

# 2023-2024



**“Soaring to Excellence”**

**Principal: Nicole Murray**

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**Underwood Community School District**  
**Mission Statement**  
**Preparing students to meet the challenges of the 21<sup>st</sup> Century.**

**PHILOSOPHY**

The Underwood Elementary School will provide a suitable atmosphere to meet the individual needs of all children. Opportunities will be provided to motivate each student toward the development of his/her ability to the greatest degree possible.

A solid background in all the curricular areas will be provided to all children to prepare them for future schooling, and to ultimately be a productive participant in economic and social life. A good communication line between parents, home, students, community, teachers, and administration will be encouraged and maintained.

**SCHOOL TELEPHONE NUMBERS**

Elementary School		566-2326
	Fax #	566-2963
Middle School-Supt.Office		566-2332
	Fax #	566-2070
High School		566-2703
	Fax #	566-2712

**OBJECTIVES**

**I. Intellectual Development**

A strong curriculum will be present to students to be able to:

1. Develop and expand their ability to read, listen, and comprehend.
2. Strive to expand written, reading, and oral vocabulary.
3. Strive for continual improvement in learning basic math facts and concepts and their application to real-life situations.
4. Provide each student with a background of science and social studies so they can function in this society with an understanding of the world around them.
5. Provide opportunities to develop awareness and an appreciation of the Fine Arts.
6. Grow in their ability to think rationally and creatively, both individually and in a group.
7. Develop to his or her full potential.
8. Aid the students in keeping abreast with our ever-changing society and its technology.
9. Help students realize that learning never ends.

**II. Physical Development**

We will:

1. Provide opportunities for physical development through physical activities and health education.
2. Provide testing of hearing, sight, and speech for all students.
3. Provide the opportunity for a balanced lunch.
4. Encourage students to practice health and safety rules.

### III. Personal and Emotional Development

We will provide and encourage all students to take advantage of the opportunity to:

1. Develop and maintain good mental health.
2. Establish his/her own personal goals.
3. Develop good work/study habits within groups and individually.
4. Respect the right to express ideas and feelings.
5. Utilize professional services beyond those provided within the classroom.
6. Develop and encourage expression in fine arts.

### IV. Social Development

We will provide and encourage all students to take advantage of the opportunity to:

1. Develop respect for the rights of others and their property.
2. Accept responsibility as individuals, as members of a group, and as members of the community.
3. Develop courteous and respectful attitudes for others in work and play.
4. Present themselves and expect to be heard.

## ACADEMIC PROGRAM

Underwood Elementary School's academic program includes the underlying concept that each child is unique. Care and accommodation for the individual, in addition to constant progress through a disciplined and structured approach, are major concepts in our educational program. We work with parents to develop a good self-concept in children and an independent, responsible attitude toward school. Emphasis is placed on the development of basic math, reading, oral, and written language skills.

Each year the Underwood Community School District evaluates curricular areas, and new materials may be ordered for the following year. This is done to replace worn-out materials and to keep our materials and approach current. This annual textbook review often includes the purchase of a PK-5 textbook series.

## FIELD TRIPS

Teachers may request permission to plan field trips in conjunction with classroom study. Field trips must have a definite learning standard in mind. All school children must ride the school bus to the field trip. Transportation for parents will be allowed at the school's discretion. This is an educational trip in the place of classroom instruction; we therefore highly discourage siblings from attending field trips.

## THE SCHOOL DAY

Elementary classes begin at 8:25 a.m. and conclude at 3:25 p.m. The front doors are locked except from 8:05-8:30. **Children should not arrive at school prior to 8:05 a.m. nor linger on the playground after school is dismissed.** Children who attend our Eagle Care Program are exempt from the regular arrival/departure rules.

## HOMELESS

By definition, homeless includes:

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

If you know of someone who is homeless, please report the information to a building principal.

