



# Urbandale Elementary Student & Parent Handbook 2017-2018



**DISTRICT MISSION:** *Teaching all—Reaching all*

**DISTRICT VISION:** *Urbandale will be a school district that brings learning to life for everyone.*

# Table of Contents

(Click on a topic within the Table of Contents to 'jump' directly to the corresponding page.)

CONTACT INFORMATION .....	6
ADMINISTRATORS.....	6
MISSION STATEMENT.....	7
VISION STATEMENT .....	7
EDUCATIONAL EQUITY STATEMENT.....	7
ABUSE OF STUDENTS BY DISTRICT PERSONNEL .....	8
ACTIVITY CONDUCT .....	8
ADVENTURETIME LOCATION & HOURS .....	8
AFFIRMATIVE ACTION .....	8
APPEAL PROCEDURES .....	8
ATTENDANCE .....	9
EXCESSIVE ABSENCES .....	9
UNEXCUSED ABSENCES.....	9
ALL-DAY ABSENCE.....	9
ARRIVAL/DEPARTURE PROCEDURES/ARRIVAL TIMES .....	10
ATTENDANCE POLICY FOR ELEMENTARY STUDENTS .....	10
ATTENDANCE REQUIREMENTS.....	10
HOMEWORK.....	10
MAKE-UP WORK .....	11
PARTIAL DAY ABSENCES .....	11
TARDINESS .....	11
BICYCLES/MOTOR VEHICLES/MOPEDS/ SKATEBOARDS/ROLLERBLADES/SCOOTERS .....	11
CANCELLATION POLICY/EARLY DISMISSAL/DELAYED STARTS .....	11
CHARACTER DOES COUNT .....	12
CODE OF CONDUCT .....	13
STUDENTS' RIGHTS .....	13
I. INFORMAL DISCIPLINARY ACTION .....	13
II. SCHOOL SUSPENSION AND/OR RESTITUTION.....	14
III. ADDITIONAL DISCIPLINARY MEASURES .....	15
COMPLAINT PROCEDURES.....	15
CONTROVERSIAL ISSUES .....	15
COPYING COPYRIGHT MATERIALS .....	15
CORPORAL PUNISHMENT .....	15
CUMULATIVE RECORDS .....	16

CURRICULUM .....	16
ART .....	16
MUSIC .....	16
PHYSICAL EDUCATION .....	16
EXTENDED LEARNING PROGRAM .....	16
CUSTODY/VISITATION AGREEMENTS .....	16
DAILY SCHEDULE.....	16
DISCIPLINE, BEHAVIOR, AND RESPONSIBILITY OF STUDENTS .....	16
DISCRIMINATION AGAINST PERSONS WITH DISABILITIES/FEDERAL SECTION 504 POLICY STATEMENT .....	17
DISTRIBUTION OF ORGANIZATION MATERIALS .....	17
DRESS GUIDELINES .....	17
DUE PROCESS .....	18
EMERGENCY DISMISSAL PLAN.....	18
EMERGENCY PROCEDURES .....	18
FEES/FEE WAIVERS.....	18
FIELD TRIPS.....	19
FIRE AND TORNADO DRILLS .....	19
FOOD AND BEVERAGES .....	19
FOOD AND SPECIAL TREATS.....	19
FOOD SERVICE PROGRAM RULES.....	19
FREE AND REDUCED PRICE MEALS (STATE POLICY) .....	19
GANGS .....	20
GIFT LAW.....	20
GUIDANCE PROGRAM .....	21
GUM CHEWING/CANDY .....	21
HAZARDOUS MATERIALS/ASBESTOS-AHERA NOTIFICATION .....	21
HAZARDOUS MATERIALS/HAZARDOUS CHEMICAL DISCLOSURE .....	22
HEALTH ACCIDENT/ILLNESS AT SCHOOL .....	22
INJURY / ACCIDENT AT SCHOOL.....	22
HEALTH INSTRUCTION.....	22
HEALTH RECORDS .....	23
HEALTH SERVICES .....	23
SCHOOL NURSES.....	23
MEDICAL INFORMATION .....	23
ILLNESSES AND DISMISSAL FROM SCHOOL .....	24
ELEMENTARY REQUESTS TO STAY INDOORS.....	24

EXCUSES FROM PHYSICAL EDUCATION .....	24
HEALTH SCREENINGS .....	24
MEDICATIONS AT SCHOOL .....	24
HEARING .....	24
IMMUNIZATIONS .....	25
INCIDENT REPORTS .....	25
INSURANCE OF STUDENTS.....	25
UNIVERSAL PRECAUTIONS .....	25
HOLIDAYS AND PARTIES .....	25
HOMEBOUND .....	25
HOMELESS STATEMENT .....	25
INTERNET - STUDENT USAGE.....	26
LEAVING SCHOOL DURING DAY .....	26
LEAVING SCHOOL FOR LUNCH.....	26
LOCKERS OF STUDENTS .....	26
LOST AND FOUND .....	27
LUNCH/BREAKFAST .....	27
MEDIA CENTER GUIDELINES .....	27
MEDICAL CONDITIONS/ALLERGIES .....	27
NON-DISCRIMINATION POLICY .....	27
OPEN ENROLLMENT OPTION .....	28
OUTSIDE RESOURCE PEOPLE.....	28
PTO/PTA .....	28
PERSONAL PROPERTY/ELECTRONIC DEVICES/CELL PHONES.....	28
PROGRESS REPORTS/CONFERENCES .....	29
PUBLIC CONDUCT ON SCHOOL PREMISES .....	29
RECORDS OF STUDENTS .....	29
RELIGION - TEACHING OF RELIGION IN THE DISTRICT .....	29
RELIGIOUS BASED EXCLUSION FROM SCHOOL PROGRAM.....	29
REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS .....	29
REQUEST TO STAY INDOORS .....	29
SCHOOL BOARD MEETINGS.....	29
SCHOOL DAYS - EARLY DISMISSAL DUE TO INCLEMENT WEATHER .....	29
SCHOOL DAYS - LATE START .....	30
SCHOOL DISTRICT CURFEW .....	30
SCHOOL PICTURES .....	30

SCHOOL RESOURCE OFFICER/JUVENILE COURT RESOURCE OFFICER/DARE OFFICER .....	31
SEXUAL AND OTHER HARASSMENT .....	31
SIX-DAY SCHEDULE - ELEMENTARY .....	31
SMOKING POLICY .....	31
SOLICITATIONS .....	31
SPECIAL EDUCATION SERVICES .....	31
STUDENT DIRECTORIES .....	32
STUDENT EXPRESSIONS .....	32
STUDENT SEARCHES .....	32
SUPPLIES .....	32
TELEPHONE MESSAGES .....	32
TEXTBOOK USE .....	32
TRANSPORTATION .....	32
BUS RULES AND REGULATIONS .....	32
BUS CONDUCT RULES .....	33
STUDENTS RIDING DIFFERENT BUSES .....	33
DISTRICT BUSING .....	33
TUTORING AND CONDUCTING PERSONAL BUSINESS .....	34
VIDEO CAMERAS .....	34
VISITING SCHOOL AND VENDORS .....	34
VOLUNTEERS .....	34
WEAPONS AND FIREARMS .....	34

## CONTACT INFORMATION

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### **Jensen Elementary School**

6301 Aurora Avenue  
Urbandale, IA 50322  
Main Office: (515) 457-5100

### **Karen Acres Elementary School**

3500 74th Street  
Urbandale, IA 50322  
Main Office: (515) 457-5700

### **Olmsted Elementary School**

7110 Prairie Avenue  
Urbandale, IA 50322  
Main Office (515) 457-5800  
Adventuretime Office: (515) 457-5855

### **Rolling Green Elementary School**

8100 Airline Avenue  
Urbandale, IA 50322  
Main Office: (515) 457-5900

### **Valerius Elementary School**

3305 92nd Street  
Urbandale, IA 50322  
Main Office: (515) 457-6500

### **Webster Elementary School**

12955 Aurora Avenue  
Urbandale, IA 50323  
Main Office: (515) 331-8600

## ADMINISTRATORS

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- Brad Paul, Principal at Jensen Elementary School
- Lara Justmann, Principal at Karen Acres Elementary School
- Elyse Brimeyer, Principal at Olmsted Elementary School
- Julia Taylor, Principal at Rolling Green Elementary School
- Meredith Mauro, Principal at Valerius Elementary School
- Erin Shearer, Principal at Webster Elementary School

## **MISSION STATEMENT**

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Teaching All—Reaching All

## **VISION STATEMENT**

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Urbandale will be a school district that brings learning to life for everyone.

