

## UNDERWOOD MIDDLE SCHOOL WELCOMES YOU

We hope that you will get involved in the wide variety of opportunities that we offer both in and beyond the classroom. There are exciting possibilities for every student attending UMS, whether it is particular courses and/or extra or co-curricular activities. We also encourage you to develop loyalty and pride in being a part of UMS in order to make your middle school experience more meaningful and purposeful.

Part of our mission here at UMS is to develop citizenship skills so that students are able to contribute positively to society. This handbook is a guide to the rules of this school and should help you know our expectations and make your days at UMS more enjoyable. It is important that you and your parents review the contents of this book and keep the partnership between school, parents, and students a strong one.

Please remember that acceptance of responsibility is part of growing up. Even with your parents' best example and your teachers' best effort, it is your work that determines how much and how well you learn. When you work to your full capacity, you can attain the knowledge and skills that will enable you to create your future and control your destiny. Let's have a great year!

## UNDERWOOD SCHOOL MISSION STATEMENT

### Preparing students to meet the challenges of the 21<sup>st</sup> century

#### UNDERWOOD BOARD OF DIRECTORS BELIEF STATEMENTS

THE UNDERWOOD COMMUNITY SCHOOL BOARD BELIEVES THAT:

1. Education is an active partnership involving the school, the family, and the community.
2. Prudent fiscal management is essential to the District's future.
3. All students can learn and succeed.
4. Effective education recognizes, develops, and enhances the uniqueness of the individual.
5. Technology is vital to our student's future.

#### MIDDLE SCHOOL GOALS

1. The learner will need to understand the rights and duties of the citizen in a democratic society and global community, and to be diligent and competent in the performance of their obligations as members of the community and citizens of the state, nation, and world.
2. The learner will need to understand the significance of the family and its changing role for the individual and society and the conditions conducive to successful family life. Youth must also develop self-respect and respect for others through cooperation and knowledge of multi-cultured ethics and values.
3. The learner will need to grow in ability to think rationally, to express their thoughts clearly, solve problems, and to read and listen with understanding.
4. The learner will need a command of the fundamental processes, including language arts, mathematics, science, social studies, and technology.
5. The learner will need to develop and maintain physical fitness, including an effective health and fitness education program, suitable physical activities, and cooperation with home and community in safeguarding and promoting health interests.
6. The learner will need opportunities to develop their talents and appreciation of literature, the fine arts, and nature.
7. The learner will need a positive environment that is conducive to educational development and recognize the disciplined use of time as a valuable resource.
8. The learner will need individualized and appropriate educational experiences for special needs and at risk students so that each has the opportunity to reach his/ her potential.

#### UNDERWOOD MIDDLE SCHOOL STUDENT HANDBOOK 2022-2023

The purpose of this student handbook is to bring to the student in concise form, the necessary rules and regulations to enable our school to run smoothly and efficiently. The Middle School Principal will handle any situation that arises in school that is not covered by these rules and regulations. Such rules and regulations apply to all students in the middle school, regardless of the age, race, or religion of the individual student. The school reserves the right to modify, eliminate, or establish school district policies, rules and regulations as circumstances warrant, including those contained in the student handbook. Sharing the contents of this handbook with his/her parents is the responsibility of each student.

#### ATTENDANCE

Attendance is primarily the responsibility of the parents. Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption at a minimum. While it is possible for an absent student to make up much of the schoolwork missed, it is impossible to completely compensate for absence from classes. GUIDELINES - Excused and Unexcused Absences

A. An absence will be considered excused for the following reasons:

1. Personal illness (student may be asked for doctor excuse at any time)
2. Death or illness in the family
3. Medical or dental appointment which cannot be made other than during school time.
4. Parental request to work for parents - pending a student prior.
5. Other reasons which can be justified from an educational standpoint (prior arranged activities and trips with principal approval).

B. Absences from school for the following reasons will generally be treated as unexcused absences:

1. Shopping trips
2. Chronic car problems
3. Looking for a job or job interview
4. Haircuts
5. Truancy
6. Oversleeping
7. Personal student business
8. Missing the bus
9. Work for hire

C. Whether absences from school are excused will be determined by the principal. Reasons for absences must be justified from an educational standpoint for the welfare of the students and the total school environment.

D. Credit will not be given for work missed due to an absence that is not excused by the school. Any student whose attendance record becomes poor may be asked to explain all of his/her absences before the Superintendent or School Board if more than 8 days are missed per semester. This policy is intended to encourage good attendance and will not come into effect with hospitalizations, documented doctor's orders or other emergency situations.

#### REPORTING ABSENCES

To be excused, absences must be cleared before the student returns to classes. Parents are urged to report absences by telephone by 9:00 a.m. If the absence has not been cleared by telephone, the student must present a written excuse from a parent (specifying the reason for the absence) to the office before re-entering school. The office secretary will issue an admit slip to the student. Absences not cleared within two days will be considered unexcused. CHECKING IN Students who arrive at school after 8:22 a.m. must check in at the office. Students who arrive 30 minutes after the start of school or leave before 2:00 p.m. will be considered absent for 1/2 of the day.

#### TARDINESS

The record of tardies becomes an important part of the student's permanent record. Excused tardies to school in the morning are a late school bus, extreme severe weather, or family emergencies. All other types of tardies are considered unexcused.

The office will handle tardies to school in the morning. Students with excessive tardiness may result in a lunch detention. Student's parents will be notified

when the fifth unexcused tardy occurs.

