowledge.
- Excessive absences, whether excused or unexcused, may in their sum and total constitute truancy in the opinion of the building principal.

Parents with children, age six and under sixteen, in proper physical and mental condition to attend school, shall have their children attend the school district attendance center designated by the board. Students shall attend the school the number of days school is in session in accordance with the school calendar, a minimum of 180 days. It is the parent's responsibility to provide evidence of his/her child's physical or mental inability to attend school.

When it is determined that a student in transitional kindergarten through fifth grade is in violation of the school district attendance policy and procedures, the principal will check the Department of Human Services (DHS) records to determine whether the student's family is receiving Family Investment Program (FIP) benefits. If the student's family is receiving FIP benefits, the principal must contact DHS. DHS is then responsible for the Attendance Cooperation Process (ACP).

If the student's family is not receiving FIP benefits, the principal will initiate the ACP. Parents, the principal and possibly any or all of the following will be in attendance at a meeting specifically held to resolve the non-attendance of the student: Juvenile Court Liaison Officer, County Attorney, other school officials, plus any others deemed appropriate.

The purpose of the ACP is to determine the cause of the student's non-attendance, get the parties to agree to solutions addressing the non-attendance, and initiate referrals to any other services that may be necessary. This agreement is then written and signed by all parties.

If the parents do not participate in the ACP, if the parents do not enter into an Attendance Cooperation Agreement (ACA), or if the parents violate a term of the agreement, the student is deemed truant. Any further truancy by the student will also result in notification of the County Attorney. If the student is FIP, DHS is again notified, and they initiate the process where FIP benefits are reduced by 25%.

Because regular attendance at school is essential for students to obtain the maximum opportunities from the education program, the East Union Board of Education does not tolerate truancy.

### ***2021-2022 School Breakfast and Lunch Prices***

Student Breakfast Prices:	\$1.50 daily \$0.30 daily-reduced
Adult Breakfast Prices:	\$2.00 daily
Student Lunch Prices:	\$2.70 daily \$0.40 daily-reduced
Adult/Visitor Lunch Prices:	\$3.75 daily

### ***2021-2022 Fees***

Student Fees:	\$40.00
Student Activity Pass:	\$45.00
Family Activity Pass:	\$180.00
Adult/Family Punch Pass (10 Punches):	\$35.00

# EAST UNION COMMUNITY SCHOOL

## 2021-2022 Elementary School Supply List

- \* Please: No mechanical pencils, pencil sharpeners, or trapper-keepers.
- \* Names on personal items and materials, boots, and coats are needed.

### FALL REGISTRATION DAY IS AUGUST 3, 2021

#### Early Childhood Center Supply List

- |                                    |   |
|------------------------------------|---|
| 3 -- boxes Kleenex                 | 1 -- package wet wipes                            |
| 2 -- containers disinfectant wipes | 1 -- change of seasonal clothes                   |
| 1 -- backpack                      | 1 -- pair of PE shoes (need not be new but clean) |
| 1 -- bottle of glue                |   |

#### Transitional Kindergarten

- All TK-5 students need P.E. shoes; they may be used but must be clean with soft soles, book-bag and old towel for bottom of locker

- |  |                                 |
|--|---------------------------------|
| 2 -- boxes of crayons                              | 4 -- glue sticks                |
| 1 -- 3 ring ( 2" binder)                           | 2 -- boxes of Kleenex           |
| 1 -- extra set of clothes                          |                                 |
| 1 -- large towel for resting ( to keep in locker ) | 1 -- 4pk Expo Dry Erase Markers |

#### Kindergarten

- All TK-5 students need P.E. shoes; they may be used but must be clean with soft soles, art shirt, book-bag

- |   |  |
|---|--|
| 2 -- boxes of Crayola crayons, 24 count | 4 -- glue sticks                                 |
| 1 -- box of Crayola crayons, 8 count    | 1 -- small school plastic pencil box ( 8" x 5" ) |
| 5 -- #2 pencils                         | 1 -- box of wet wipes                            |
| 1 -- 4-oz Elmer's white glue            | 1 -- "blunt" scissors (Fiskars)                  |
| 1 -- 4pk Expo Dry Erase Markers         | 1 -- boxes of Kleenex (200 count)                |
| 1 -- large eraser                       |  |