## **EDUCATIONAL EQUITY STATEMENT**

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No student enrolled in the Urbandale Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the District's programs on the basis of race, color, creed, sex, religion, marital status (for program), ethnic background, national origin, disability, sexual orientation, gender identity, age (for employment) or socio-economic background (for program). The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual interests, values, abilities and potential.

If you have questions please contact the district office at 11152 Aurora Ave, Urbandale, IA or call 515.457.5000. The district's Equity Coordinators are Dr. Keri Schlueter, Coordinator of Student Services, Mark Lane, Associate Superintendent, and Crista Carlile, Director of Teaching and Learning.

## **ABUSE OF STUDENTS BY DISTRICT PERSONNEL**

It is the policy of the Urbandale Community School District that school employees and volunteers not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, towards students. It is the policy of the District to respond to allegations of abuse by school employees or volunteers by investigating or arranging for the full investigation of any allegations, and to do so in a reasonably prudent manner.

Anyone believing that a student has been abused by a District employee or volunteer may report the abuse to their building principal, each of who has been designated as the District Level-One investigator in their building, or to the Superintendent at 515-457-5000.

See Board Policy 519 - Investigating Allegations of Abuse of Students by School Personnel.  
See Board Policy 634 - Assessment Program.

## **ACTIVITY CONDUCT**

See Board Policy 509 - Student Behavior and Discipline.

## **ADVENTURETIME LOCATION & HOURS**

Adventuretime is a quality school-based after school program for families that are part of the Urbandale School District. The program is for children in pre-kindergarten through the 5th grade during the school year. Before school hours are 6:30 a.m. – 8:55 a.m. After school hours are 3:35 p.m. – 6:00 p.m. The focus of our program is to complement the child's classroom experience with activities to stimulate development in the areas of social, cognitive, gross and fine motor skills; thereby increasing the child's feeling of self-confidence and self-esteem. There is an Adventuretime program at each of the six elementary buildings.

The schools are listed below:

Jensen	6301 Aurora Avenue 457-5107
Karen Acres	3500 74th Street 457-5707
Olmsted	7110 Prairie Avenue 457-5807
Rolling Green	8100 Airline Avenue 457-5907
Valerius	3305 92nd Street 457-6507
Webster	12955 Aurora Avenue 331-8600

### **OFFICE OF ADVENTURETIME:**

The office is located at Olmsted Elementary. The mailing address is 7110 Prairie Avenue, Urbandale, Iowa 50322. For information or questions please call the office at 457-5855. Office Fax: 457-5804.

Office hours are 8:00 a.m. – 4:00 p.m.

E-mail address for Ashley Myers: [myersa@urbandaleschools.com](mailto:myersa@urbandaleschools.com)

## **AFFIRMATIVE ACTION**

See Board Policy 426 - Equal Employment Opportunity/Affirmative Action.

## **APPEAL PROCEDURES**

See Board Policy 229 - Complaint Procedures.



## ATTENDANCE

Regular and punctual patterns of attendance will be expected of each student enrolled in the Urbandale Community School District. Students should strive to maintain a good attendance record because there is a direct correlation between attendance and academic success in school.

It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents, guardians, teachers, and administrators to keep absences and tardiness to a minimum. Frequent absences of students from classroom learning experiences disrupt the continuity of the instructional process. The school cannot teach students who are not present on a daily basis.

Parents/guardians and students are strongly advised to limit absences to cases of emergencies, illness, doctor and dental appointments, occasional family trips, or a death in the family.

## EXCESSIVE ABSENCES

Parent/guardians will follow the school's designated procedures for excusing student absences. When a student has reached an excessive number of absences during a school year (ten percent of accumulated school days), the school will examine the reason(s) for the absences and identify interventions to support better attendance.

If it is determined that further support is needed, the school principal/designee will send notification to the parents/guardians informing them the school will need further documentation to excuse future absences from that point forward. This documentation should include, but is not limited to, notes from a doctor to excuse illness, notes from a dentist to verify an appointment, or being seen and sent home by a school nurse. The school's health office may also request that a medical release of information form be signed by the parent/guardian so that the school can work with the student's parents and health care provider to best meet the student's educational and medical needs.

## UNEXCUSED ABSENCES

If requested documentation is not provided in a timely manner for future absences, said absences will be considered unexcused. When a student of compulsory attendance age has had five or more full days of unexcused absence in a school year, the student's school health office and/or administration will notify the district's Juvenile Court/School Liaison (JCSL). The JCSL will then communicate with the building administrator/designee to verify that a referral needs to be made for the student's parents/guardians to the Polk County Truancy Program. This program is intended to support families and encourage positive attendance at school.

See Board Policy 508 - Attendance Requirements.

## ALL-DAY ABSENCE

Voicemail will take messages between the hours of 4:00 p.m. and 8:00 a.m. When calling during that time please state: student's name, person calling, reason for absence, phone number where absence may be verified. Numbers to call to notify school of child's absence are:

### School Offices

Valerius	457-6503
Rolling Green	457-5903
Karen Acres	457-5703
Olmsted	457-5803
Jensen	457-5103
Webster	331-8603

See Board Policy 508 - Attendance Requirements.

## ARRIVAL/DEPARTURE PROCEDURES/ARRIVAL TIMES

A number of “shortened” school days are scheduled each year to allow time for teacher training and planning. On these days, all elementary schools will start at 10:00 a.m at Jensen, Karen Acres, Valerius and Webster and 10:10 at Olmsted and Rolling Green. They will then dismiss at their regular times. This is a good time to plan to take care of family needs. These dates are noted on the calendar. Plan now to use these free hours to take care of some of your student’s out-of-school needs (medical & dental appointments). Information regarding late start times will be provided by each school. It is also available on our website at [www.urbandaleschools.com](http://www.urbandaleschools.com)

We ask that parents refrain from sending their children too early, especially on bad weather days.

### TIME SCHEDULES:

#### Jensen, Karen Acres, Valerius and Webster

8:45 a.m. Elementary building doors open

8:55 a.m. Attendance is taken

9:00 a.m. Instruction begins

3:35 p.m. Dismissal

#### Olmsted and Rolling Green

8:55 a.m. Elementary building doors open

9:05 a.m. Attendance is taken

9:10 a.m. Instruction begins

3:45 p.m. Dismissal

See Board Policy 508 - Attendance Requirements.

## ATTENDANCE POLICY FOR ELEMENTARY STUDENTS

The parent/guardian needs to notify the school by 9:00 a.m. if their child will not be in school that day. The attendance secretary or designee will call the child's home or the alternate number in case of no answer at home if the school is not notified of a student's absence by the parent/guardian. The parent/guardian shall also notify the school, in advance, of any anticipated absence. A student must have a note from his/her parent/guardian before they will be excused during the school day.

The following rules or guidelines will be followed concerning absences and tardiness:

1. **When Absent:** A student leaving before 10:00 in the morning but returning by noon will be considered absent for the half day. A student leaving an hour or more before the end of the school day will be considered absent half day.
2. **When Tardy:** If less than one hour late, the student is to be counted tardy, if one hour or more, one-half day absent.
3. An attempt should be made to **schedule health care appointments** outside of regular core hours.  
See Board Policy 508 - Attendance Requirements.

## ATTENDANCE REQUIREMENTS

See Board Policy 508 - Attendance Requirements.

## HOMEWORK

See Board Policy 633 - Homework.

## MAKE-UP WORK

Make-up work should be completed as rapidly as possible. Students who have been absent have the responsibility of arranging for make-up work upon their return to school. This should be arranged with the teachers. It must be stressed that arranging to make-up work missed is the responsibility of the student. See Board Policy 508 - Attendance Requirements.

## PARTIAL DAY ABSENCES

The parent/guardian needs to notify the school by 9:00 a.m. if their child will not be in school that day. The attendance secretary or designee will call the child's home or the alternate number in case of no answer at home if the school is not notified of a student's absence by the parent/guardian. The parent/guardian shall also notify the school, in advance, of any anticipated absence. A student must have a note from his/her parent/guardian before they will be excused during the school day. The following rules or guidelines will be followed concerning absences and tardiness:

1. When Absent: A student leaving before 10:00 in the morning but returning by noon will be considered absent for the half day. A student leaving an hour or more before the end of the school day will be considered absent half day.
2. When Tardy: If less than one hour late, the student is to be counted tardy, if one hour or more, one-half day absent.
3. An attempt should be made to schedule health care appointments outside of regular core hours. See Board Policy 508 - Attendance Requirements.