## ABSENCE AND TARDINESS

Please call the school if your child will be absent or tardy. If your child is sick, please report the absence daily. You can email the office/teacher or call the school. Those who do not call the school will receive an automated call notifying you of your child's absence. Please call the school to let them know why your child is absent.

Children are expected to be in school by 8:25 a.m. **Children will be counted tardy if they arrive at school after 8:25 a.m. but before 9:00 a.m.** Arrivals **after 9:00 a.m.** will be counted one-half day absent. Children who leave school **earlier than 2:00 p.m.** will be counted absent for at least one-half day. **Absences after 2:00 p.m. will not count against a student.**

A student's academic growth is hindered when there is excessive absence or tardiness. The students' opportunity to experience skill development is directly proportional to the amount of time they are in school. **Absences that exceed 8 days per quarter seriously hinder a child's academic growth. (Bd. Policy 501.1)** We encourage parents to take their student's attendance seriously.

A conference with the principal and classroom teacher will be requested when/if an excessive absence or tardiness situation occurs.

### 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 appointments which cannot be made other than during school time.
  4. School Sponsored Activity
  5. Court/Legal Appearance
  4. Parental request to work for parents - pending a student prior.
  5. Other reasons which can be justified from an educational standpoint (Final decision of an absence being excused will come from the principal and prior arranged activities and trips with principal approval).

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

1. Absent – The school has been notified of an absence that does not meet the definition of excused.
2. Truant – Neither the family nor school officials know the student's whereabouts, the student is refusing to attend school or class, or the school has been notified that the student has been reported as a run-away.
3. Unverified – No one has contacted the school, or the school has been unable to confirm the reason for the absence, or the school has not confirmed the reason for the absence.
  1. Shopping trips
  2. Chronic car problems
  4. Haircuts
  5. Truancy
  6. Oversleeping
  7. Personal student business
  8. Missing the bus

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.. Any student who reaches chronic absenteeism (exceeding 10 absences per semester) 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.

## **SCHOOL CLOSING**

You will be notified digitally when we have a school closing. The system will contact all those who have provided the school with contact information. You will be contacted for any weather-related delays or cancellations as well as any pertinent messages that need to be announced. Please inform the school of any changes to your contact information or go online and change the information in JMC Online Access.

In the event school must be delayed or canceled because of weather or other emergencies, official announcements will be made on local TV stations and a message will be sent to your phone.

When school is canceled for bad weather, we will communicate with families throughout the day to determine if evening events are canceled as well.

In the event of a school event being postponed, it is usually rescheduled for the next available date.

## STANDARD RESPONSE PROTOCOL

This model is used in the event of an unexpected dangerous situation that includes drills for hold, secure, lockdown, evacuate, and shelter situations. There are many components to the Standard Response Protocol (SRP) model, but at the elementary school our focus will be on teaching the students to get away from danger quickly. Our faculty and staff have been trained with the SRP model and we have scheduled SRP practice drills throughout the school year with the students.

## TORNADO AND FIRE DRILLS

The principal will conduct 2 fire and 2 tornado drills each school year. We usually conduct a fire drill and a tornado drill each quarter. Classroom teachers are responsible for explaining evacuation drill procedures to their class each school year. Teachers will review and practice exiting drill techniques and safe area locations with their class quarterly. Tornado and fire drill evacuation signs are posted by all room and building exits.

## STUDENT DEPARTURE/PICKUP POLICY

If you are picking your child up before dismissal time, please call the office upon arrival or use the keypad near the front door to contact the office. If a child is picked up by someone other than the parent, a note must be sent or a call made to the office by the parent giving permission for us to release the child. Staff personnel will gather the child(ren) and release them.

Children who are ill must see the nurse or another school official to determine if a call will be made to parents. The decision will be made at this time if the child stays in school or goes home.

## DISMISSAL

Students who attend Eagle Care are dismissed from classrooms at 3:20 while bus riders are dismissed at 3:25 and are escorted to the busses. Students who walk home will be dismissed to the gym to be escorted by a staff member outside. Students being picked-up will be escorted to the pick-up line in front of the elementary building and dismissed by staff members. Parents/guardians must wait in their vehicle in the pick-up line in front of the elementary while staff members dismiss their child(ren) to them.