#### First Grade

- All TK-5 students need P.E. shoes; they may be used but must be clean with soft soles, art shirt, book-bag and old towel for bottom of locker

- |   |                                 |
|---|---------------------------------|
| 2 -- boxes of Crayola crayons, 24 count   | 1 -- small plastic pencil box   |
| 10 -- #2 pencils (to replenish as needed) | 8 -- glue sticks                |
| 1 -- scissors (Fiskars pointed 4-5")      | 4 -- large erasers              |
| 2 -- wide lined notebooks (any color)     | 2 -- box of Kleenex (200 count) |
| 2 -- 2-pocket folders (any color)         | 2 -- box of wet wipes           |
| 1 -- 4 pk. Expo Dry Erase Markers         |                                 |

#### Second Grade

- All TK-5 students need P.E. shoes; they may be used but must be clean with soft soles, art shirt, book-bag and old towel for bottom of locker

- |  |   |
|--|---|
| 2 -- box of Crayola crayons, 24 count                              | 20 --#2 pencils                               |
| 1 -- scissors (Fiskars pointed 4-5")                               | 1 -- small pencil box                         |
| 6 -- glue sticks   | 2 -- big box of Kleenex (200 count)           |
| 3 -- large erasers   | 1 -- ruler (metric/standard)                  |
| 1 -- pkg of loose leaf paper (wide ruled)                          | 3 -- wide lined notebooks                     |
| 6 -- (2-pocket) folders (orange, green, blue, red, purple, yellow) | NO MECHANICAL PENCILS OR HAND-HELD SHARPENERS |
- \*(Guhse's students - red and blue folders need tabs)**

## Third Grade

- All TK-5 students need P.E. shoes; they may be used but must be clean with soft soles, art shirt, book-bag and old towel for bottom of locker

1 -- box of Crayola crayons, 24 count  
2 -- wide lined spiral notebooks ( 1- red 1-blue)  
1 -- plastic pencil box, medium size (8.5" x 5")  
12 --#2 pencils (only #2 lead pencils only)  
4 -- large erasers  
1 -- pkg. loose leaf notebook paper (wide lined)  
3 -- boxes of Kleenex (200 count)  
3 -- 2-pocket folders  
1-2 -- pair of cheap earbuds (PTO provides headphones)  
No mechanical pencils or pencil points or hand held pencil sharpeners

## Fourth Grade

- All TK-5 students need P.E. shoes; they may be used but must be clean with soft soles, art shirt, book-bag and old towel for bottom of locker

1 -- scissors (Fiskars pointed 4-5")  
5 -- pocket folders (your color choice)  
1 -- 12 count box of colored pencils  
1 -- pkgs. of (150-200) loose-leaf paper (wide lined)  
1 -- plastic folder for homework  
48 -- #2 pencils  
1 -- 5 subject wide ruled notebook  
1 -- pair of cheap earbuds (PTO provides headphones)  
1 -- medium pencil box or bag  
2 -- highlighters (1 pink / 1 yellow)  
6 -- large pink erasers  
3 -- composition notebooks  
2 -- boxes of Kleenex (200 count)  
2 large **or** 4 small -- glue sticks  
No mechanical pencils/No pencil grippers/No hand held pencil sharpeners

Students will purchase a \$4.00 song flute during the year (or use one already owned, approved by music teacher)

## Fifth Grade

- All TK-5 students need P.E. shoes; they may be used but must be clean with soft soles, art shirt, book-bag and old towel for bottom of locker

1 -- 12 count box of colored pencils  
2 -- highlighter ( 1 pink / 1 yellow )  
2 -- boxes of Kleenex (200 count)  
1 -- scissors (Fiskars pointed 4-5")  
1 -- large eraser  
1 -- 13-pocket expanding file (accordion)  
2 -- pocket folders (your color choice)  
1 -- small pencil box  
3 -- composition notebooks  
24 -- #2 pencils  
2 -- 5-subject wide ruled notebooks  
2 large **or** 4 small -- glue sticks  
1 -- pair of cheap earbuds (PTO provides headphones)

An informational meeting for fifth grade Band families will be held on September 13th, with instrument pricing information.

**\*\*All items on this supply list are considered the personal property of the students.\*\***