All students are to report to their classrooms on time. If a teacher caused the tardiness to occur, the late student should get a pass from the teacher who caused the tardiness. The teacher will handle tardies to class after period one.

#### **TRUANCY**

Truancy is being absent without parental knowledge or consent prior to the occurrence. Truancy also includes leaving the building without permission from the principal and leaving without signing out. Any student truant will be suspended in school for one day.

#### **PRIOR ARRANGEMENT**

Prior arrangement slips must be completed if students know in advance that they will be absent from school. Some school sponsored activities and all non-school sponsored trips and activities such as family vacations, trips, or other matters require priors. Prior forms are available in the office. They must be signed by the teachers prior to the activity and returned to the office before you leave. School sponsored activities involving large groups (i.e., choir, band, athletics) will not require priors, but schoolwork will need to be completed on time.

The procedure for prior arrangement is:

1. All classroom teachers are to sign the prior noting the student's progress for the courses involved. Students must contact classroom teachers sufficiently ahead of time to make-up work before the absence. It is the teacher's option to decide whether work may be made up after the absence. **2. A parent should give verbal or email notice to the office when a student needs a prior. Please check your child's progress in their classes.** 3. The prior form must be returned to the sponsor or the office for filing before students are absent. NOTE: The purpose of the prior is to see that teachers are notified ahead of time about absences in their classes (for planning purposes) and to see that parents are aware of student's progress before allowing them to be absent from classes for any reason. Obviously, this purpose cannot be fulfilled if the prior is not processed ahead of the student's absence. 4. Failure to accept the responsibility to process priors as directed will result in the absence being unexcused.

#### **BEHAVIOR EXPECTATIONS**

School wide rules that must be observed and practiced by all students include:

1. Respect for school property
2. Respect for other students
3. Follow classroom rules
4. Respect for school officials and employees
5. Appropriate language used at all times

Unacceptable behaviors violating any classroom rules, which may include but not be limited to tardiness, misbehavior, disrespect to another student or staff member, excessive talking or noise, having gum, candy, or pop at unapproved times, and violating any specific classroom rules. May result in **Detentions, that may be given out by teachers or the Principal based upon continued disregard for classroom or school rules, Double Detentions for repeated actions, In-School Suspension for habitual or sever offenses, and Out-of-School Suspensions for extreme situations**

Detentions will be served in the mornings before school or over lunch. Making up time after school is at the discretion of each teacher. Conflicts with scheduled detention time must be resolved with a phone call from the parent. Students who are assigned detention will be given two days to make up the time. Failure to serve detention will result in double detention. Failure to serve the double detention the next day will result in a one-day in-school suspension at which time parents will be notified. Transportation is the responsibility of the parents.

#### **BUILDING HOURS**

The building is open in the morning by 7:45 a.m. and closed by 4:00 p.m. On Fridays the building will close at 3:45.

#### **DRESS CODE**

Students should be neat and clean at all times. If a student is not appropriately dressed, he may be asked to leave school until the situation is corrected. Students should dress in regular school attire at all school-sponsored events. Shoes are to be worn at all times. Clothes that contain any profanity or any reference to alcohol, drugs, sexual inferences, or tobacco will not be acceptable. Hats and bandanas are to be removed upon entering the building. Cut offs, biking shorts, spaghetti straps, shirts with excessively low necklines, excessive low riding pants (below hips), pants with large tears are not permitted in the middle or high school. Shorts/skirts are to be of enough length to reach the fingertips of the students' extended arm. Shirts are to be of enough length to cover the beltline of the pants. Coats will not be worn inside the building to classes. Appropriate dress will be at the discretion of the school staff and building principal.

#### **DROPPING A COURSE**

Students will have the opportunity to add or drop classes up to registration. Following registration students will not be allowed to drop or add classes. Principal will have the right to make discretionary decisions on a case by case situation. **Band and Choir will no longer be allowed to be dropped at the semester.** **ELIGIBILITY**

Any student who participates in any extra-curricular activity is governed by the respective state governing body. Those students who choose to participate in activities must meet the general requirements of eligibility as set forth in the middle school's activity policy stated below and in the general district activity policy. A student who wishes to participate in high school baseball or softball at the conclusion of their eighth grade year must meet the requirements of the high school's eligibility policy.

**A student who receives the following will be considered ineligible for a period of two weeks: (Start on Monday)**

1. An "F" in any one subject on their report card, progress report, or bi-weekly eligibility list in:
  - a. Reading, English, Math, Science, Health, Chorus, Band, PE, or Social Studies.
2. Three grades of "D" on their report card, progress report, or bi-weekly eligibility list.
3. Winter and Spring Music Concerts are exempt from eligibility requirements (Honor Choirs, Large Group, and non-graded performances are not exempt).
4. The first week of a new sports season is exempt from eligibility requirements.

**A student may regain their eligibility through the following steps:**

1. Grades in all classes will be checked each week following the student having been declared ineligible.
2. If the grades now meet the eligibility requirements, the student will become eligible on the following Monday.
3. If the student is still ineligible, their progress will be checked again in a week to determine their eligibility status until they do become eligible. 4. The student may regain eligibility after one week if grade reports of courses that previously did not meet eligibility requirements indeed meet eligibility requirements.