## TARDINESS

See Board Policy 508 - Attendance Requirements.

## BICYCLES/MOTOR VEHICLES/MOPEDS/ SKATEBOARDS/ROLLERBLADES/SCOOTERS

**Bicycles** must be parked in the area provided and locked when not in use. Anyone borrowing or damaging a bike will be subject to disciplinary action. Students and parents/guardians should be aware that while the school will sincerely work with theft and damage problems, we are not responsible for any damage. Bikes are ridden and parked at the school at the student's own risk. Please be sure they are covered by insurance. It's very important when using the street after school to ride carefully around buses and cars. Students who violate safety rules on bikes may be denied the privilege of riding their bikes to school.

**Mopeds** will not be allowed at school.

**Skateboards, rollerblades, bicycles and scooters** are not to be ridden or used in any way on school property. They are to be carried/walked on and off school property.

The Urbandale Community School District facilities are not designed for safe use of skateboards or inline skates. The District appreciates the cooperation of students and parents in not using any areas on school property for skating of any kind. Notices will be posted if this becomes a problem.

See Board Policy 529 - Use of Bicycles and Motor Vehicles; Minors' School Motor Vehicle Licenses.

## CANCELLATION POLICY/EARLY DISMISSAL/DELAYED STARTS

School Days - Early Dismissal Due to Inclement Weather (K-12) or Other Emergencies. If school must be canceled due to weather conditions or other emergencies, child care will not be available. If a delayed start occurs due to emergencies, child care will be available but will start according to the school's late start,

example: One-hour late start for school is one hour late for childcare - Adventuretime students would arrive at 7:30 a.m. instead of 6:30 a.m. Upon weather-related early dismissal, the following time guidelines will be observed:

High School at 1:00 p.m.

Middle School at 1:30 p.m.

Elementary Schools:

Jensen, Karen Acres, Valerius, and Webster at 2:00 pm

Olmsted and Rolling Green at 2:10 pm

School cancellation announcements are made on radio stations: KAZR 103.3 FM, KJJY FM 92.5, KGGO 94.5 FM, KHKI THE HAWK 97.3 FM, KIOA FM 93.3, KISS 107.5 FM, KLTI LITE FM 104.1, KMXD Radio Mix 100.3 FM, KRNT AM 1350, KSTZ STAR FM 102.5, KVJZ 106.3 FM, KYTK 940 AM, KWKY New Life 1150, WHO News 1040 AM, 98.3 the River soft rock, KCCI Channel 8 TV, KDSM Channel 14 TV, WHO Channel 13 TV, WOI Channel 5 TV.

Please make other arrangements for emergency child care if our program is closed due to bad weather. The Adventuretime staff will do our best to contact parents or legal guardians by phone if school is canceled in the middle of the day. If school cancels and you need to pick your child up early, PLEASE SIGN THEM OUT. Uninterrupted childcare service is very important. We hope we do not have to cancel. We apologize for the inconvenience this causes, but we know you understand when it is a question of safety for your child and the Adventuretime staff. No credit will be given on days that school is canceled because a make-up day will be held, and payment will be applied to that day.

See Board Policy 531 - Emergency School Closings.

## CHARACTER DOES COUNT

We truly believe that everything we do, or don't do, is a choice that can affect the course of our lives and the lives of others. Ethics refers to the standards of conduct, standards that indicate how one should ~~be~~ based on moral duties and virtues, which themselves are derived from principles of right and wrong. There are two basic aspects to ethics: 1. The first involves the ability to discern right from wrong, good from evil, and propriety from impropriety. 2. The second involves the commitment to do what is right, good and proper. Values on the other hand, are core beliefs or desires that guide or motivate attitudes and actions.

### **Trustworthiness:**

Be honest ~~Keep~~

promises

Follow through with what you say you'll ~~do~~

wise choices

Move responsibly from place to ~~place~~ Stand by  
your family, friends, and country

### **Respect:**

Respect yourself and surroundings ~~Treat~~

others as you want to be ~~treated~~ Respect

others' right to learn

Respect others' diversity

Deal peacefully with anger, insults and disagreements

### **Responsibility:**

Meet obligations

Take care of ~~me~~  
self-control Do your  
personal best  
Be accepting of your task

**Fairness:** Share Take  
turns  
Play by rules

**Caring:**  
Help others in ~~re~~  
considerate  
Show genuine concern for ~~de~~  
of kindness

**Citizenship:**  
Obey rules and laws  
Work cooperatively (teamwork)  
Be a positive role model (leadership and  
~~and~~ Respect Authority

See Board Policy 634 Exh A - Assessment Program.

## CODE OF CONDUCT

The following Code of Conduct was established with the belief that an orderly school environment is essential for the promotion of academic achievement and an atmosphere in which students and teachers feel safe both physically and emotionally. Careful examination and understanding of this code can greatly enhance parent's ability to help young people grow to their full potential.

The ultimate responsibility for children's behavior rests with students and their parents. However, children at the elementary level need to begin to develop their own self-discipline. They have the responsibility not only to make a maximum effort toward academic achievement, but also must make an effort to behave properly while at school. This is possible for students if the school's expectations are made clear to them. This Code of Conduct attempts to make clear to students the school's expectations. Knowing these expectations enables students to act responsibly.

## STUDENTS' RIGHTS

Students shall be accorded basic rights, including the right to freedom of expression, so long as it does not disrupt the school environment or infringe on the rights of others. Students have the right to be treated fairly and courteously and to expect personal information to be treated confidentially.

### I. INFORMAL DISCIPLINARY ACTION

The majority of discipline situations begin and end in the classroom. For example, a student may be mildly disruptive and the teacher will give a verbal reprimand or the student may be kept after school.

The following forms of disciplinary action may generally be given for the various types of misconduct by a student:

**a. Verbal reprimand.**

1. Disruptive Conduct -- Conduct that interrupts the educational process to the extent of stopping or preventing normal continuance of classroom activities.
2. Inappropriate Behavior - - Behavior that is not necessarily disruptive but contrary to existing building rules.
3. Use of profanity, inappropriate language/gestures.
4. Racial, ethnic, religious, sexual, or cultural slurs, and derogatory or disrespectful statements, images or acts are prohibited.

**b. Verbal reprimands, restitution and/or parent contact - To be administered by building supervisory personnel or designee.**

1. Failure to abide by corrective measures used by school personnel of misconduct.
2. Continued disruptive conduct.
3. Continued inappropriate behavior.
4. Continued use of profanity, inappropriate language/gestures.
5. Fighting and/or physical abuse to others.
6. Stealing.
7. Smoking or the possession of tobacco or matches.
8. Possession of pornographic literature or materials.
9. Defiance of authority.
10. Throwing objects.
11. Vandalism.
12. Truancy.
13. Continued harassment toward another student.
14. Racial, ethnic, religious, sexual, or cultural slurs, and derogatory or disrespectful statements, images or acts are prohibited.

## II. SCHOOL SUSPENSION AND/OR RESTITUTION

To be administered by the building administration or designee in the building administrator's absence.

Every effort is to be made to ensure that a student remains in the classroom for optimal educational experiences. However, under certain circumstances it may be appropriate to remove a student for a period of time to ensure that the classroom continues to function in an appropriate manner.

Only extraordinary circumstances warrant the suspension of a student from school. The suspension could be for a period of one or up to ten consecutive school days by administrative action. If school suspension is administered, parents will be notified by telephone and by mail. A parent conference will be required prior to the reentry of the student to the classroom.

The following may result in a school suspension (in or out):

1. Continuance of any of the items listed in part one.
2. Possession of a dangerous weapon or instrument.
3. Inciting others to violence.
4. Physical assault to any school staff member.
5. Student posing considerable danger to himself/herself or to others.
6. Parent refusal to accept in-school suspension.

7. Use, sale, possession or distribution of narcotics, liquor, drugs and other harmful substances.
8. Racial, ethnic, religious, sexual or cultural slurs, and derogatory or disrespectful statements, images or acts are prohibited.