**If you would like to pick your child up before dismissal time, please make your request in the office.**

## GRADING

Student progress is measurable, but in the final outcome, grading is subjective (especially the effort grading) and thus relies on the discretion of the teacher. PK is not graded. Kindergarten grading criteria is detailed on its report card. S-N-U will be used for all subjects in grade 1. The following grading criteria shall be used by grades 2-5:

A+	100%	C+	84-82%
A	99-97%	C	81-77%
A-	96-94%	C-	76-74%
B+	93-91%	D+	73-71%
B	90-88%	D	70-68%
B-	87-85%	D-	67-65%



F 64% and below

Grades 2 and 3 will use the above scale for Reading, Math, English, and Spelling. The remaining subjects will use the S-N-U scale. Grades 3-4-5 will use the above scale for all subjects except handwriting and specials. These subjects will use the S-N-U scale. Art will assign grades by semester using the scale O-S-N-U.

## HOMEWORK

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

- All combined daily homework assignments should require no more than a total of 20-30 minutes to complete. Exceptions would be long-term reports or make-up work.
- Students are normally given adequate in-school time to complete assignments. Those not utilizing their time efficiently at school will be expected to complete their work at home.
- Students in grades K-2 will normally not be given any homework except drill activities.
- Students in grades 3-4 may have short assignments
- Students in grades 5 will be expected to use some time at home for completing regular assignments.

## FAMILY VACATION

A parent must see each individual teacher to request homework in advance. Each grade level sets their policy for this request. Please speak to your student's classroom teacher. This policy will be covered at our open house to explain the grade level policy.

## SCHOOL NUTRITION PROGRAM

An adequate and well-balanced meal is available to all students at a nominal cost. We use a computerized lunch system to track breakfast and lunch money. Deposits can be made online (a small convenience fee will be applied) or money can be turned into the office. Free and reduced-priced lunches are available for students whose family income is below government standards. Applications can be filled out at any time. Applications are available from the business office, building secretary, or the school's website. ***A new application must be filled out each year.***

We want each child to enjoy a hot lunch or the sack lunch that you have provided. Please do **NOT** send pop or sugary drinks with your child.

Low balance notices are sent via email and/or text. We do have occasions where a student's money is expended and we have allowed the account to go into a negative balance. **We will no longer allow an account to exceed a negative balance of \$50.00.**

We feel it is the parents' responsibility to keep their child's hot lunch account current. Parents have access to their child's lunch account online. Visit our website at [www.underwoodeagles.org](http://www.underwoodeagles.org), click on JMC Online Access, select Family, and sign-in. You can see the activity that has taken place in your account and/or make a deposit. If at any time you feel there is an error, please call the secretary.

Breakfast is served daily from 8:05-8:25 a.m.

## **LOST AND FOUND**

Lost and found articles will be placed in a collection bin by the office. Articles that are not claimed will be given to a charitable organization. **PLEASE LABEL AS MUCH OF WHAT COMES TO SCHOOL AS POSSIBLE.**

## **MAINTENANCE OF STUDENT RECORDS**

Each school district is required by law to inform the public of its efforts to maintain confidential student records. The Underwood Community School District collects and maintains records on each student in order to facilitate the instructions, guidance, and educational progress of the student. The records contain information about the student and his or her education and may include (but are not limited to) the following types of records:

- Records of achievement
- Family background data
- Aptitude tests
- Educational and vocational plans
- Identification data
- Aptitude tests
- Honor activities
- Discipline data
- Counselor or teacher ratings
- Observations and external agency reports

The Superintendent, assisted by the professional staff, shall develop a system of maintaining and preserving the educational records of the students in the school system.