#### **GRADING SYSTEM**

#### **MIDDLE SCHOOL GRADING SCALE**

#### **SEMESTER GRADING SYSTEM AND GPA**

Grade A 94-100% (4 points) Grade C 76-80% (2 points)  
Grade A- 92-93% (3.67 points) Grade C- 74-75% (1.67 points)  
Grade B+ 90-91% (3.33 points) Grade D+ 72-73% (1.33 points)  
Grade B 85-89% (3 points) Grade D 67-71% (1 point)  
Grade B- 83-84% (2.67 points) Grade D- 65-66% (0.67 points)

Grade C+ 81-82% (2.33 points) Grade F 0-64% (0 points)

**Incomplete**—Indicates that the work is incomplete for some reason.

Missing work must be made up within 1 full day for each day missed unless different arrangements are made with the teacher. If the work is not made up within the specified time, the grade becomes an “F”.

**Class credit system:** one credit - Reading, English, Science, Social Studies, and Math  
one half credit - Band, Chorus, Health, and Physical Education

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All exploratory classes will be graded (i.e., S+,S,S- or A,B,C) but not figured into the GPA, will affect a student’s activity eligibility (ASR).

### **PROMOTION REQUIREMENTS**

A student must receive a passing grade in four of the five major academic subject areas taken in the middle school to be promoted to the next grade level. The core subject areas are: Reading, English, Math, Science, and Social Studies. Any student who fails to meet these requirements in both semesters may not be promoted to the next grade level. A student who fails to meet these requirements in only one semester will have their case evaluated on an individual basis. (Summer school may be recommended)

### **GUIDANCE SERVICES**

Individual files are kept which contain all grades and credits earned as well as Iowa Assessments and additional testing results. Any interest and/or aptitude results are included. Information to meet educational, vocational, and personal needs of students is available. Individual counseling is available to any and all students to assist them with course planning, decision-making, peer pressures, social problems, personal conflicts, and whatever else might be a concern. These services are offered to help students make the kinds of decisions that will help them grow with confidence and become independent, responsible people who will be able to meet and solve future concerns.

The testing program includes the ISASP Assessments (formally Iowa Assessments), Cognitive Abilities test, and iReady.

### **HOMEWORK**

It is the policy of our building to generally follow these guidelines in assigning homework:

1. Students in grades 6, 7, and 8 will be expected to use some time at home for completing regular assignments.
2. On “Family Night”, Wednesday, teachers will be asked to keep homework to a minimum.

### **HOMELESS CONTACT**

Contact any UCSD building office for assistance; or call the UCSD Homeless Coordinator, Mrs. Jordan Ford at (712) 566-2332 (Middle School Office) to address questions/concerns. The definition of the term “homeless children and youth” is as follows:

A. Means individuals who lack a fixed, regular, and adequate nighttime residence; and

B. Includes the following:

i. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to a lack of alternative accommodations; are living in emergency or transitional shelters; or awaiting foster care placement; ii. Children and youths who have a primary nighttime residence that is public or private not designed for or ordinarily used as a regular sleeping accommodation for human beings;

iii. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and Iv. Migratory children who qualify as homeless for the purpose of this subtitle because the children are living in circumstances described in clause (i) through (iii).

### **HONOR ROLL**

Scholarship is recognized and encouraged through an academic honor roll. Two honor roll lists will be compiled at the end of each quarter. The Blue Honor roll will list grade point averages from 3.5 to 4.0. The White Honor roll will list grade point averages from 3.0 to 3.49.

### **MEAL PROGRAMS**

An adequate and well-balanced breakfast and lunch is available to all students at a nominal cost. Each student will have a meal account that needs to have a positive balance. Money can be sent to school at any time to be deposited into your child’s meal account. Free or reduced breakfasts and lunches are available for students whose family income is below certain standards. If you have any questions as to whether or not your family might qualify for the free or reduced price meals, fill out an application blank that is available in the school offices.

### **HUMAN GROWTH AND DEVELOPMENT**

Underwood Community School District will provide parents with the chance to inspect instructional material on human growth and development prior to use in the classroom when requested. Parent or guardian may request, in writing, that a pupil be excused from this instruction.

### **INTERVIEWS WITH STUDENTS**

A student may not be interviewed in school unless the principal grants permission. No interview shall be granted unless the principal deems it essential to the welfare of the pupil or he is directed to do so by a court order or law. No student may be questioned by anyone other than school personnel without written permission from his/her parents or unless the parents are present. If police officers or other officials request an interview, the student’s parents or legal guardians will be contacted and shall be invited to be present. No student may be taken from school without the consent of the building principal and parent/guardian. **COMPUTER USAGE** Students are allowed use of school computers for educational purposes, as outlined by instructional staff. **UNAUTHORIZED MEDIA IS NOT ALLOWED TO BE USED IN SCHOOL COMPUTERS.** Violations will be met with: 1) Media confiscated and not returned; 2) Student suspended from use of technology in school; 3) Possible disciplinary action including but not limited to suspension/expulsion; 4) Possible financial restitution to school district; 5) Legal authorities may be contacted if specific technology laws have been broken or damage occurs.

### **NETWORK / INTERNET – APPROPRIATE USE**

Technology is a vital part of the school district curriculum, the Internet will be made available to students. Appropriate and equitable use of the Internet will allow students to access resources unavailable through traditional means. Students will be issued an account to access the Internet, and electronic mail accounts will be issued. If a student has a personal electronic mail address, the student will not be permitted to use the address to send and receive mail at school. The school district makes no guarantees as to the accuracy of the information received on the Internet. Students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to have access to the Internet. Students will sign a form acknowledging that they have read and understand the Internet Acceptable Use policy and regulations and understand the consequences for violation of the policy or regulations.

Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information available on the Internet changes frequently, it is not possible to predict or control what students might locate.

· The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical, and legal utilization of network resources.

· To reduce unnecessary network traffic, users may use real-time conference features such as talk/chat/Internet Relay Chat only as approved by the supervising teacher.

- Transmission of material, information or software in violation of any board policy or regulation is prohibited.
- System users will not attempt to download files without the permission of the supervising teachers. The user will perform a virus check on downloaded files to avoid spreading computer viruses.
- The school district makes no guarantees as to the accessibility of the Internet nor the accuracy of the information received on the Internet. · The school district reserves the right to block any information that is inappropriate for an educational setting, or that causes a strain on network system resources. Students will not be allowed to post any information on the school district's web site unless it is part of a classroom project. The content of the page(s) must be approved by the building principal or a person delegated by the building principal.
- Any pages created for posting on the district's web site must follow district guidelines for privacy and content. No page can contain advertising of any product or service without prior authorization of the superintendent.
- The use of the network is a privilege and may be taken away for violation of board policy or regulations.

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- Students should adhere to on-line protocol: Respect all copyright and license agreements; cite all quotes, references, and sources; remain on the system long enough to get the needed information, then exit the system; apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- Restricted Material -- Students shall not intentionally access or download any text file, video, music or picture or engage in any conference that includes material that is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- Unauthorized Costs -- If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs. Students who access restricted items on the Internet shall be subject to the appropriate action described in board policy or regulation or the following consequences:

**First Violation-** A verbal and written "Warning" notice will be issued to the student. The student shall lose Internet access for a period of up to ten school days. The student may be suspended from school. If an act is of an extremely serious nature, not only would the student be automatically moved to #3, the administration may ask the board of education to consider expulsion of the student as soon as possible. A copy of the notice will be mailed to the student's parent and a copy provided to the principal.

**Second Violation-** A verbal and written "Second Violation" notice will be issued to the student. The student shall forfeit all Internet privileges for up to twenty school days. The student may be suspended from school. If an act is of an extremely serious nature, not only would the student be automatically moved to #3, the administration may ask the board of education to consider expulsion of the student as soon as possible. A copy of the notice will be mailed to the student's parent and a copy provided to the principal.

**Third Violation-** A verbal and written "Third Violation" notice will be issued to the student. The student shall forfeit all Internet privileges for the balance of up to school year. Before the beginning of the following school year, the student and his/her parent/guardian will meet with the principal to discuss what conditions, if any, will be attached to the student's regaining of Internet privileges. The student may be suspended from school. If an act is of an extremely serious nature, administration may ask the board of education to consider expulsion of the student as soon as possible. A copy of the notice will be mailed to the student's parent and a copy provided to the principal.

#### **LEAVING THE BUILDING**

Under no circumstances is a student to leave the school grounds until the school day ends unless that student has secured permission from his/her parents who in turn must request permission from the administration for the student to leave. A student wanting to leave because of illness must first be checked and cleared by the school nurse. A student failing to follow this process is considered as truant and will be dealt with according to those provisions. Parents, report to the office when checking your child out.

#### **LOCKERS**

Lockers will be assigned at the beginning of the school year. Each student must use the locker assigned unless special permission to change is given by the principal. Each student is given a locker for storage of books and personal belongings. All lockers are the property of the school and therefore subject to supervision by the school at all times. State law authorizes school officials to search student lockers, desks, and other facilities or spaces owned by the school at any time for any reason. The school reserves the right to inspect the contents of the locker and to remove anything contrary to school rules or detrimental to the school. Throughout the school year, the administration may utilize the presence of a drug dog as a deterrent to students who may consider bringing drugs to campus. These searches will be unannounced and will be limited to areas not occupied by students during the time of the search, including locker areas and parking lots.

Locker doors are to be kept shut. **Never leave money or valuables unattended.** Lockers should not be shared. Students are cautioned not to bring large amounts of money, radios, or cameras to school. Students, not the school, are responsible for their own property. If it is necessary for a large amount of money to be brought to school, students should deposit it in the office for safekeeping.

#### **ASSIGNMENTS**

**Assignments are the responsibility of the student.** To have a complete and full education, students must complete their homework. We feel that the **parents** are also responsible for checking to see if the homework is finished. It is for this reason that we will document students that do not complete homework assignments. Making up work is the responsibility of the student. If an absence is excused, students are given one full day for every day they are absent. A failing grade will be recorded only if the assignment is not completed within the given time. Make immediate plans to do all make-up work due to an absence. Your grades will reflect your absence if you do not get the work made up.

If a student's absence is unexcused, the following will apply.

1. Work due the day of the unexcused absence and not handed in that day is to be considered late and no credit will be given.
2. Work due the following day will receive full credit if handed in when due.
3. Any student found to be involved in cheating would be given a zero for that assignment or test.

A suspension from school will be treated as an excused absence, but the student will be given no additional time to complete make-up work. That means if a student is suspended for Tuesday, they must turn in their work on Wednesday as if they had been in classes on Tuesday. It is the students/parents responsibility to collect homework.

#### **MEDICATION**

All prescription medication is to be checked into the main office. The office, teachers, or other school personnel will dispense no aspirin or nonprescription medication, unless accompanied by a parent note and in its original container. Per school nurse discretion, a doctor's note may be requested for some non-prescription medication.