### **III. ADDITIONAL DISCIPLINARY MEASURES**

In addition to the foregoing disciplinary or corrective actions set out in Sections I and II above, the teacher, building administrator or designee shall have the authority to impose additional corrective action such as counseling of students by administrative and teaching personnel, conducting parent conferences, rearranging schedules, and restricting co-curricular activities.

Additional action including short-term or long-term suspension, expulsion and/or mandatory reassignment will be considered if a student's conduct continues to be disruptive after imposition of the disciplinary measures in Section II.

Such action shall be taken in accordance with all relevant federal and state laws and School Board Policies and rules, including, but not limited to Board Policy.

The Elementary Code of Conduct is intended to outline the school's expectations for day-to-day conduct by students and advise students and parents of normal corrective action.

The Urbandale Community School District School Board affirms its support of the policies, intends to support school staff who enforce these policies and intends to hold staff accountable for implementing the policies.

See Board Policy 509 - Student Behavior and Discipline.

See Board Policy 543 - Student Expressions.

### **COMPLAINT PROCEDURES**

See Board Policy 229 - Complaint Procedures.

See Board Policy 536 - Student Complaint Procedures.

### **CONTROVERSIAL ISSUES**

See Board Policy 620 - Teaching of Controversial Issues; Academic Freedom.

### **COPYING COPYRIGHT MATERIALS**

Copyrighted materials, whether they are print or non-print, will not be duplicated unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received. The Board does not sanction illegal duplication in any form.

See Board Policy 627 - Instructional Materials; Reconsideration Procedures.

### **CORPORAL PUNISHMENT**

Corporal punishment is prohibited in the District. Corporal punishment is defined as the intentional physical punishment of a student, including such actions as shoving, pinching, spanking, paddling or slapping a student. School personnel may exercise reasonable and appropriate physical restraint to quell a disturbance or to prevent an act that threatens physical harm to any persons, to obtain possession of a weapon or other



dangerous object within a student's control, to protect property, or to move a disruptive student from class, from school premises or from school-sponsored activities. The Urbandale Community School District Board of Directors has adopted a set of policies (Article 500, Students) which has several policies regarding student responsibility and discipline. The Board affirms these policies, procedures, and sanctions as outlined in the Student Behavior Code of Conduct. In addition, the Urbandale Schools Board of Directors supports staff enforcement and implementation of these policies, procedures and sanctions.  
See Board Policy 500 - Students.

## **CUMULATIVE RECORDS**

See Board Policy 535 - Student Records.

## **CURRICULUM**

### **ART**

All students in grades K-5 receive instruction by special teachers. Art is displayed throughout the year. Art projects from all levels are on display in the building throughout the year.

### **MUSIC**

Vocal - - All students K-5, receive instruction on a scheduled basis. 4th-5th grade chorus is also organized, and students may participate on a voluntary basis.

Instrumental - - Lessons are offered for students in 5th grade on a regular schedule. Parents/guardians will be receiving more detailed information from the band instructors.

### **PHYSICAL EDUCATION**

Physical Education classes are scheduled for grades K-5. When playing in the gym, tennis shoes are recommended. Other soft-soled shoes may be satisfactory, if they do not leave marks on the floor. Shoes are a necessity for gym classes.

### **EXTENDED LEARNING PROGRAM**

An Urbandale Extended Learning Program is available to students in grades K-5. Parents and teachers may refer their students to see if their needs are being met.

See Board Policy 605A - Curriculum – Elementary

## **CUSTODY/VISITATION AGREEMENTS**

See Board Policy 540 - Student-Family Relationships.

## **DAILY SCHEDULE**

See individual school websites for daily schedules. They can be accessed at [www.urbandaleschools.com](http://www.urbandaleschools.com).

## **DISCIPLINE, BEHAVIOR, AND RESPONSIBILITY OF STUDENTS**

See Board Policy 500 - Students.

See Board Policy 509 - Student Behavior and Discipline.

See Board Policy 634 Exh A - Assessment Program.



## **DISCRIMINATION AGAINST PERSONS WITH DISABILITIES/FEDERAL SECTION 504 POLICY STATEMENT**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Urbandale Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Urbandale Community School District has the responsibilities under Section 504, which include the obligations to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the School District, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent/guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's right; and 6) a hearing on the issue if the school refuse to make the amendment.

If there are questions, please feel free to contact Dr. Keri Schlueter, Section 504/ADA Coordinator for the Urbandale Community School District at 11152 Aurora Ave., Urbandale, IA 50322. Phone is 515-457-5000. See Board Policy 602 - Equal Educational Opportunities. See Board Policy 613 - Special Education.

## **DISTRIBUTION OF ORGANIZATION MATERIALS**

We frequently receive requests during the school year from various organizations to hand out pamphlets, Scout information, etc. to students. District policy provides that ALL handouts be cleared through the Administration Office (11152 Aurora Avenue, Urbandale, Iowa 50322-2838, 515/457-5000) PRIOR to distribution among students. In addition, the materials should be pre-counted and marked by grade level. Please contact the Administration Office early regarding materials that you or your organization wishes to distribute through the schools.

See Board Policy 441 - Solicitations From Outside.

## **DRESS GUIDELINES**

We have some specific dress guidelines in the elementary schools, as we believe that all children should appear dressed in a reasonable manner. Clothing that calls undue attention to anatomical details may not be worn. Examples include, but are not limited to bare midriff tops, short shorts, mini-skirts shorter than fingertip length, backless tops, open mesh clothing without proper clothing underneath, sagging pants, or clothing with holes in inappropriate places which show intimate apparel. Acceptable appearance, reflecting the good taste and judgment of parents/guardians, includes not only the proper selection and wearing of clothing but also personal grooming. Any wording or image that is obscene, lewd, or profane in interpretation is prohibited.

Clothing or material containing any print or image that is derogatory to any race, gender or ethnic group is prohibited.

We do ask students not to wear hats in school.

It is strongly urged that parents/guardians provide proper clothing in rainy and or cold weather. Boots are a necessity in bad weather.

**Student Appearance.** The District prohibits students from wearing an article of clothing or jewelry or carrying any personal belongings which contain words, insignia, logos, caricatures, or other symbols which advertise any product or service not permitted to minors by law. This applies both to students who are minors and to students no longer minors. Such prohibited material includes, but is not limited to, buttons, badges, shirts, notebooks, book bags, and gym bags. The policy specifically prohibits any advertisement of alcohol, beer, tobacco products or drugs

**Gang Insignia.** In order to preserve the good order of the school environment, students shall not wear clothing or jewelry or carry any personal belongings which contain words, insignia, logos, caricatures or other symbols which are indicative of gang membership or gang activities.

**School Order.** Students shall not wear clothing or jewelry or carry any personal belongings, which materially and substantially interferes with good order of health of the school environment. This includes, but is not limited to, items which contain lewd or profane depictions or words.

See Board Policy 541 - Student Appearance.

## **DUE PROCESS**

The Urbandale Community Schools follow the Supreme Court ruling outlining the minimum requirements for due process for a suspension often (10) days or fewer. Before being suspended, the student will be afforded:

- a. Oral or written notice of the charges and,
- b. Explanation of the evidence if the student denies the charges, an opportunity for the student to present his/her side of the story. In all cases of possible expulsion from school, the student will be afforded due process as outlined in the Urbandale Community School District Board Policy. Appeals may be made to the next high school/District administrator.

See Board Policy 509 - Student Behavior and Discipline.

## **EMERGENCY DISMISSAL PLAN**

See Board Policy 642 - Emergency Plans and Drills.

See Board Policy 919 - Warning System and Emergency Plans.

See Board Policy 920 - Bomb Threats.

## **EMERGENCY PROCEDURES**

See Board Policy 642 - Emergency Plans and Drills.

See Board Policy 919 - Warning System and Emergency Plans.

See Board Policy 920 - Bomb Threats.

## **FEES/FEE WAIVERS**

See Board Policy 532 - Student Fees; Fee Waivers.

## **FIELD TRIPS**

Field trips are an important part of your child's education.

- A. You will be notified of the trip in advance via a communiqué from the appropriate teacher.
- B. Students will be attending the trip unless we receive written/phone notification from you stating that your child not attend.

See Board Policy 617 - Field Trips.

## **FIRE AND TORNADO DRILLS**

See Board Policy 642 - Emergency Plans and Drills.