As a parent you have the right to:

- Inspect and review your child's educational records.
- Ask for an explanation of any item in the records.
- Have copies made at a reasonable cost.
- Be informed of types and locations of any record if you feel it is inaccurate, misleading or violates privacy rights.
- Have a statement of your concern placed in your child's record, if the concern cannot be resolved.
- Request a hearing.
- Give or withhold consent to disclose your child's records.
- Be told to whom information has been disclosed.
- Be informed when educational information contained in your child's file is no longer needed to provide educational services.

Any student, parent, or guardian not wanting this information released to the public must make an objection in writing to the principal or other person in charge of the school that the student is attending. It is desirable to renew this objection at the beginning of each school year.

## **CUSTODIAL AND NON-CUSTODIAL PARENTS**

We need to have on file any court-ordered visitation, pick-up of a child or release of academic information limitations that might be stated in a separation or divorce decree. If we do not have a record of this decree, we must grant those privileges to both the custodial and the non-custodial parent. If you have any questions, please contact the principal.

## **STUDENT SUSPENSION/EXPULSION**

The building principal may temporarily suspend a student for a period not to exceed 5 days for disciplinary reasons by following these due process procedures:

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 circumstance 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 Directors is available with the understanding that either may sustain or change any or all of a decision reached prior to that appeal.
5. The student may be suspended from school on presentation of sufficient evidence that implicates the student in any of the following offenses while attending school or participation in any school-related activity:
  - a. Disrespect for any or all school officials or employees. This includes abusive language such as profanity, or a child who kicks, hits, bites, or otherwise assaults staff.
  - b. Destruction of school property.
  - c. Use or possession of any alcoholic beverage, drug, or tobacco product.
  - d. Fighting.
  - e. Continuing behavior that seriously interferes with classroom instruction or other activities associated with the school.
  - f. Unsportsmanlike activities involving visiting school teams and their representatives.
  - g. Following the third removal from a class.

Expulsion is a serious consideration and Board Policy 502.3 will be followed when/if necessary.

## **HUMAN GROWTH AND DEVELOPMENT**

Underwood Community School District will provide parents with information on human growth and development when requested. This is an opportunity to review instructional material prior to use in the classroom, and the chance for a parent or guardian to request, in writing, that a pupil be excused from this instruction.

## **HARASSMENT POLICY**

Harassment of students by other students will not be tolerated in the Underwood Community School District. We have some very specific procedures that identify harassment and the due process procedures that will be taken if a harassment situation continues to occur.

Harassment is defined as conduct of a verbal, physical, or written nature that is designed to embarrass, distress, agitate, disturb, or trouble students when such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment. A copy of the specific language of this policy can be requested from the principal's office. (Underwood Board of Education Policy 502.9)

## **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, an unbiased 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 the school nurse and the principal as Level I Investigators. They can be reached at 566-2326 during school hours.

## **WEAPONS POLICY**

The Underwood Board of Education believes weapons and other dangerous objects in school facilities cause material and substantial disruption to the school environment and the safety of all present. Students who bring such items on school premises face severe consequences that could possibly include expulsion. All incidents will be reported to the appropriate law enforcement authorities. A copy of the specific language of this policy can be requested from the principal's office. (Underwood Board of Education Policy 502.8.)

## **RETENTION POLICY**

Retention is a serious consideration and should be carefully scrutinized. Teachers should be constantly aware of each student's strengths and weaknesses; and if retention is a possibility, this matter should be discussed with the principal and parents. Academic deficiencies that could warrant retention are:

- a) Consistently achieving below grade expectations in academic subjects.
- b) A teacher's objective/subjective evaluation of the student.
- c) Parent considerations.
- d) Student attitude, effort, and learning potential.
- e) Excessive absences.

The final decision regarding retention will be explored with the parent, teacher, and principal during the fourth quarter.

Retention may be an advantage to students who have poor study habits, are socially unready, or are experiencing instructional difficulty as they could benefit from the additional year instead of perpetuating their academic problems.

## **CONFERENCE POLICY**

Due to limited times Underwood Elementary would like split families to have the same conference time. If this is not possible we will make any arrangement necessary to meet your request.