#### **NON-DISCRIMINATION**

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

contact the district's Equity Coordinator, Mr. Edward Hawks, Superintendent, 601 3<sup>rd</sup> Street, Underwood, IA 51576, (712) 566-2332, ehawks@underwoodschoools.org. **"NO SCHOOL" ANNOUNCEMENTS**

If there is no school because of bad weather, roads, etc., this fact will be announced over radio KMA (960 AM), KNOD (105.3 FM), KFAB (1110 AM), and television channels 3, 6, and 7 as soon as the decision is made. JMC will also be utilized.

#### **OPEN ENROLLMENT**

Underwood Community School is a participant in the State of Iowa Open Enrollment Act. We feel we offer a fine educational program that addresses the needs of all the children of our district and encourages everyone within our geographical limits to attend Underwood Community Schools. Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates: March 1, 2021 - Last date for regular open enrollment requests for 2020-21 school year.

3<sup>rd</sup> Friday in September - Last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the current school year.

Parent/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of transportation or in the form of a cash stipend. For details, contact the school district office at 566-2332.

#### **PARTIES AND DANCES**

The middle school may sponsor dances and parties. Dances may be held during or following the school day and supervised by staff members.

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#### **PASSES**

Students taking music lessons will have a scheduled time for that lesson and will not need a pass. All other students must have a pass signed by the teacher who is asking for that student. Any student out of class should have a pass.

#### **PHYSICAL EDUCATION**

Physical Education is required each semester. Only doctor's notes will be recognized as legitimate excuses for P.E. classes. Students will be required to have a change of clothing and use deodorant as part of P.E. class.

#### **POP AND CANDY**

No gum, pop, or candy is permitted during school hours, unless allowed by school staff.

#### **ELECTRONIC DEVICES**

Electronic devices that disrupt the normal school day are to be powered off and not used in the building without permission of a staff member. If powered on or used without permission of a staff member:

1<sup>st</sup> Offense: Device will be brought to the office and student may pick up at the end of the day.

2<sup>nd</sup> Offense: Device will be brought to the office and parent will be notified to pick up the device.

3<sup>rd</sup> Offense: Student will be required to turn in their devices to the office at the start of the school day and may pick them up at the end of the school day for remainder of the year.

#### **REPORT CARD AND PROGRESS REPORTS**

Mid-term reports and report cards are posted online at the mid-term and end of each quarterly period. These may be found on your students JMC account. Please contact the school for any questions pertaining to receiving your students grades online.

#### **REPORT OF CHILD ABUSE BY SCHOOL PERSONNEL**

Underwood Community Schools recognizes that a situation could occur whereby a parent/guardian could feel that their child has suffered abuse by a school district employee verbally, physically, sexually, or in some other way. It is for this reason that the district has a Child Abuse Investigation Team. This team consists of Level I investigators who will investigate the allegation to determine if there is justification to take the complaint to Level II. The Level II investigator, a trained experienced professional appointed by the Board of Education, will refer the allegation to the appropriate agencies seeking satisfactory resolution to the complaint. Underwood Community School has appointed Stephanie Taylor and Nicole Murray as Level I investigators. They both can be reached at 566-2326 during school hours. **RESPECT FOR BOOKS, EQUIPMENT, AND FACILITIES**

Each student is to assume responsibility for the care of all books and school property. There will be fines for lost or damaged books or school issued electronics. Students who damage school property accidentally are responsible for paying for the damage. Damage of a malicious nature will be considered a very serious matter and must be repaired or replaced at the expense of the student at fault.

#### **STUDENT ASSISTANCE TEAM (SAT)**

The Student Assistance Team (SAT) is a group consisting of teachers who help students with possible academic, behavioral, medical, social, or emotional problems. The team understands that these problems can interfere with a student's academic performance in school. The SAT meets as needed throughout the school year. The goal is to improve the grades and well-being of the students.

#### **STUDENT HARASSMENT**

**STUDENT-TO-STUDENT HARASSMENT (BOARD POLICY 502.9)** Harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school owned and/or school-operated buses, vehicles or chartered buses; and while attending or engaged in school activities.

The district prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. This policy is in effect while students are on property within the jurisdiction of the district, while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from the school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district. Harassment means conduct of a verbal, physical, or written nature that is designed to bully, embarrass, distress, agitate, disturb, or trouble students when such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment. Harassment as set forth above may include, but is not limited to, the following: repeated behavior in the form of (1) verbal, physical, or written harassment; (2) remarks of a demeaning nature; (3) implied or explicit threats concerning one's grades, achievements, etc.; (4) demeaning jokes, stories, or activities directed at the student. The district will promptly and reasonably investigate allegations of harassment using the following procedure:

(1) The student(s) will report harassment to a school official and fill out a bullying/harassment claim form.

a. Each of the involved parties will then be brought into the principal's office separately to tell his or her side of the story.

b. The principal will determine whether the claim was founded and will document the finding in writing.

c. Then, to the degree practicable, all parties involved will be brought into the principal's office together to discuss and attempt to resolve the situation

d. A flagrant act of harassment may result in an immediate out-of-school suspension.

(2) If, after the first step, the harassment continues and is founded by the principal, the following disciplinary steps will apply:

a. Discipline for 2<sup>nd</sup> Offense:

- i. 3-day out-of-school suspension
- b. Discipline for 3<sup>rd</sup> Offense:
  - i. Meeting with superintendent, harasser, and his/her parents
  - ii. 5-day out-of-school suspension
- c. Discipline for 4<sup>th</sup> Offense:
  - i. Meeting with School Board
  - ii. Suspension/Expulsion (To be determined by the Board)

Retaliation: If a student retaliates for actions taken to resolve the conflict, it will be considered an act of harassment and the appropriate disciplinary step will be imposed.