## **FOOD AND BEVERAGES**

[Click here to go to the Food Service Page](#)

## **FOOD AND SPECIAL TREATS**

Treats may be distributed in the classroom for special occasions, such as a birthday. The treat must be commercially prepared and packaged for individual distribution. Treats are available through the Urbandale Schools Foodservice at 331-8653 for a nominal charge. The treat will be handed out near the end of the day or at the teacher's discretion.

## **FOOD SERVICE PROGRAM RULES**

[Click here to go to the Food Service Page](#)

## **FREE AND REDUCED PRICE MEALS (STATE POLICY)**

To apply for free or reduced-price meals, please fill out an application, which is on our website, as soon as possible, sign it and return it to the school. Please answer all questions on the form. An application which does not contain complete information on household members and income cannot be used by the school. If information is missing, your child may be denied the meal benefits. Call your school if you need help with the form.

For an application to be complete, you must provide: the total household income by the amount and type of income received by each household member receiving income or your food stamp number if your household receives food stamps; the names of all household members; social security numbers of all household members 21 years of age or older or state that a household member does not have; and the signature of an adult household member. The information on the application may be checked by the school or other officials at any time during the school year.

We will be doing on-line applications for anyone who has access to a computer. The link for the online application is: <https://www.schoolmealapp.com/Register.aspx>

For a paper application, there will be a limited supply at each school. Please remember you only need one application per family.

If you have any questions about your benefits, please call Cathy Conklin, Nutrition Services Director at 515-457-6913.

See Board Policy 702 - School Meal Program.

## **GANGS**

The Urbandale Board of Education believes that the presence of gangs and gang activities could cause a substantial disruption of/or material interference with school and school activities. A "gang" as defined in this policy and under Iowa Code 723A means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying a sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity. The "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the same criminal street gang. By this rule the Board of Education acts to prohibit the existence of gangs and gang activities as follows:

### **No student on or about school property or at any school activities -**

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing that is evidence of membership in or affiliation with any gang.
2. Shall commit any act or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - a. Soliciting others for membership in any gangs.
  - b. Requesting any person to pay for "protection" or otherwise intimidating or threatening any person.
  - c. Committing any illegal act or violation of School District policies.
  - d. Inciting another student to act with physical violence upon any other person.

See Board Policy 541 - Student Appearance.

## **GIFT LAW**

Except as otherwise provided in Board Policy, no employee of the District or member of an employee's immediate family (spouse or dependent children) shall solicit, accept, or receive any gift or series of gifts, nor shall any employee of the District accept an honorarium if the donor is or is seeking to be a party to one or any combination of sales, purchases, leases, or contracts with the District or if the donor will personally be or is the agent of a person who will be directly or substantially affected by the performance or non-performance of the employee's official duty in a way that is greater than the effect on the public generally.

A "gift" for purposes of the policy shall include anything of value in return for which legal consideration of equal or greater value is not given.

This policy shall not prohibit District employees from receiving non-monetary gifts from or on behalf of students or groups of students for special occasions such as holidays, retirement, end of sessions, or periods of illness, provided the gift is not of excessive value and is not given to influence the employee's judgment in professional or official matters, but rather is given as a token of appreciation. No employee shall accept a monetary gift from or on behalf of a student or group of students.

It shall be the policy of the District to encourage students and their parents to donate an item for the District or for classroom or activity in lieu of donating gifts to an employee.

See Board Policy 450 - Gifts and Honoraria to District Employees and Their Families.

See Board Policy 534 - Class or Group Gifts.  
See Board Policy 810 - Gifts and Bequests.

## **GUIDANCE PROGRAM**

A guidance counselor will be made available in each elementary building to serve all students in kindergarten through 5th grade. The counselor works with students individually, in small groups, and in the classroom. Counselors consult with teachers concerning the academic, social, and emotional needs of individual students in school.

The counselor may be of service to you as a parent/guardian in the following ways:

1. Conference with individual parents/guardians regarding their child's social adjustments and emotional well-being.
2. Conduct positive parenting groups on such topics as discipline, communication skills, and problem solving techniques.
3. A guidance newsletter to parents describing the focus of classroom guidance in their child's classroom. Activities are included to allow parents to follow-up on information introduced to their child during classroom guidance.

## **GUM CHEWING/CANDY**

In compliance with the Healthy Kids Act whose purpose is to establish physical activity requirements for students in kindergarten through 12th grade and to establish nutritional content standards for food and beverages sold on or provided on school grounds during the school day (first bell to last bell), candy and gum will not be provided by school personnel.

## **HAZARDOUS MATERIALS/ASBESTOS-AHERA NOTIFICATION**

The Asbestos Hazard Emergency Response Act of 1986, or AHERA, became law to determine the extent of, and develop management plans for asbestos in school facilities. The Environmental Protection Agency began limiting use of products containing asbestos in 1973, and most uses of asbestos in building materials were banned in 1978.

All facilities in the Urbandale Community School District have been inspected by a certified asbestos consultant, as required by AHERA. The most recent inspection was in 2010. In 2013, the District is scheduled for an update of the inspection, which must be completed every three years. All building materials containing asbestos were noted and rated as to the condition and hazard potential. The results of the inspection report provided an update of our asbestos management plan, available for review at each facility and at the Administration office.

This notification, methods of educating and training the District's employees, regular surveillance of the asbestos containing building materials, and the established procedures are designed to minimize the disturbance of the asbestos containing building materials in our facilities. Questions regarding the status of the District AHERA Management Plan should be directed to Asbestos Program Manager located at the Administration office, 515-457-5000.

It is the intent of the Urbandale Community School District to comply with all federal and state regulations in this area. All procedures in the District Management Plan will be followed to ensure that District's facilities continue to be a healthy and safe environment for learning.  
See Board Policy 914 - Asbestos.

## **HAZARDOUS MATERIALS/HAZARDOUS CHEMICAL DISCLOSURE**

See Board Policy 433 - Hazardous Chemical Disclosure.

## **HEALTH ACCIDENT/ILLNESS AT SCHOOL**

Students who are feeling ill will be referred to the health office. If it is determined that your student is too ill to be at school, you will be notified. Students will not be dismissed during the school day without parent/guardian consent. If the parent/guardian is unavailable, the emergency contact may be called. If it is an emergency situation, EMS will be called and the student will be taken to the nearest or preferred hospital.

While most illnesses do not require exclusion from school, there are times when the student should be sent home. Temporary exclusion is recommended when:

The illness prevents the student from participating comfortably in activities as observed by the school staff.

The illness results in a greater need for care than the school staff determines they can provide without compromising their ability to care for other students.

The student has the following conditions, unless a health professional determines the student's condition does not require exclusion.

- The student appears severely ill; could include lethargy, lack of responsiveness, irritability, persistent crying, difficult breathing, or quickly spreading rash.
- Fever (temperature above 101 degrees F orally) and behavior change or other signs and symptoms such as a sore throat, rash, vomiting, or diarrhea.

Students may return to school once they are symptom free for at least 24 hours without the use of fever-reducing medication (acetaminophen and ibuprofen).

## **INJURY / ACCIDENT AT SCHOOL:**

Students with a serious injury or accident at school will be referred to the school nurse. Parent/guardian will be notified of the incident. If parent/guardian cannot be reached in an emergency situation, an emergency contact will be notified. If necessary, EMS will be called and the student will be transported to the nearest/preferred hospital. Accidents occurring at school will be reported in writing to the administrator.

See Board Policy 515 - Student Health - Injury or Illness at School.

## **HEALTH INSTRUCTION**

The Iowa State Legislature and the Iowa Department of Education require that all Iowa students in grades kindergarten through twelve be provided instruction in the following areas as part of their health curriculum. Instructional areas to be covered are: personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; substance use and non-use, including the effects of alcohol,

tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and the characteristics of communicable diseases, including acquired immune deficiency syndrome. Health instruction in each of these areas will be adapted appropriately for student age and understanding levels. Beginning no later than seventh grade, communicable disease instruction shall include information about sexually transmitted diseases.

Those individuals wishing to examine the course objectives and/or instructional materials can do so by contacting the school office. Parents/guardians having objections may file a written request with the building principal to exclude their student from instruction. See Board Policy 609 - Health Education.

## **HEALTH RECORDS**

An individual student health record will be on file in the student's school health office. Immunizations, health screening information, and required medical information will be a part of the student's health record. Sharing of any medical concerns with the nurse will assist in providing care for the student. This information will be confidential. Teachers working with the student will be notified of any possible medical emergencies. Parents/guardians are asked to notify the nurse of any pertinent health information that occurs during the school year.

Contact information for parents/guardians should be on file for each student. We ask that parents/guardians assist in keeping this information up to date and notify the school of any changes during the school year. The information will be reviewed by the parent/guardian during registration.

Students must meet the current State of Iowa immunization requirements and an acceptable immunization certificate must be on file before the first attendance day. Physical examinations are recommended for all students entering Kindergarten, 4th, 7th, and 10th grade. Students entering kindergarten are required by state law to present a lead screening. Iowa law requires a dental screening certificate for students entering Kindergarten and 9th grade. Students participating in interscholastic athletics or cheerleading must present an Athletic Physical Certificate before participation.

See Board Policy 502 - Entrance Requirements.  
See Board Policy 514 - Student Health - Health Certificates.  
See Board Policy 516 - Student Health - Administering Medications at School.

## **HEALTH SERVICES**

### **SCHOOL NURSES**

School nurses facilitate positive student responses to normal development, promote health and safety, intervene with actual and potential health problems, provide case management services, and actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy, and learning. There is a recognized relationship between health and learning and the role of the school nurse encompasses both health and educational goals.

### **MEDICAL INFORMATION**

The health needs of student may be best met when the school nurse is informed of the student's medical history. Parent/guardian will be asked to update the student's medical information when enrolling and at registration annually. Parent/guardian is encouraged to contact the school nurse at any time during the year



to report any medical concerns. This information is considered confidential and would only be shared professionally, when deemed necessary by the school nurse.

### **ILLNESSES AND DISMISSAL FROM SCHOOL**

Students wishing to see the school nurse for an illness must request permission from their teacher. Students are not allowed to leave school due to an illness without first reporting to the school nurse. Parent/guardian permission must be obtained before students are allowed to leave school.

### **ELEMENTARY REQUESTS TO STAY INDOORS**

We ask that parent/guardian please send a note requesting indoor recess. Those students requiring more than two days of indoor recess will be asked to submit a written request from the physician stating the necessity.

### **EXCUSES FROM PHYSICAL EDUCATION**

Students must submit a physician excuse to the school nurse to be excused from participating in physical education class. In some situations, a release from the physician for the student to return to physical education class will be required as well.

### **HEALTH SCREENINGS**

Health screenings, such as height, weight, vision, and hearing may be performed annually. Dental screenings may also be performed for kindergarten students. Please notify the school if you don't want your student to participate in a screening. Parent/guardian will be notified of any concerns from the vision, hearing, and dental screening.

### **MEDICATIONS AT SCHOOL**

Students are not allowed to have medications with them at school. All medication must be kept in the health office and will be administered under the supervision of the school nurse. Administration of medication at school requires parent/guardian consent with a signed release. The form for medication administration can be found on the school's website or obtained at the student's school. Medication must be brought in the original container. Medication must be age-appropriate and will be administered according to label recommendations.

Students in middle school and high school may receive up to six doses per school year of either acetaminophen or ibuprofen, at the nurse's discretion, with written parent/guardian approval. This form is available at registration and is available on the school's website and at UMS and UHS.

By law, students with asthma or other airway constricting diseases may self-administer their medication, with approval of the parent/guardian and prescribing physician. The school nurse must receive the written consent.

See Board Policy 516 - Student Health - Administering Medications at School.

See Board Policy 518 - Student Health - Communicable Diseases.

See Board Policy 538 - Student Health: Special Health Services.

### **HEARING**

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

Students who do not pass this screening may receive individual hearing tests by the audiologist. Parents/guardians will be notified about the results of the hearing tests only if their child does not pass the



test. This is a screening process only and does not identify all hearing or ear problems. If your child has had hearing or ear problems recently, feel free to send this information to the school nurse for the audiologist. If you do not want your child to participate in the screening program and follow-up assessments by the school audiologist, please notify the school by the end of the first week of school. If there are any questions about the hearing testing program in your school, please contact you school nurse or principal.  
See Board Policy 517 - Student Health - Health Screenings.

## IMMUNIZATIONS

See Board Policy 502 - Entrance Requirements.  
See Board Policy 514 - Student Health - Health Certificates.

## INCIDENT REPORTS

Any student, if injured on the way to school, during school, or on the way home from school, or during a school-sponsored activity, should make sure an Injury Report has been filled out and turned in to the school nurse. If the student is covered by school insurance, it is his/her responsibility to report later to the school nurse to initiate an Insurance Claim.

Any student injured in an activity should make sure an Injury Report has been filled out and submitted to the nurse. Parents have the responsibility of follow-up to initiate the Insurance Claim, if injury results in ambulance service, doctor's care, or hospital expenses.

See Board Policy 515 - Student Health - Injury or Illness at School.

## INSURANCE OF STUDENTS

**General:** An all-student insurance program is offered to the parents of students in the District. The Superintendent shall select the insurance company. The purchase of student insurance shall be voluntary with the entire cost being paid by the student or his/her parents or guardians.

**Athletic:** All athletic participants and cheerleaders must be covered by health and hospitalization insurance at the participant's expense. A group plan is available through the District.

See Board Policy 520 - Student Insurance.

## UNIVERSAL PRECAUTIONS

See Board Policy 435 - Employee Health: Occupational Exposure to Bloodborne Pathogens.

See Board Policy 518 - Student Health - Communicable Diseases.

## HOLIDAYS AND PARTIES

See Board Policy 524 - Social Events.

See Board Policy 643 - Recognition of Holidays; School Parties.

See Board Policy 643 R1 - Holidays and Parties in the Schools.

## HOMEBOUND

Homebound education for children absent for an extended period of time can be provided by the classroom teacher and/or a homebound instructor. Parents are to notify the principal when this service is needed.

## HOMELESS STATEMENT

The Board of Directors of the Urbandale Community School District is responsible for locating and identifying homeless children and youth within the District. A "homeless child or youth of school age" is defined as:

- A homeless child or youth ages 3-21;
- A child who lacks a fixed, regular and adequate nighttime residence and includes the following:
  - A child who is sharing the housing of others (includes doubled-up families) due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, or camping grounds due to the lack of alternative accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital, or is awaiting foster care placement.
  - A child 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.
  - A child who is living in a car, park, abandoned building, substandard housing, bus or train station, or similar setting; or
  - A migratory child/youth who qualifies as homeless because of the living circumstances described above.
  - Includes youth who have runaway or youth being forced to leave home.

The District shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, English as a second language, vocational courses or programs, programs for gifted and talented, health services, and food and nutrition programs, on the same basis as those services and assistance are provided to resident pupils.

If you need further assistance/information, please contact the building principal, counselor or the Coordinator of Student Services, 11152 Aurora Avenue, Urbandale, Iowa 50322 or 515-457-5004. See Board Policy 546 - Homeless Children and Youth.

## **INTERNET - STUDENT USAGE**

See Board Policy 606A - Technology - Internet.

## **LEAVING SCHOOL DURING DAY**

Due to safety concerns, we will not allow students to leave the building early during the instructional time, unless a parent or guardian comes to the office and signs his/her child out. A note to the teacher or a phone call will not be acceptable for a child to be sent home. We appreciate your understanding as we work to provide the safest possible environment for your child. Please contact us if you have a question.

See Board Policy 539 - Student Releases During School Hours.

## **LEAVING SCHOOL FOR LUNCH**

See Board Policy 539 - Student Releases During School Hours.

## **LOCKERS OF STUDENTS**

See Board Policy 512 - Student Searches.  
 See Board Policy 544 - Student Lockers.  
 See Board Policy 634 Exh A - Assessment Program.

## **LOST AND FOUND**

A lost and found box is maintained by the office. It is the child's responsibility to check in the office periodically if he/she has lost something. Student clothing and other items should be clearly labeled. If your child has lost an item, we shall do everything possible to help him/her find it. Money, purses, wallets, watches and other valuable items are to be turned into the office. All unclaimed items will be donated to charity.

See Board Policy 448 - Responsibility for Personal Property.

## **LUNCH/BREAKFAST**

Visitors are welcome to eat lunch with a student at school. To purchase a hot lunch, please call the school prior to 9:30 a.m. Elementary schools do not have kitchens that produce the lunches. Therefore, it is imperative that you call ahead. Parents who choose to eat lunch with their child(ren) at school and choose ~~something~~ other than a school lunch (i.e. "fast food") will be asked to eat in a location away from the school lunchroom.

Click here to visit the Food Services section of the district website.

See Board Policy 1010 - Community Use of School Facilities.

## **MEDIA CENTER GUIDELINES**

See Board Policy 537 - Student Media Circulation Records.

See Board Policy 632 - Media Centers.

See Board Policy 627 - Instructional Materials; Reconsideration Procedures.

## **MEDICAL CONDITIONS/ALLERGIES**

Parents should make the school aware of any medical conditions regarding their child(ren), so that if necessary a health plan may be developed.

## **NON-DISCRIMINATION POLICY**

No student enrolled in the Urbandale Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the District's programs on the basis of race, color, creed, sex, religion, marital status (for program), ethnic background, national origin, disability, sexual orientation, gender identity, age (for employment) or socio-economic background (for program). The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual interests, values, abilities and potential. If you have questions please contact the district office at 11152 Aurora Ave, Urbandale, IA or call 515.457.5000. The District's Equity Coordinators are Keri Schlueter, Director of Student Services and Mark Lane, Director of Human Resources.

It is also the policy of this District that curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life-styles open to women as well as to men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race, ethnicity, religion, age and disability. The curriculum fosters respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic ~~society~~

Inquiries regarding compliance with these policies may be directed to the Superintendent, Urbandale Community School District, 11152 Aurora Avenue, Urbandale, Iowa 50322 or call 515-457-5000, or to the Director of the Iowa Civil Rights, Department of Education, Kansas City, Missouri.

The Urbandale Community School District Complaint Procedure in its entirety is located in the Board of Directors Policy Book. Procedures for staff are outlined in Board Policy 425. Procedures for parents, students, and community members are referred to in Board Policy 229. Copies are in each Principal's office and also in the Administration Office.

If additional assistance is needed, contact the Superintendent, 11152 Aurora Avenue, Urbandale, Iowa 50322 or call 515-457-5000.

See Board Policy 545 - Equal Educational Opportunities; Prohibition of Harassment and Bullying of Students.  
See Board Policy 602 - Equal Educational Opportunities.  
See Board Policy 603 - Multi-Cultural, Gender Fair Program.

### **OPEN ENROLLMENT OPTION**

See Board Policy 504 - Non-Resident Students.  
See Board Policy 626 - Open Enrollment.

### **OUTSIDE RESOURCE PEOPLE**

See Board Policy 622 - Outside Resource People.

### **PTO/PTA**

A PTO/A is organized, and each building has its own officers. Meetings and projects are held according to each building's needs.

Many parents/guardians help with projects throughout the year. We hope you will become active. This is another important link between the home and school to help benefit your child. Please check your school's website at [www.urbandaleschools.com](http://www.urbandaleschools.com) for more information.

See Board Policy 1011 - Political Phone Bank Prohibited.

### **PERSONAL PROPERTY/ELECTRONIC DEVICES/CELL PHONES**

The District and its agents and employees shall not be held responsible for personal items brought onto school property, as to replacing, repairing, or recovering such property.

Urbandale elementary students are allowed to utilize cell phones and other electronic equipment before and after school. During school hours, cell phones and other electronic devices need to be turned off and stored in student backpacks.

Urbandale elementary staff reserves the right to protect instructional time from interruptions caused by cell phones and electronic devices. If cell phones and electronic devices are to be used for instructional and/or curricular purposes, that will be at the discretion of the teacher and/or administration.

See Board Policy 448 - Responsibility for Personal Property.

## **PROGRESS REPORTS/CONFERENCES**

Reporting pupil progress is the result of daily evaluation of your child. Parent-teacher conferences are held at least twice during the school year. You will receive three written reports of progress.

See Board Policy 637 - Student Progress Reporting.

## **PUBLIC CONDUCT ON SCHOOL PREMISES**

Pets are prohibited at school/district functions without prior approval from the building administrator.

See Board Policy 1013 - Public Conduct on School Premises.

## **RECORDS OF STUDENTS**

See Board Policy 535 - Student Records.

See Board Policy 634 Exh A - Assessment Program.

## **RELIGION - TEACHING OF RELIGION IN THE DISTRICT**

See Board Policy 621 - Teaching of Religion in the District.

## **RELIGIOUS BASED EXCLUSION FROM SCHOOL PROGRAM**

See Board Policy 612 - Religious-Based Exclusion From School Programs.

## **REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS**

See Board Policy 229 - Complaint Procedures.

See Board Policy 627 - Instructional Materials; Reconsideration Procedures.

## **REQUEST TO STAY INDOORS**

We ask that parent/guardian please send a note requesting indoor recess. Those students requiring more than two days of indoor recess will be asked to submit a written request from the physician stating the necessity.

## **SCHOOL BOARD MEETINGS**

The School Board has the responsibility for maintaining the educational program in the Urbandale District. The seven-member Board is elected to rotating four-year terms by District voters. Board members serve without pay. Elections are held annually on the second Tuesday in September.

The Urbandale Community School District's Board of Directors invites you to attend and to participate in its meetings. They meet two times a month, except in June, July, and August when only one meeting is held. The meetings begin at 6:30 P.M. and are open to the public. For the date, time, and location of the next Board meeting, please visit: <http://www.urbandaleschools.com/our-district/board-of-directors/upcoming-board-meetings/> Board agendas are on the website at [www.urbandaleschools.com](http://www.urbandaleschools.com)

See Board Policy 209 - Board Meetings.

See Board Policy 210 - Notice of Meetings.

## **SCHOOL DAYS - EARLY DISMISSAL DUE TO INCLEMENT WEATHER**

School Days - Early Dismissal Due to Inclement Weather (K-12) or Other Emergencies. If school must be canceled due to weather conditions or other emergencies, childcare will not be available. If a delayed start occurs due to emergencies, child care will be available but will start according to the school's late start, example: One-hour late start for school is one hour late for childcare - Adventuretime students would arrive at 7:30 a.m. instead of 6:30 a.m. Upon weather-related early dismissal, the following time guidelines will be observed:

High School at 1:00 p.m.

Middle School at 1:30 p.m.

Elementary Schools:

Jensen, Karen Acres, Valerius, and Webster at 2:00 pm

Olmsted and Rolling Green at 2:10 pm

Inclement Weather-related dismissals or cancellation information will be sent to parents via email and phone.

School cancellation announcements are made on radio stations: KAZR 103.3 FM, KJJY FM 92.5, KGGO 94.5 FM, KHKI THE HAWK 97.3 FM, KIOA FM 93.3, KISS 107.5 FM, KLTI LITE FM 104.1, KMXD Radio Mix 100.3 FM, KRNT AM 1350, KSTZ STAR FM 102.5, KVJZ 106.3 FM, KYTK 940 AM, KWKY New Life 1150, WHO News 1040 AM, 98.3 the River soft rock, KCCI Channel 8 TV, KD SM Channel 14 TV, WHO Channel 13 TV, WOI Channel 5 TV.

Please make other arrangements for emergency childcare if our program is closed due to bad weather. The Adventuretime staff will do our best to contact parents or legal guardians by phone if school is canceled in the middle of the day. If school cancels and you need to pick your child up early, PLEASE SIGN THEM OUT.

Uninterrupted childcare service is very important. We hope we do not have to cancel. We apologize for the inconvenience this causes, but we know you understand when it is a question of safety for your child and the Adventuretime staff. No credit will be given on days that school is canceled because a make-up day will be held, and payment will be applied to that day.

See Board Policy 531 - Emergency School Closings.

## **SCHOOL DAYS - LATE START**

A number of "shortened" school days are scheduled each year to allow time for teacher training and planning. On these days, Jensen, Karen Acres, Valerius, and Webster will start at 10:00 a.m., with Rolling Green and Olmsted starting at 10:10 a.m. They will then dismiss at their regular times. This is a good time to plan to take care of family needs. These dates are noted on the calendar. Plan now to use these free hours to take care of some of your student's out-of-school needs (medical & dental appointments). Information regarding late start times will be provided by each school. It is also available on our website at [www.urbandaleschools.com](http://www.urbandaleschools.com).

## **SCHOOL DISTRICT CURFEW**

See Board Policy 917 - School District Curfew.

## **SCHOOL PICTURES**

See Board Policy 542 - Student Photographs.

See Board Policy 535 - Student Records.

## **SCHOOL RESOURCE OFFICER/JUVENILE COURT RESOURCE OFFICER/DARE OFFICER**

The District Officers link the police department and the Polk County Juvenile Court, with the school environment, providing services including investigation, information services, interventions, behavior modification programs, safety concern solutions, parent contact, truancy, home visits, and communication with the student judicial system. The officers assist the District administrators with attendance, building and grounds concerns including parking and traffic problems, supervision of events, parent communication systems, substance abuse programs, and enforcing city and state laws on school grounds. The Officers serve all schools in the District.

See Board Policy 512 - Student Searches.

## **SEXUAL AND OTHER HARASSMENT**

See Board Policy 427 - Sexual and Other Harassment.

See Board Policy 545 - Equal Educational Opportunities; Prohibition of Harassment and Bullying of Students.

## **SIX-DAY SCHEDULE - ELEMENTARY**

The elementary schools operate on a six-day schedule. Our days are known as A, B, C, D, E, and F. Days missed due to inclement weather will be made up at the end of the year.

## **SMOKING POLICY**

See Board Policy 916 - Smoking Policy.

## **SOLICITATIONS**

See Board Policy 441 - Solicitations From Outside.

## **SPECIAL EDUCATION SERVICES**

The Urbandale Community School District strives to provide services to students with diverse learning and behavioral needs in their neighborhood schools. In addition to its preschool program located at Olmsted, Rolling Green and Webster Elementary Schools, each school in the district is staffed by special education teachers and associates as determined by student need (through the IEP process) in each building. Services at these sites can be direct and/or collaborative in nature, while the curricular approach utilized can consist of being academic and/or life skill in nature. Although it is the District's belief that Urbandale teachers should educate Urbandale students, for students unable to have their needs met through the District's delivery system, contractual arrangements will be made with appropriate agencies/school districts who provide these services.

Parents/guardians or teachers can begin the referral process for assisting students who are in need, by submitting the name of the student to the building assistance teams located at each site. Through consultation with parents, teachers, and members the support team from Heartland Area Education Agency, recommendations will be made for implementation with the student. These recommendations could include, but not limited to, collaboration between the regular education teacher and special education teachers, peer tutoring, cooperative learning systems, behavioral programs, or further evaluation by Heartland professionals.



The Heartland team includes professionals with expertise in the area of curriculum, school psychology, school social work, occupational therapy, physical therapy, adaptive physical education, and speech. Itinerant assistance is also available for those working with students who are visually and/or hearing impaired.

Speech services are available for preschool through high school age children. All students in second grade and students new to the District are screened. This may be conducted through individual screening or teacher interview. Follow-up screenings may be done with certain students. If an evaluation is necessary, you will be notified by the speech and language clinician.

See Board Policy 613 - Special Education.

See Board Policy 615 - At-Risk Student Program.

## **STUDENT DIRECTORIES**

The Urbandale Community School District may publish student directories. Schools will request permission from parents to publish data in a directory format.

See Board Policy 535 - Student Records.

See Board Policy 535 Exh. B - Release of Student Directory Information.

## **STUDENT EXPRESSIONS**

See Board Policy 543 - Student Expressions.

See Board Policy 634 Exh A - Assessment Program.

## **STUDENT SEARCHES**

See Board Policy 512 - Student Searches.

See Board Policy 634 Exh A - Assessment Program.

## **SUPPLIES**

Students are responsible for having basic and adequate supplies. A list for each class is provided at your child's school and on the website at [urbandaleschools.com](http://urbandaleschools.com).

## **TELEPHONE MESSAGES**

Except in an emergency, we do not call pupils to the telephone. In case of necessity, please call the office, and we will deliver a message. Students will not be permitted to use the telephone except in cases of emergency.

During instructional time messages may be left on voicemail for teachers for them to return your calls during non-instructional time.

## **TEXTBOOK USE**

Excessive abuse of textbooks may result in the assessment of a full or partial replacement fee/fine.

See Board Policy 532 - Student Fees; Fee Waivers.

## **TRANSPORTATION**

### **BUS RULES AND REGULATIONS**

Students will be required to board and exit from their assigned buses at the location designated at the time of purchasing a bus pass. Changes, other than at the time of purchase, will require a one-week notice prior to the



change. There are 2 safety practices per year so all students know how to exit a bus in the event of an emergency.

## BUS CONDUCT RULES

Urbandale Community School District contracts all student-busing services to Durham Services, Inc.

### Rules for riding the Urbandale school buses:

1. Stay in your seat at all times.
2. Keep your hands, feet, books, and objects to yourself.
3. Swearing, rude gestures, teasing, and disrespect is unacceptable.
4. Use classroom voices on the bus.
5. Keep arms, hands, head, etc. inside bus at all times.
6. Follow the driver's directions.

The operation of a safe, efficient, and economical transportation program requires that all passengers observe a set of regulations. In order to avoid any misunderstanding that might develop at a future date, the procedures below will be followed:

1. The driver will counsel with the student on proper bus behavior.
2. The driver will write a referral and submit it to the principal and bus company official.

**1st Referral** - Warning by the principal.

**2nd Referral** - Suspension from the bus for 3 days.

**3rd Referral** - Suspension from the bus for 10 days.

**4th Referral** - Suspension from the bus for an indefinite period of time.

Parents will be notified after each referral. A meeting will be conducted involving the driver, Bus Company official, and parent after the fourth referral.

For extremely dangerous behavior, immediate suspension will be warranted and utilized.

Video cameras may be placed on school buses to monitor student behavior. The film may be used as evidence in a student disciplinary hearing.

## STUDENTS RIDING DIFFERENT BUSES

Students riding a bus and/or going to a stop other than their regularly assigned stop is not encouraged.

However, in the event a child should need to, please send a written note with the student, with a parent/guardian signature. A note will need to be sent each time the child needs to change the stop. The note shall be given to the child's bus driver. If a child does not present a note, then the change cannot be made.

In order to maintain efficient bus routes, load sizes must be consistent. Therefore, non-eligible bus riders would only be allowed to ride the bus when space permits and when accompanied by a written note signed by the parent/guardian.

See Board Policy 703 - Transportation.

## DISTRICT BUSING

The District will provide transportation for elementary students living more than two miles from a designated attendance center. Kindergarten students will be provided free transportation, unless they live within the designated "walk zones" established at Olmsted, Rolling Green, and Webster. Please contact your school or the district administration office for the established "walk zones."

Paid transportation will be available for the 2016/2017 school year in the following elementary areas:

- Jensen: none
- Karen Acres: south of Douglas, west of 79th Street
- Olmsted: northwest corner of 86th Street and Meredith Drive to 77th Street to Townsend Avenue to Parkview Drive and 86th Street
- Rolling Green: north of Aurora Avenue, west of 70th Street and east of 86th Street
- Valerius: South of Douglas
- Webster: north of Douglas, east of 128th, west of 122nd

Students will be required to board and exit from their assigned buses at the location designated at the time of purchasing a bus pass. Changes, other than at the time of purchase, will require a 72 hour notice prior to the change.

#### **Transportation Prices**

One way per semester	\$103.00
Two way per semester	\$206.00
One way, two semesters	\$196.00
Two way, two semesters	\$392.00

See Board Policy 703 - Transportation.

### **TUTORING AND CONDUCTING PERSONAL BUSINESS**

See Board Policy 422 - Tutoring and Conducting Personal Business.

### **VIDEO CAMERAS**

Video cameras may be placed on school buses or school property to monitor student behavior. The film may be used as evidence in a student disciplinary proceeding.

See Board Policy 703 - Transportation.

### **VISITING SCHOOL AND VENDORS**

See Board Policy 1010 - Community Use of School Facilities.

### **VOLUNTEERS**

Volunteers are encouraged in our building. Please call the school office if you are interested in working with students or on other projects within the school.

See Board Policy 1009 - Community Service.

See Board Policy 434 - Volunteers.

See Board Policy 1010 - Community Use of School Facilities.

### **WEAPONS AND FIREARMS**

See Board Policy 509 - Student Behavior and Discipline.

See Board Policy 512 - Student Searches.

See Board Policy 634 Exh A - Assessment Program.