## **NON-DISCRIMINATION POLICY**

The Underwood Community School District does not discriminate on the basis of gender, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment practices, or as otherwise prohibited by statute or regulation. For more information or concerns regarding educational practices or civil rights grievance procedures, contact the superintendent at Underwood Community School District; P.O. Box 130; Underwood, IA 51576. Telephone: 712-566-2332

## **PARENT REQUEST FOR ROOM PLACEMENT**

The importance of placement for each student is paramount to their academic and social success in school. When making classroom assignments for children, there are many factors we will be considering for each child. We do **not** take requests from families regarding student placement for the next academic school year. Instead, here is the process we will be using to determine class rosters. At the conclusion of a school year, the classroom teachers will place students into two or three groups according to the following criteria:

- o Academic ability
- o Independent work ability
- o Peer relationships

There are many factors that allow for a productive learning environment and every effort is made to find the right mix of students including the proper ratio of boy/girl numbers to provide quality-learning experiences. The teachers will then present each list to the principal who will determine teacher assignments for each class.

## **OPEN ENROLLMENT**

Parents/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 actual transportation or in the form of a cash stipend.

For further details, contact the business office at 566-2332.

## **OUTSIDE RECESS**

On numerous days throughout the school year, we must decide if the weather and related conditions make outdoor recess inadvisable. Consideration will be given to the following factors in arriving at this decision:

- Temperature and wind chill
- Safety (presence of snow removal equipment, storm/lightning, icy playground).
- Numbers of days children have been without an outdoor recess (cabin fever).
- Whether or not the children have had a physical education class that day.
- Availability of the gym

Individual exceptions to the above outside recess policy include:

- Doctor's requests to have the child remain inside for a period of time designated by the physician.
- We require a written parent's request to keep a child indoors for a period not to exceed three school days following an illness.
- Students staying in to do homework.

We provide recess equipment, such as balls, ropes, etc. for children to play with at recess. Students will be reminded that the school will not be held liable for items that are brought from home that get lost or damaged.

## MEDICATION

If a medication needs to be administered daily, a medication permission form, provided by the school, must be completed. When you take your child to the doctor for an illness, please ask for a note for the school nurse. Medication sent to the school MUST be in the ORIGINAL CONTAINER from the pharmacy with the label stating the medication, the doctor, the amount to be given, and the time to be given. Many pharmacies will fill a second bottle to be sent to school on request.

**NO OVER-THE COUNTER MEDICATIONS WILL BE GIVEN UNLESS WE HAVE A NOTE FROM A PARENT.** Please feel free to call the school nurse (566-2326) if there are any questions or problems.

Procedures for dispensing medication in school will be as follows:

1. Medication must be prescribed by a licensed medical or osteopathic physician or licensed dentist.
2. The parent or guardian sends a note to have this prescribed medication dispensed to their child according to the written directions of the prescribing doctor as detailed on the prescription container.
3. The school nurse will be notified of all medication given during school hours.
4. All medications will be stored in a secured area.
5. The pupil's name and medication(s), the amount given, and the initials of the person dispensing the dose will be recorded each time the medication is given at school.
6. At vacation time, end of the school year or end of dispensing time, any remaining medication will be returned to the parents or destroyed. This action will be noted on the health record. (If at any time the medication area is broken into, accounting of medication will be done immediately. The school administration will notify police and parents of the loss.)

**THESE PROCEDURES APPLY TO ALL MEDICATIONS, INCLUDING NON-PRESCRIPTION SUCH AS ASPIRIN, COUGH SYRUP, ETC.** The above procedures follow the guidelines recommended by the State Department of Education. If there is any question regarding the procedures, please contact the school nurse at 566-2326.

## HEAD LICE

The following are recommendations on head lice prevention and control for schools from the Iowa Department of Public Health:

Head lice continue to be a problem for Iowa school-aged children. School nurses may spend a disproportionate amount of their time addressing head lice issues considering that they pose no health hazard. The Iowa Department of Public Health (IDPH) recommends the following prevention and control measures for managing head lice in Iowa schools.