Due Process: Each student who is involved in some form of disciplinary action is entitled to due process which would include the following items:

1. The student is entitled to know what he/she has done wrong or if any rules have been violated.
2. The student is entitled to present his/her version of the circumstances involved.
3. The student is entitled to know the disposition of the case.

The right of appeal to the Superintendent and subsequently the Board of Education is available with the understanding that these groups may sustain or change any or all of a decision prior to that appeal.

### **STUDENT INSURANCE**

Accident insurance is available for all students at a low cost. Several plans are available and the cost depends on the amount of coverage and protection the policy gives. Regular student accident insurance will cover the student in practically all school activities, except football. A special football policy will cover the student for football only. No other activities whatsoever are included in the special football policy. School personnel will make students aware of the type of protection given by these policies.

All athletes and cheerleaders must have adequate insurance coverage and have a physical examination before they will be allowed to participate. The insurance coverage may be through a family policy already in effect or by the policy available through the school.

### **STUDY HALL**

Study hall is a supervised study area and conditions conducive to studying are to be strictly maintained. The study hall supervisor may issue passes to the office, Counselor, library, etc., but students who plan to work with a teacher during this time must have previously obtained a pass from that teacher. Ineligible students will not be granted library privileges unless a teacher issues a pass.

### **WEAPONS**

No student is to possess a gun, knife, chain or any other object that may be interpreted as a weapon. This is in effect while the student is on school property or at any school event. Violators will have weapons seized as well as face suspension or expulsion.

### **TRANSFERRING OR DROPPING SCHOOL**

Any student who plans to transfer to another school or drop school for any reason should bring a written request from a parent indicating this reason. This request should be completed at least two days in advance of the last day in order that satisfactory arrangements may be completed. A checkout sheet will be issued identifying those things that need to be completed before a refund can be issued and credits transferred.

### **SUSPENSION**

Law 282.4 Code of Iowa gives the Board of Education the power to expel any student from school for violation of the rules and regulations of the Board or when the presence of the student is detrimental to the best interests of the school. It may confer upon any teacher, Principal, or Superintendent the power to temporarily dismiss a student.

The student may be suspended from school by the administration on presentation of sufficient evidence that strongly implicates the student in any of the following offenses while attending school or participating in any school related activities.

1. Insubordination or disrespect for any or all school officials or employees. This includes abusive language such as profanity. 2. Fighting - Automatic out-of-school suspension for 3 school days - 1st offense - 5 school days - 2nd offense - Expulsion - 3rd offense. 3. Theft-Any student who is involved in or admits to the theft of property belonging to another individual - Automatic out-of-school suspension for 3 school days - 1st offense; 5 school days - 2nd offense; hearing by the Board of Education for discipline action or expulsion - 3rd offense. 4. Use or possession of any tobacco products. Automatic out-of-school suspension for 3 school days - 1st offense; 5 school days - 2nd offense; hearing by the Board of Education for discipline action or expulsion - 3rd offense.
5. Use or possession of any alcoholic beverage and/or other drugs unless specified by the individual's physician. Automatic out-of-school suspension for 5 school days and must submit to professional counseling - 1st offense; A hearing by the Board of Education for discipline action or expulsion. Student will continue suspension until this hearing. - 2nd offense.
6. Destruction of school property.
7. Continuing behavior that seriously interferes with classroom instruction or other activities associated with the school.
8. Unsportsmanlike activities involving visiting school teams and their representatives.
9. Following the third removal from a study hall.

Law enforcement authorities may be notified in certain cases.

Any time a student is removed from a class, they will be brought to the office and a report made concerning the reason for the removal. After the first time parents of the student will be notified. Following the second time in the same class, the student will not be allowed to return to class until the parents have met with the teacher and the Principal. Following the third incident in the same class, the student will be dropped from that class and placed in a study hall for the remainder of the semester receiving no credit for the class in which the removal was involved. If an act is of an extremely serious nature, the administration may ask the Board of Education to consider expulsion as soon as possible.

A student may also be simply held in the Principal's office when problems arise that do not warrant official suspension.

Most suspensions will be of the in-school type as opposed to out of school for middle school students. The Principal shall make such determination. All activities on the day of the suspension will be withheld from the student.

### **SUSPENSION RE-ADMITTANCE**

A student may be suspended for up to five days at a time by the Principal or up to ten days by the Superintendent. Expulsion from the school requires Board of Education action. The Five Step Discipline Referral Plan will be used:

If a student is suspended, he or she will normally be re-admitted as outlined below:

1. First referral - Re-admittance by the Principal and parents notified.
2. Second referral - Re-admittance by the Principal and parents notified.
3. Third referral - Re-admittance after meeting with SAT, parents, principal
4. Fourth referral - Re-admittance after a conference with superintendent, parents, student, and Principal.
5. Fifth referral - Must have a hearing before the Board of Education for discipline action or possible expulsion.

#### **STUDENTS RIGHT - DUE PROCESS**

Each student who is involved in some form of disciplinary action is entitled to due process, which would include the following items:

1. The student is entitled to know what he/she has done wrong or if any rules have been violated.
2. The student is entitled to present his/her version of the circumstances involved.
3. The student is entitled to know the disposition of the case.
4. The right of appeal to the Superintendent and subsequently the Board of Education is available with the understanding that these groups may sustain or

change any or all of a decision prior to that appeal.

#### **TRANSPORTATION**

The school district provides bus transportation for all students as required by law. It may be necessary to take this privilege away from a student because of his/her conduct on a bus.

#### **BUS PROCEDURES**

1. Students will be on time for the bus both morning and evening. Road conditions will cause a time deviation. If you do not plan to ride the bus, call the driver or a neighbor that gets on before you. (The driver will wait a reasonable amount of time if the student is on their way to the bus)
2. No student will be permitted to unload from their bus at any other location than their home or school, or permitted to ride any bus except the one to which they are assigned, without a written dated request from the parents or school official.
3. Students should wait for the bus on their home property or at their designated stop, not on the road or highway! Students shall not cross the road or leave their designated stop until the driver signals them to do so.
4. The driver may assign each student a seat, for which each student will be responsible. If damage occurs, the students will be expected to pay for damages.

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5. School bus conduct slips given out in May will count for this year and may be used as the first offense the following year. This is done to help improve bus behavior during May.

Students and parents will be notified of unacceptable behavior by issuance of "green slips" which indicates the behavioral violation and resulting punishment.

#### **BUS CONDUCT**

Bus service is provided for the convenience of the parents and students of the Underwood Community School District and will continue to extend this privilege as long as the student maintains proper bus discipline to insure the safe operation of the bus.

Each specific rule of good conduct cannot be listed; however, students when riding in a school bus will observe the following

- rules: 1. Follow directions the first time they are given. 7. Sit in your seat and stay there.
2. Keep hands, feet, and objects to yourself. 8. Talk Quietly.
3. The driver may assign students seats as they see fit. 9. Loud and vulgar language is prohibited.
4. Students shall keep the bus clean and refrain from damaging it. 10. The aisle must be kept clear at all time.
5. Allowing food, drink, and radios on the bus is the driver's decision.
6. Do not open the windows without the driver's permission. Close them before leaving the bus. Nothing is permitted to extend from the windows.

#### **VISITORS**

In compliance with the policies of the Underwood Board of Education, all visitors at Underwood Community School must immediately report to the office. Student visitor passes will be granted only under very rare circumstances and with teacher and principal approval. Do not bring a guest to school unless you have received advance approval from the office and teachers. Parents are welcome to visit the school at any time, but must check into the office and be given a visitors pass.

#### **ACTIVITIES**

An activity program is provided to add interest and enjoyment to school life and to furnish opportunity for student growth and development. You are encouraged to participate in at least one activity, according to your interest. Identifying yourself with an organization or activity however, means that you understand the rules and regulations that govern it and are willing to comply with them. A student's conduct, in or out of school, will be a factor in determining eligibility to represent the school or to receive any award. Misconduct at any time before the presentation of an award may be grounds for the withholding of the award.

#### **STUDENT ACTIVITY POLICIES**

##### **I. ELIGIBILITY**

All students are permitted to participate in extra-curricular activities if they meet the following requirements.

1. Follow all regulations as specified by the respective state associations.
2. Be a full-time student in the Underwood School and be academically eligible.
  - a. Ineligible students do not leave early or travel with the team or club to an activity
  - b. Ineligible students will attend all practices and home activities during their period of ineligibility
  - c. Ineligible students do not wear school-issued uniforms at those home events
3. Be in school all day or make arrangements before the absence to be excused the day of an event or practice.
4. Any students declared ineligible may work off their ineligibility in two ways:
  - a. Continual participation in the activity they are currently involved in.
  - b. Participation in a new activity when that season begins.
5. A student who has been placed on suspension will not be allowed to participate in any event on the day of the suspension. If a student finishes a suspension before the end of the school day they may participate that day. The student may practice with the permission of the coach.

##### **II. TRAINING RULES**

These general training rules shall pertain to all students involved in the extra-curricular activity program.

No member of any activity shall:

1. Consume or possess alcoholic beverages
2. Use or possess tobacco in any form
3. Use or possess any drugs unless specified by the individual's physician
4. Be involved in a serious infraction with school personnel or the law

This rule shall apply for the participant whether on school property or not and is in effect three hundred sixty-five days a year.

Iowa Code states that a juvenile court officer shall notify the superintendent of the school district or the superintendent's designee, or the authorities in charge of the nonpublic school which the child attends of the child's adjudication for a delinquent act which would be an indictable offense if committed by an adult. This would include possession of an alcoholic beverage; illegal possession of a controlled substance, counterfeit substance, or simulated controlled substance; and an aggravated misdemeanor or a felony handled by an informal adjustment agreement.

If the above regulations are violated, the participant shall be subject to the following:

I. First offense:

a. The participant shall be declared ineligible for one-third of a season commencing with the first scheduled interscholastic athletic competition or activity performance in which he/she participates. No live participation is allowed until the ineligibility is completely served (e.g. Soap Game, scrimmage, etc.) Students in graded activities/performance must complete alternative activities as directed by sponsor for credit. The period of ineligibility will be considered served only if the student completes the season in which the time is served. Eligibility for activities without a typical "season" such as speech, play, variety show, etc. will be determined by the principal and athletic director.

b. This period of ineligibility shall continue from one activity to a second, if necessary, commencing with the first scheduled game/scheduled practice of the second activity.

c. Any participant who admits or turns himself/herself in before confrontation for violation of "A" above shall have the above described penalties for the first offense be reduced to 1/5 of a season. One who turns himself/herself in shall be defined as one who admits prior to confrontation by the administration. d. Any participant who violates any of the above regulations on school grounds/property (this district or another) will be declared ineligible for a mandatory 1/3 of a season.

e. No student shall be punished for any infraction of eligibility rules which occurred 90 days prior to the violation being reported to the school. f. Any student with more than one violation/training infraction and/or ineligibility due to grades, etc., will serve the periods of ineligibility consecutively-not concurrently.

Events Missed 1/3 season 1/5 season 1/3 season 1/5 season Football 3 2 Golf 4 3 Cross Country 3 2 Baseball 10 6 Volleyball 5 3

Softball 10 6 Basketball 7 4 Show Choir 2 1 Wrestling 5 3 Jazz Band 2 1 Track 4 3 Other TBD

Soccer 5 3

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II. Second offense:

a. If a second infraction of the training rules should occur within one calendar year of the beginning of the 1st offense ineligibility period, the participant will be ineligible for one full season.

b. The participant who violated the above regulations a second time and self-reports will have the penalties reduced to two-thirds of a season. In order to have the reduction of penalty, the individual must submit to professional counseling by certified personnel or attend classes as approved by the principal and athletic director. The participant and/or parents are responsible for scheduling this in a timely fashion and are also to be responsible for providing documentation of attendance. Failure to comply may lead to further disciplinary action for the participant.

c. If the penalty is not finished during one season, it will carry over to the next season, beginning with the first scheduled competition. The principal and athletic director will determine the number of events that carry over based on the percentage of the penalty already served during the first season. If the penalty does carry over to a second season, a minimum of one event will be missed.

III. Third offense:

If a third infraction of the training rules should occur the participant will be required to appear before the board of education to determine consequences (may result in permanent ineligibility).

IV. Offenses will be cumulative throughout the student's 8th-12th grade career.

B. HOURS

The individual sponsor shall set any training hours and penalty for violation.

C. TRANSPORTATION

All participants going to an away activity will travel and return in school provided transportation. Students may be allowed to leave an event with their parents after the parents have requested that to the coach or sponsor. Any exceptions to this must be requested by the individual's parents directly to the sponsor, Principal, or Activity Director in advance. No students driving themselves or riding with friends to or from an activity will be approved.

D. ATTENDANCE

Any member of an activity shall be expected to be present for all practices and events.

E. EQUIPMENT

If school equipment is damaged or lost, the participant shall be responsible for its replacement.

F. CONDUCT

Good conduct will be expected from all participants at any event. Any profanity before, during, and after an event will not be tolerated. Offenses will carry a penalty as determined by the sponsor, principal, and activity director.

G. DRESS

The day of an activity shall be considered a dress-up day and participants will be encouraged to dress neatly.

H. PHYSICALS - INSURANCE

A physical, concussion form, emergency information and proof of insurance are required of all athletes.

**ATTENDANCE POLICY FOR ATHLETICS**

Participation in athletics is a privilege that carries responsibilities. One of the major responsibilities of an athlete is to be at practice. Attendance at practice is critical so that the athlete may learn the skills necessary to compete as an individual and as a team member. During practice, athletes are instructed in proper techniques and are involved in conditioning programs that will help prevent injury. For team sports to be successful, athletes need to practice with their fellow teammates. Attendance at practice must be a priority with every athlete.

Any athlete who is not a member of the "team" on the opening date of that season will have their participation status determined by the coach/sponsor of that activity and the Activities Director.

Practice Attendance Policy

There are two types of absences: EXCUSED AND UNEXCUSED

**EXCUSED:** Illness, medical appointment, funeral, personal family business, are absences in which the coach has been given prior notification. However, an athlete should always make every effort to contact the coach. If a coach cannot be notified, the next person to try to contact would be the Activities Director. **NOTE:** Participation in required school events will not carry any penalty. Consequence for an excused absence from practice: For team and individual sports playing status will be determined by the coach or sponsor. For individual sports, the athlete may participate in a capacity that is not unfair to athletes who were in attendance at practice. (Example: An athlete who runs in the 4x100 relay may not run in that event at the next competition, but may run in an open event. An athlete who wrestles at 125 may wrestle at another weight that is open at the next competition.) We do not want to penalize the individual or the team for a missed practice, but want to give



those who are in attendance the priority.

**UNEXCUSED:** Coach has not been notified prior to the absence (not including emergencies). If the coach is notified prior to the absence and does not believe the reason for the absence is warranted, the absence may be unexcused (hair appointments, shopping, business that may be handled at other times, jobs).

If a student misses a school sponsored practice and/or game due to participation in a non-school sponsored activity/sport, the student will be subject to the unexcused disciplinary measure established in the handbook. (ref 503.5)

Consequence for unexcused absence from practice: Unexcused absences will not be tolerated. One unexcused absence will result in the athlete not participating in the next competition. The coach will notify the athlete and the parent that the absence was unexcused. Two unexcused absences may result in elimination from the team.

#### VACATIONS

1. Parents and athletes will be informed when practice will begin and should try to schedule vacations so that no practice time is missed or at least the minimum amount of practice time is missed.
2. Since each sport season is unique and every athlete has a different family situation, coaches will work with athletes on an individual basis when it comes to vacations.
3. There are individual cases of athletes who have family in another state and only have time at holiday to visit with them.
4. The rule is that when you go on vacation, you must earn back your position or work your way back into your position.
5. The coach will notify the student and parents in writing what to expect if a student must miss practice due to a vacation.
6. Again, the critical issue is that the athlete informs the coach as much in advance as possible.