1. Discontinue routine school-based screening. Current evidence does not support classroom or school-wide screening as a method to stop head lice transmission. Instead, schools should educate parents and staff about lice detection, treatment, and prevention. Parents should be encouraged to regularly screen their children for lice. It should be assumed that head lice are in the community and school at all times.
2. Discontinue "no nits" policies. "No-nits" policies that require a child to be free of nits before they can return to school are not recommended. Children should not be

- excluded from school. Head lice can be a nuisance but have not been shown to spread disease.
3. Children should remain in school for the rest of the day if head lice are detected. Notify parents by phone, provide educational materials on treatment, and review treatment protocols. It is reasonable to expect that treatment be started before the child returns to school the next day.
  4. Do not use environmental sprays or chemical cleaners at home or in the classrooms, lockers, or on gym mats or other school equipment. Head lice do not live “off” the body. The head louse must maintain a constant warm temperature. Only ordinary cleaning, vacuuming, and washing in hot water are needed. Do not use chemical sprays on such items as audio/video headsets, tables or mats, carpet, upholstered chairs, school bus benches, bed linens. Sprays and other chemicals can be potentially harmful, since they can be absorbed through the skin and are irritating to the lungs of some asthmatics.
  5. Teach and support parents in appropriate techniques for lice treatment. The Iowa Department of Public Health advocates a two-week treatment plan that includes the use of an over-the-counter medicated shampoo which contains either permethrin or pyrethrin. A handout for parents from the IDPH can be found at [www.idph.state.ia.us/hcci/common/pdf/headlice\\_brochure.pdf](http://www.idph.state.ia.us/hcci/common/pdf/headlice_brochure.pdf)
  6. What if treatment with over-the-counter shampoos and use of a nit comb fails? Physicians may prescribe stronger treatments for head lice. Re-infestation is more common than treatment failure.

## **SUPPORT SERVICES**

The Special Education services are designed to provide both direct and indirect assistance for children with speech, hearing, physical, academic, emotional, and/or social problems. Direct services include individual diagnostic evaluations, therapy, counseling, and special classroom placement. Indirect services include consultation with teachers, other school personnel, and parents, along with providing in-service programs in all of the above areas.

Children involved in our Special Education program will be expected to adhere to the same rules and expectations of all students who attend the elementary school. If there is a concern that is directly related to the child’s disability or that poses a threat to the health and/or opportunity of others to learn in a safe environment, then we shall work with the Teacher Assistance Team to determine the appropriate student placement. Special Education students can and will be suspended if their behavior threatens the safety of others or the opportunity to experience quality educational experiences. For more information on these services, contact the elementary school.

## **DRESS CODE**

1. Students are to be clean and neatly dressed. Teachers will also encourage good taste and appropriateness by word and example. Clothing parents believe is appropriate for students will generally be acceptable at school. Exceptions not permitted are: apparel with derogatory sayings, Anti-American implications, liquor or tobacco pictures/advertisements, or profanity.
2. Students participate in outside recesses all year long; so adequate clothing and boots are essential.
3. Students may wear shorts provided they meet the following criteria:
  - a. They must be of adequate fit and length to cover undergarments.

4. Sandals are permitted.
5. **Outfits with backless or strapless tops are not permitted, as well as tops that do not cover the stomach. Bra straps should not be seen.**
6. Shoes must be worn at all times.
7. Heely's/roller shoes are NOT to be worn at school
8. Hats, caps, or sunglasses are not suitable attire unless special notice is given
9. Alterations of student dress may be allowed for special activity days, field trips, etc. (if school authorized)
10. Students are expected to adhere to school dress when attending extra-curricular activities or participating in school activities.
11. Rubber-soled shoes are required for P.E. Other P.E. attire is at the discretion of the teacher.

## **ELECTRONIC DEVICES**

Communication devices including cell phones or smart watches are not to be on or used during school hours; unless allowed by a teacher. The student may have the device in their backpack for use before or after school. The device will be confiscated if used during school hours and will only be returned to the parent (unless school authorized or provided).

## **SHOW AND TELL**

Please monitor what personal property your child takes to and from school. It is not the intention to limit show-and-tell items or other appropriate uses of play material, but to curtail those items that may be lost, damaged, taken, or misused. Live animals should only be brought to and taken from school by parents. No animals are ever allowed on buses.

## **DISCIPLINE POLICY**

The maintenance of good discipline is essential to the educational process and is the dual responsibility of the home and school. In order for your child to receive the best possible education, it is felt that students should know appropriate school behavior. We work to establish a positive school environment that depends on compliance with just and consistent rules of behavior.

The basic discipline policy we use consists of three parts:

1. Behavior rules are stated explicitly in observable terms.
2. Positive reinforcement is used whenever a child or class behaves appropriately.
3. Negative consequences for breaking rules are provided every time a child breaks a rule.

We expect your child to behave so teachers can teach and students can learn. It is in your child's best interest that we work together to make his/her learning experience as meaningful as possible.

We expect all children to respect the rights and property of others. We also recognize that there may be times when a child chooses to ignore the rules that benefit us all and becomes involved in a conflict that may lead to a serious confrontation between children.



## PARTIES

Teachers will be informing your child what school parties will be celebrated during the school year.

Private party invitations and details are to be handled outside of school to avoid loss of school time, peer competition, and feelings of being left out. An exception would be if invitations were going to be given to all the girls or all the boys within a classroom.

## TRANSPORTATION PROCEDURES

Transportation is a vital part of the Underwood Community Schools. Bus drivers need to focus their full attention on driving and not having to cope with disciplinary problems. Please be sure your child(ren) knows the reason for safety rules. The school will reiterate these safety procedures while the children are at school. Children are instructed to walk on sidewalks, not to cut across lawns or go through private property, cross streets only at intersections, obey school safety patrols, and refuse to ride with strangers.

The Underwood Community School District Board of Education has authorized the use of video cameras on the school district buses. The video camera will be used to monitor student behavior and to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes is confidential student information and will only be retained if necessary for use in a student disciplinary hearing or other matter as determined by the administration. Parents may request to view the videotapes of their child if the videotapes are used in a disciplinary action involving their child.

## BUS PROCEDURES

- Students will be on time for the bus both morning and evening. Road conditions will cause a time deviation. (The driver will wait a reasonable amount of time if the student is on his/her way to the bus.)
- **No student will be permitted to unload from his/her bus at any other location than the student's home or school, or permitted to ride any bus except the one to which he/she is assigned, without a request from the parents or school official.**
- 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 the designated stop until the driver signals them to do so.
- The driver may assign each student a seat, for which each student will be responsible. If damage occurs, the student will be expected to pay for damages.
- 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.

## RULES FOR BUS CONDUCT

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

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

- Follow directions the first time they are given.
- Remain seated.

- Keep hands, feet, and objects to yourself.
- Talk quietly.
- Loud and vulgar language is prohibited.
- Do not open the windows without the driver's permission. Close them before leaving the bus. Nothing is permitted to extend from the bus window.
- Students shall keep the bus clean and refrain from damaging it.
- Allowing eating and drinking on the bus is a decision made by each driver.
- The aisle must be kept clear at all times.

Students who choose to disobey these rules may be issued a Bus Conduct Report. The report will be reviewed by the principal and sent to the parents

### **Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Underwood Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Underwood Community Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Underwood Community Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.
- Schools internet website

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories-name, address, and telephone listings- unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent<sup>1</sup>.

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<sup>1</sup> These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provided funding for the Nations' armed forces.

If you do not want Underwood Community Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Underwood Community Schools has designated the following information as directory information: (Note: as LEA may, but does not have to, include all the information listed below.)

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended