



**ELEMENTARY &
PRESCHOOL
2019-20 HANDBOOK**



MISSION STATEMENT & VISION

Dedicated to optimizing individual learning and potential for success in a global community.

ELEMENTARY SCHOOLS

Brookview Elementary (K-5)

8000 E.P. True Parkway
West Des Moines, IA 50266
515.987.5166

Eason Elementary (K-5)

605 SE Boone Drive
Waukee, IA 50263
515.987.5200

Grant Ragan Elementary (Preschool-5)

645 NE Dartmoor Drive
Waukee, IA 50263
515.987.0435

Maple Grove Elementary (K-5)

1455 98th Street
West Des Moines, IA 50266
515.987.3363

Radiant Elementary (Preschool-5)

5050 170th St,
Urbandale, IA 50323
515.987.2210

Shuler Elementary (K-5)

16400 Douglas Parkway
Clive, IA 50325
515.987.8597

Walnut Hills Elementary (Preschool-5)

4240 NW 156th Street
Urbandale, IA 50323
515.987.3585

Waukee Elementary (K-5)

850 6th Street
Waukee, IA 50263
515.987.5193

Woodland Hills Elementary (K-5)

1120 S 95th Street
West Des Moines, IA 50266
515.987.5196

DISTRICT ADMINISTRATION OFFICE

560 SE University Avenue, Waukee, IA 50263
Phone: 515.987.5161
Fax: 515.987.2701

Transportation:

Phone: 515.987.2788
Fax: 515.987.2701

Superintendent

Dr. Brad Buck **x4531**

Associate Superintendents

Terry Hurlburt **x7500**
Brady Fleming **x2001**

Chief Financial Officer

Sarah Kautz **x4509**

Executive Director of Human Resources

Roxy Livermore **x2030**

Director of Student Services

Peg Erke **x5104**

Director of Instructional Services (ESL, TAG/ELP, At-Risk)

Stacie De Haan **x2019**

Director of Student Information Systems

Darryl Downs **x4516**

Director of Nutrition

Jeannie Allgood **x4512**

Director of Communications

Amy Varcoe **x2002**

Board of Education

Susan Bunz
Dave Cunningham
Ethan Huisman
Wendy Liskey

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OFFICE HOURS

The school offices are open from 8 a.m. to 4 p.m. Monday through Friday. The buildings are locked at 4 p.m. Before 8 a.m. and after 4 p.m., a voicemail system will take your messages.

You may leave messages about your child's absence that day at a time convenient to you before 8 a.m. Messages needing return calls received on the voicemail system after 4 p.m. will be returned the following day. We encourage you to use this service before and after school hours for your convenience.

Elementary offices are not open on vacation and/or holiday dates. Each elementary office remains open one week following the school year and is then closed until the first week of August. The District Administration Office is open throughout the summer, between 7:30 a.m. and 4 p.m. The District Administration Office phone number is 515.987.5161.

BUILDING SCHEDULE

K-5 Daily Schedule

- 8:25 a.m. — Students eating breakfast may enter building
- 8:35 a.m. — All students may enter building
- 8:50 a.m. — Tardy bell
- 3:40 p.m. — Dismissal time

Arrival Time (K-5)

We ask that parents refrain from dropping off their children at school before 8:35 a.m. **Students should not be on school grounds and may not enter the building before 8:35 a.m. , unless they are eating breakfast at school.** If your child is participating in the school breakfast program, he/she may enter the building at 8:25 a.m. and proceed directly to class at 8:35 a.m.

There is no supervision for your children prior to 8:35 a.m. (exception is the breakfast program) and after 3:45 p.m. Please be timely in dropping off and picking up your child. Students will not be allowed to wait in the office area for any extended period of time prior to or after school dismissal. Please make alternate arrangements when these circumstances occur. Students will be taken to the on-site before and after school program until parents arrive if students remain beyond 3:50 p.m. A fee will be charged to parents for this service.

Students may not remain in the building or on the school grounds after school unless they are participating in a scheduled event or are under supervision of a staff member. Students who are receiving assistance from a teacher may stay after the regular school day, provided

they have permission from the teacher and their parents. **Supervision is not provided before or beyond the regularly scheduled school hours for any other reason.**

Early Dismissals for Professional Development (K-5)

A limited number of "shortened" school days are scheduled each school year to allow time for professional development. These dates are noted on our school calendar (see Appendix A). **Plan now to use those free hours to take care of some of your child's out-of-school needs (medical and dental appointments).** All elementary buildings in Waukee Community School District will dismiss two hours early for scheduled early dismissals.

Intercom Announcements During School Day

We consider each moment of instructional time to be very precious in our elementary schools. We consider very carefully whether to interrupt instructional time with announcements, either personally or over the intercom. Therefore, non-school related announcements will not be made over the school intercom system. This applies to sports related practice time or congratulatory announcements for specific individuals, teams or events. The only exception will be the announcement of cancellations on inclement weather days. We ask that non-school clubs or teams use their own means of communication to relay important information to members.

Six-Day Schedule (K-5)

Our schools operate on a six-day schedule instead of Monday - Friday (five days). Our days are known as Day 1, 2, 3, 4, 5 and 6. Through this schedule, whenever days of school are missed because of inclement weather or holidays, students do not miss their related arts subjects. The day missed will be the next day that students attend. (EXAMPLE: If Day 2 was on a Wednesday and we missed it because of a school cancellation, Thursday would again be a Day 2.) In this way, the continuum of the curriculum is not altered and important instructional skills remain in sequence.

ACADEMICS (K-5 CURRICULUM)

The educational program at all levels is grounded in the basics, yet enriched to meet the needs of all students. The following areas are taught; English language arts, social studies, mathematics, science, health, human growth and development, physical education, traffic safety and visual art. The ability to think and solve problems is stressed in each academic area. An overview

of objectives for each grade level can be found in the Grade Level Curriculum and Assessment Guides for Parents available in each elementary office.

English as a Second Language (ESL)

In Waukee Community School District we serve our English language learners through the ESL program. Students receive comprehensible input through one-on-one and small group pull out or grade level collaborative instruction. Our program provides specialized and specific instruction in listening, speaking, reading and writing while honoring our students' languages and cultures. Please contact the ESL staff member at your child's attendance center for help in determining whether your child qualifies for ESL services.

Extended Learning Program (Gifted & Talented)

Extended Learning programming enriches the school experience for all students and provides a challenging and differentiated curriculum for the top 3%-5% of gifted students in the district. The classroom teachers and Extended Learning Program teachers work together to ensure that activities are appropriate to each student's unique characteristics, needs, interests and learning styles. If your child does not perform in the range of learners to be served in the ELP program, we assure you that his or her educational needs will be well addressed in the regular classroom. Our classroom teachers are equipped, with both talent and materials, to address the wide range of abilities within their learning environments.

Guidance

The elementary guidance and counseling program is designed to meet the unique needs of the elementary-age student. The counselor conducts structured, goal-oriented classroom lessons, as well as small groups in response to identified needs such as changing family issues, anger control, social skills and friendship problems. Individual counseling is an integral part of the guidance program and may result in the counselor referring a child or family to specialists or outside agencies.

The counselor also consults with teachers, parents and staff regarding children's individual needs. Parent support is offered through individual meetings and parent workshops. Classroom teachers and school counselors support each other's work as they share information and cooperate when meeting the needs of students and their families.

School counseling focuses on the preventive aspects of guidance. The program's goals fall under the areas of

personal/social, educational and careers. The curriculum is comprehensive in scope and sequence and designed to address the specific developmental needs of the elementary age child.

Human Growth & Development

Waukee Community School District Board of Directors has approved "Puberty: The Wonder Years" as the puberty education curriculum for upper elementary and early middle school students. This curriculum was developed in response to requests from schools looking to equip young people with the knowledge and skills to postpone sex and to respect themselves and others as they mature. The curriculum is designed for the school setting and also includes activities that involve parents with their children. It encourages children to talk with their parents about their spiritual beliefs and family values. It develops health skills children need to behave in a manner that is consistent with those beliefs and values.

The teaching and learning goals are:

- Students will communicate with parents and other trusted adults about puberty and postponing parenthood.
- Students will review the natural changes that occur during puberty.
- Students will know the anatomy and functions of the male and female reproductive systems.
- Students will recognize the importance of safeguarding the health of their reproductive system.

A list of the learning objectives for each lesson is provided as well as the policy governing puberty instruction in the district, and a form to use to excuse your student from any or all of the lessons.

The curriculum is copyrighted and is available for review at the elementary principals' and counselors' offices, as well as at the District Administration Office. If you have any questions, please call your building principal, dean, or counselor.

LEARNING OBJECTIVES FIFTH GRADE PUBERTY EDUCATION UNIT

Lesson 1: A Climate for Growth

Students will:

- Name kinds of body cells and sex cells
- Propose guidelines for discussions during the puberty lessons
- Test what they already know about puberty
- Plan ways to initiate communication with their parents regarding growing up

Lesson 2: Families & Roles

Students will:

- Relate positive qualities they admire in their families
- Improve communication skills with their families
- Examine gender roles, gender role expectations, stereotypes and ways they can affect people

Lesson 3: Social & Emotional Changes

Students will:

- Identify social and emotional changes occurring during puberty
- Describe normal variations in individual rates of change during puberty
- Examine case studies and plan ways to respect a peer who is going through an awkward stage of puberty

Lesson 4: Growing Up Male

Students will:

- Identify additional changes that occur in males during puberty
- Define the structure and functions of the male reproductive system
- Practice their communication skills by talking with their parents about puberty

Lesson 5: Growing Up Female

Students will:

- Identify additional changes that occur in females during puberty
- Define the structure and functions of the female reproductive system
- Practice their communication skills by talking with their parents about puberty

Lesson 6: New Life & HIV - AIDS

Students will:

- Review that all animals reproduce themselves
- Explain that fertilization must occur for a new life to begin
- Compare and contrast animal families and human families
- Explain the reasons to wait until adulthood before having a baby and making a lifelong commitment to being a parent

- Understand that HIV is a dangerous disease
- Understand that abstinence is the best way to avoid HIV

Keyboarding Instruction

Students in grades 3-5 receive keyboarding instruction every other day. With repetition and practice, students increase their skills to a level appropriate for their age.

Keyboarding is first introduced to students in third grade. Students learn the importance of keyboarding and how this skill will help them in their daily lives. Third grade students also learn basic computer skills such as opening and closing programs, saving to the hard drive, printing a document, the importance of computer care and an introduction to internet online safety.

In fourth grade, students are expected to type at a level of five words per minute with an accuracy of 90%. Students use an automated program to review, monitor and improve their keyboarding skills. Students also have the opportunity to learn more about the internet and its many uses; how to be safe and caring while online at school and home; how to utilize a spreadsheet program such as Microsoft Excel.

In fifth grade, students are expected to type at a level of ten words per minute with an accuracy of 90%. Students use an automated program to sharpen their keyboarding skills. They also try to expand upon their knowledge of the internet by creating their own thematic web pages, while still learning about being safe and having good manners when online at school and at home. In addition, students are expected to create a Microsoft PowerPoint project that requires the use of color, various fonts and the insertion of graphics. Students will also learn how to save a file to the building server and the importance of backing up files.

Technology will always be an essential part of learning at school and at home. Integrating technology into the classroom curriculum is a tool that all K-5 students and teachers have the potential to experience while trying to expand their learning experience. In each building, there is a full-time technology teacher who works with the students and teachers to integrate technology into their the existing classroom curriculum along with teaching keyboarding classes and providing technical support. Providing the needed technical knowledge and assistance to support their daily learning.

Kindergarten (Full Day)

In Waukee Community School District we have a quality full day kindergarten program. Our full day kindergarten increases the opportunities available within the day to teach journal writing, hands-on science, language arts,

(including emergent reading skills), social studies and hands-on math in depth. Practice, reinforcement and enrichment of these curriculum areas are provided within our program.

- Within the language and literacy curriculum, components include: guided reading, literacy centers, phonemic awareness instruction and a variety of writing activities.
- Full day kindergarten allows for daily teaching of math, science, social studies, free exploration centers and problem solving opportunities. Students further develop social skills and have more opportunities for interaction with peers, thus increasing their social and emotional development.
- Full day kindergarten allows more time for small group activities where students continue to be challenged at their developmental level. Teachers gain a better understanding of their student's strengths and needs.

The full day kindergarten experience provides the best start possible for children to build a solid foundation for future quality learning in Waukee Community School District.

Library

The library provides a current collection of books and resources to support the district's curriculum and to encourage reading for enjoyment. The goal of the library program is to foster a love of reading and to assist in the development of lifelong learners. Scheduled classes are held once during a six-day cycle for kindergarten, first and second grade students. The students listen to stories, learn library skills and participate in a variety of literature-based activities. Third, fourth and fifth grade classes are on a flexible scheduling system to allow library lessons and activities to be integrated with their classroom curriculum. An open library time is available daily for students to return and check out new books.

Music

Musical concepts are explored through singing, playing rhythms, listening, moving and performing on rhythm instruments. Concepts and skills taught in one grade are the foundation for learning in the next grade. Students learn to read the musical staff beginning in the third grade and reinforced through recorder playing in the fourth grade. Band is also available to any interested fifth grade student.

Throughout the school year, each grade level is showcased in musical performance. These fine arts performances are an opportunity to demonstrate what students are learning. Each child plays an important role

in the performance. Please check the school's calendar for the dates of the fine arts performances.

Physical Education

Physical education classes include a variety of activities, both in the gymnasium and outdoors. When playing in the gym, tennis shoes are required and a separate pair other than those worn outside is recommended. Please encourage your child to have tennis shoes at school on physical education days. Since the children are learning lifelong health and fitness skills through their participation in our physical education program we hope they are able to participate on each of their scheduled class days. 3

Reading Lab

Each elementary building offers students who are struggling in reading with additional support by a specialized reading teacher. The reading specialists work with students in small group settings or collaboratively within the classroom. This intensive reading instruction is provided to students based on assessment data collected at the beginning of the school year and throughout the year.

Request for Reconsideration of Instructional Materials

The Waukee Community School District attempts to supply the needs and requests of staff members and students for textbooks, instructional materials, supplementary and media materials that will support the goals and objectives of the instructional program, which will provide a variety of points of views and reader appeal. The materials should have aesthetic, cultural literacy or social value and are to be judged as a whole and not by individual words, phrases or incidents. It is unavoidable that the instructional materials will not completely satisfy all persons. The procedures for raising objection to, or asking for reconsideration of, instructional materials or the manner in which they are being used is outlined in [Board Policy 602.9](#). Copies are in each principal's office and the District Administration Office.

Service Learning Projects

We believe that as children are actively involved in meaningful projects within the community, their involvement, coupled with their pride and satisfaction from it, will teach the importance of helping others within the community. The elementary schools have been involved with "Giving Tree" projects, cleaning up city parks, working on the outdoor areas around our buildings and sponsoring student council projects in the school and community. We believe that "kids helping kids" will become "adults helping adults." Service

learning projects are integral to the growth of our elementary students.

Special Programs

Special programs and events for each grade level are held throughout the year including musicals, concerts and special assemblies. Our children love to perform for their families and friends. These events may be daytime or evening events. We encourage and invite you to join us during these special times.

Special Education Services

Each building has resources to meet student's needs. Special education teachers, in cooperation with parents, classroom teachers and related area education agency members, identify children having special needs and develop learning programs appropriate for each individual child. Some students' special needs are met in the regular classroom on a consultative basis with the special education teacher while others are served in collaborative classroom and/or receiving pullout services.

Special Services for Students

There is a problem solving team in each school. The team is composed of regular education teachers and other support staff members. This may include the instructional coach, ESL teacher, ELP teacher, reading teacher, special education teacher and/or Area Education Agency staff. The goal of the team is to develop appropriate interventions or supports to help the student be successful, either academically or behaviorally. Parents are always informed of and involved in this process.

Speech-Language Services

One of the special services available in our buildings is speech/language therapy. The speech-language pathologist who is assigned to our buildings by Heartland Area Education Agency is available to provide consultation, evaluation and direct service in all areas related to speech, language and communication skills. These services are available at no charge for children from birth to age 21. You can contact your school's speech-language pathologist by calling your school secretary.

Visual Arts

Art education is based on a comprehensive arts education approach. Students learn the historical and cultural contexts for works of art. They develop their skills in producing art. They enrich their understanding of the nature of art. They develop their ability to analyze, problem solve, critique and make informed judgments about art. All elementary students are exposed to many forms of visual art, including painting, drawing, designing, printmaking and constructing three-dimensional artwork.

ATTENDANCE

The philosophy of Waukee Community School District is that consistent and punctual attendance is of vital importance and is a prerequisite for completing an education. Attendance is a shared responsibility and requires cooperation and communication among students, parents and school. It is the goal of the district to promote the growth of the students from the parent-school imposed discipline to a student's self-discipline by the time they complete their high school education.

Students will be expected to attend classes regularly and be on time in order to receive maximum benefit from the instructional program, develop habits of punctuality, respect, self-discipline and responsibility and to assist in keeping disruption of the educational environment to a minimum. Irregular attendance or tardiness by students not only impedes their own studies but also interferes with the progress and attitudes of those students who are regular and prompt in attendance.

Students who have good attendance records are more likely to achieve higher grades, enjoy school life to a greater degree and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of responsibility and self-discipline. Life-long patterns of responsibility and self-discipline of regular attendance and promptness are fostered by attention given them during the years of school attendance. The district is committed to foster these patterns in a positive manner.

The following rules or guides will be followed in the elementary schools concerning absences and tardiness for students in kindergarten through fifth grade.

ABSENT

A student arriving after 10:30 a.m. will be marked absent for the morning. A student leaving after 10:30 a.m. and before 2 p.m. will be marked absent for the afternoon.

TARDY

If the student arrives after 8:50 a.m. and before 10:30 a.m., the student is to be counted tardy. The only exception to this is if the student is absent for a medical appointment in which case the parent must notify the school or provide a doctor's excuse upon return.

If a student is too ill to attend school all day, he/she is also too ill to appear in public that school day or to participate in any school activities.

An attempt should be made to schedule healthcare appointments outside of regular school hours. Please attempt to schedule routine appointments according to our school calendar for days school is not in session or on early dismissal days.

As a part of our established procedure of accounting for students each day, we would appreciate it if you would **call the school secretary by 9 p.m. if your child will not be attending school that day or will be late.** You may also choose to leave a message on the voicemail system at your child's school prior to 8 a.m. or anytime after 4 p.m. When a student arrives to school after 8:50 a.m., a parent or guardian must sign in the student in the office and the student will be given a pass to class.

When students return after being absent, make-up work will be given at the discretion of the teacher.

Leaving School During the Day

Students leaving school during the day for any reason should bring a signed note from their parent/guardian in advance, stating the reason for the absence. Any student leaving school during the day must be signed out by an adult and signed back in if they return before the end of the day. Students are not allowed to walk home by themselves during the school day. **No student will be allowed to leave the school during the day with any adult other than a parent or guardian until proper permission is given by the parent/guardian in a note or parent phone call.** It is suggested that parents/guardians consult the school calendar before arranging medical and dental appointments.

Procedures for Excessive Absences and/or Tardiness

After eight accumulated absences or tardiness occurrences per semester:

- The first absence/tardy letter may be generated by the secretary, signed by the assistant principal and mailed to the student's home.
- An entry may be logged in PowerSchool by the secretary to note that the first contact has been made in regard to the student's absences/tardiness.

After 13 accumulated absences or tardiness occurrences per semester:

- The second absence/tardy letter may be generated by the secretary, signed by the assistant principal and mailed to the student's home.
- The assistant principal may call the student's parent(s) to notify them that another letter has been sent.

- An entry may be logged in PowerSchool by the assistant principal to note that the second contact has been made in regard to the student's absences/tardiness.
- A meeting may be held to discuss the student's excessive absences/tardiness and determine appropriate action.
- An entry may be logged in PowerSchool by the assistant principal to note the outcome of the meeting.

Truancy will be dealt with by the building principal. The student may be required to make up the time missed from school.

Note: Principal's designee may be the school nurse or health associate, guidance counselor, dean, teacher or secretary. A conference could be by phone, home visit, or a school conference.

COMMUNICATION

Waukee Community School District values communication between home and school and throughout the community. We welcome other suggestions from our patrons about ways we can strengthen our communication process. Please contact your building principal with suggestions.

Building & Classroom Newsletters

All buildings will provide a bi-monthly classroom newsletter sent to you as an email message. Parents wishing to access their child's classroom newsletter electronically will be asked to provide an email address at the beginning of the school year. Paper copies will be sent home to families not having email access.

Building newsletters are produced twice each month (please refer to your elementary office for specific publication dates) and may be accessed through the district's website. Paper copies will be sent home to families not having internet access.

District eNewsletter

This publication covers the district's news and events of all of our youth from elementary through high school. A wide variety of articles inform you of curricular and extracurricular events that occur within our district. You may also access the district eNewsletter on the district's website, www.waukeeschools.org.

Flier Distribution

WaukeeBackpack is Waukee Community School District's "green" approach to distributing information from school sponsored activities and non-profit organizations. Upon district approval, a limited number of materials may be

distributed for students who do not have a computer and/or internet access. All fliers must be approved at District Administration Office. The complete distribution guidelines are located in [Board Policy 1003.6-R](#). WaukeeBackpack can be accessed by visiting, <https://waukeeschools.org/backpack/>

SchoolMessenger

Waukee Community School District uses a notification system called SchoolMessenger. SchoolMessenger is a fully hosted notification platform used to connect parents, students and staff through voice, SMS text, email and social media. Waukee Community School District will be using SchoolMessenger for emergency and general notifications. This includes notifications such as building newsletters, bus updates, late starts or other emergency situations that may arise during or after school hours. SchoolMessenger fully integrates with PowerSchool, so there is no list for parents to sign up for, however, in order for parents to receive an SMS text parents must complete the “opt-in” process.

How to “opt-in” and receive SMS text notifications:

- Parents/guardians/students/staff can subscribe by texting one of the key words: “Y”, “Yes,” “Subscribe,” “Optin” or Opt In” to 67587. The cell phone numbers used must be in PowerSchool to receive a notification.
- Parents/guardians/students/staff can unsubscribe at any time by texting the key words: “Quit”, “Remove” or “Unsubscribe” to 67587. Parents/guardians/students/staff can opt-in and opt-out as many times as necessary.
- Opting in does not mean that you will immediately start receiving text messages. It simply means that you have indicated your willingness to receive messages from the SchoolMessenger service. Cell phone numbers must be in PowerSchool to receive a notification from Waukee Community School District.
- If you would like to add a new cell phone number to your contact information in PowerSchool, please contact your building secretary.

Website

Waukee Community School District’s website contains detailed information about academics, enrollment, departments, events and much more. This can be accessed at www.waukeeschools.org

DISTRICT POLICIES

Abuse of Students by District Personnel

It is the policy of Waukee 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 Mary Jo Hromatka, middle school nurse and level one investigator (515.987.5177).

The entire policy on abuse of students by district personnel is defined in [Board Policy 413.4](#) and is available in the District Administration Office and the principal’s office in each building.

Chapter 103 Annual Notification Statement

Notice: Corporal Punishment, Restraint and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also limits school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documental and must provide certain types of notice to the child’s parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s website: www.iowa.gov/educate.

NOTE: Waukee Community School District’s Board Policy on corporal punishment can be found in [Board Policy 502.7](#)

Citizen Complaints

The district's school board recognizes that situations may arise in the operation of the district that are of concern to its patrons. The district school board believes that all concerns should be resolved at the lowest possible level. Any person with a complaint or concern regarding a Waukee Community School District matter should:

- Talk first with the school official or employee involved as soon as possible.
- If not satisfactorily resolved, a meeting should be scheduled with the employee's immediate supervisor or principal.
- If the issue continues to be unresolved, the complaint should be addressed to the superintendent of schools.
- If all efforts at resolution are unsuccessful, the matter may be referred to the Waukee Community School District Board of Education. The district school board shall not actively investigate complaints regarding performance of employees as personnel matters are confidential and will be investigated by the immediate supervisor.

Board policies addressing formal, written citizens' complaints are explained in [Board Policy 1003.3](#).

Continuous Notice of Non-Discrimination

It is the policy of Waukee Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment) marital status (for programs), genetic information (for employment), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy please contact one of the following:

Director of Human Resources: Roxy Livermore

Waukee Community School District
560 SE University Avenue, Waukee, IA 50263
Phone: 515.987.5161
Fax: 515.987.2701
Email: rlivermore@waukeeschools.org

Director of the Iowa Civil Rights Commission

Grimes State Office Building
400 E. 14th Street, Des Moines, Iowa 50319
Phone: 1.800.457.4416

Director of the Region VII Office of Civil Rights

Department of Education

Citigroup Center, 500 W. Madison Street, Suite 1475,
Chicago, IL 60661-4544
Phone: 312.730.1560
Fax: 312.730.1576
Email: OCR.Chicago@ed.gov.

The Waukee Community School District complaint procedure is outlined in [Board Policy 405.51](#).

Federal Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Waukee Community School District has the obligation under Section 504 to identify, evaluate and, if the student is determined to be eligible, 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.

Federal Title 1 - Parent Notification

Federal education legislation provides Title I funds to Brookview, Eason Elementary, Waukee Elementary and Woodland Hills Elementary. As a result of this legislation, you have the right to information regarding the qualifications of your child's teacher, including state licensure status, special endorsements for grade level/subject areas taught and baccalaureate/graduate certification/degree.

Parents/guardians may request this information from the District Administration Office by calling 515.987.5161, or by sending a letter of request to Waukee Community School District, 560 SE University Avenue, Waukee, IA 50263.

Harassment & Bullying

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

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile

school environment that meets one or more of the following conditions:

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

An individual who believes that the individual has been harassed or bullied will notify the human resources manager, the designated investigator. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over the evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible. The investigator, with the approval of the principal or the principal has the authority to initiate an investigation in the absence of a written complaint.

Students or employees who feel they have been bullied or harassed are encouraged to contact a school official. Procedures for addressing alleged harassment or bullying are outlined in [Board Policy 103](#). Copies are in each principal's office, and the District Administration Office.

Hazing

Students are not to engage or participate in any act of hazing in Waukee Community School District. In accordance with Iowa Code 708.10, hazing occurs when "the person intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admissions into, or affiliation with, any organization operating in connection with a school, college, or university.

Internet Appropriate Use

Computer technology available in Waukee Community School District enables students and staff to gain access to a vast amount of online resources, develop essential technology skills and expand classroom educational opportunities. The internet provides a vast collection of educational resources for students and employees. It is a global network, making it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The district does employ filtering software that restricts access to certain websites. Although students will be under teacher

supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Students are instructed on the appropriate use of the internet. Inappropriate use of the internet will result in disciplinary measures established in handbooks consistent with [Board Policy 605.6-R\(0\)](#), Internet Appropriate Use.

Statement Regarding the Homeless

Waukee Community School District Board of Education is responsible for locating and identifying homeless children and youth who are "found" within the district. A "homeless child or youth of school age" is defined as one between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth living on the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home; living in a community shelter facility; or living with non-nuclear family members or friends who may not have legal guardianship over the child or youth of school age. 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.

Student Fees

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program, Supplemental Security Income, transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose parents are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Business Services Department at the District Administration Office for a waiver form. The waiver does not carry over from year to year and must be completed annually.

BOOK & SOFTWARE FEES

These fees help defray the cost of consumable materials, some handwriting paper, textbooks and computer disks for the year. If a child moves out of the district during the school year, a refund will be made on a prorated basis at the written request of the parent or guardian. For further information regarding fees, please visit, www.waukeeschools.org.

- Kindergarten: \$40.00

- 1st-5th Grade: \$50.00

Weapons Policy

School district facilities are not an appropriate place for weapons or dangerous objects and lookalikes. Weapons and other dangerous objects and lookalikes shall be taken from students and others who bring them onto school district property. Parents of students found to possess a weapon or dangerous object or lookalikes shall be notified of the incident and reported to law enforcement officials if intended to cause harm.

Students bringing a firearm to school or knowingly possessing firearms at school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. [Board Policy 502.10](#) explains in detail the district weapons policy. Copies are in each principal's office and the District Administration Office.

Weather-Related Changes in Schedule

The decision for a weather-related change in schedule will be made by the superintendent. If school must be cancelled, delayed or dismissed early due to weather conditions or other emergencies, announcements to families will be made using SchoolMessenger. Information will also be sent to local TV and radio stations.

SCHOOL CLOSINGS & DELAYS

In the event that severe weather conditions dictate the need to delay the beginning of school or cancel school entirely, the following procedures will be used:

1. The superintendent and chief operating officer (COO) monitor weather forecasts.
2. Prior to 5 a.m., the superintendent and members of the operation team drive the district routes to determine safety of transportation.
3. Consultation occurs with Des Moines and other neighboring school systems.
4. In consultation with the COO and/or the superintendent, a decision is normally made by no later than 5:30 a.m. to delay the beginning of the school day by one hour or two hours, or to cancel school. Breakfast will not be served on delayed start days.
5. If the decision is made to delay the beginning of the school day, conditions may change enough to warrant cancellation. The decision to cancel school following a decision to delay will usually be made by 6:30 a.m. and no later than 7 a.m.

INCLEMENT WEATHER/EMERGENCY DISMISSAL – OPTIONS FOR PARENTS

- If your child rides a bus, he/she will be delivered to the place you indicated in the inclement weather and early dismissal section during online registration.
- Be sure the school has accurate and up-to-date information on file regarding any alternate sites or arrangements for weather or emergency early dismissals.
- School offices will be staffed and phones answered until all buses have radioed in that they have delivered all students.

DIVERSITY & INCLUSION

The Waukee Community School District is dedicated to building genuine relationships by promoting the learning of individual perspectives and positively contributing to a diverse global community.

In 2010-11, the district administration along with a representation of K-12 teaching staff, parents, and community members formed a Diversity Leadership Team. The initial goals of this group were to clearly define diversity and inclusion in the Waukee Community School District, develop a district philosophy statement, examine current professional development and classroom practices that address diversity and inclusion, and develop a comprehensive plan that ensures diversity awareness and education for Waukee staff and students.

Diversity Definition

Any aspect of an individual that makes her or him unique.

“It is our individual stories that make us diverse. Your story matters.”

Inclusion Definition

Inclusion refers to the behaviors and actions of accepting, embracing and appreciating diversity.

Our Commitment

The Diversity Leadership Team is continuing this important work to ensure the commitment to diversity and inclusion is intentional, thoughtful, and authentic throughout the school system and community.

Philosophy Statement & Guiding Principles of the Diversity & Inclusion Leadership Team

The Waukee Community School District is dedicated to building genuine relationships by embracing individual

differences and perspectives.

- Strengthen self-awareness
- Seek to understand individual differences and perspectives
- Appreciate and respect all people
- Promote a commitment to global awareness and citizenship

The team identified five main components that comprise the comprehensive plan. The components include professional development for all staff, enhanced communication through website improvements and a parent liaison group, acquisition of resources to supplement curriculum and instruction, and data collection for analysis of implementation. These focus areas guide the team's work to ensure diversity awareness and education continues to be an important facet of the district mission and vision.

EXPECTATIONS FOR STUDENTS

Cell Phones & Communication/Recording Devices

Students are allowed to bring a cell phone to school for before or after school use only. However, all cell phones must remain with power off and in a backpack during the school day (8:50 a.m. to 3:40 p.m.). Students may not have the phone in their pocket during the day. This includes recess and lunch.

Other communication devices such as watches may be worn during the school day. If the device becomes a distraction, students will be asked to place the device in their backpack or locker. Please do not communicate with your student via the cell phone or communication/recording device during the school day; call the school office.

If students choose not to follow this policy, their cell phones or communication/recording devices may be kept in the office. Waukee Community School District and its staff are not liable for lost or stolen cell phones or other personal property. Final determination regarding cell phones and communication/recording devices may be made at the individual building level.

Flowers/Balloons

We ask that balloon bouquets, flowers, etc. are not delivered to school for your child. This causes disruption to the class and disappointment to those never receiving the same. If they are delivered, they will not be given to

your child until dismissal time. We appreciate your cooperation in these matters.

Grooming

We have no specific dress code for our students, but we do expect that all children be dressed in a reasonable manner, i.e. no shorts in winter. Acceptable appearance, reflecting the good taste and judgment of parent/guardian, includes not only the proper selection and wearing of clothing, but also personal grooming.

The following suggestions are a practical guide for students in Waukee Community School District:

- Students are expected to come to school clean and well groomed.
- Clothing with questionable monograms or patches should not be worn. This includes, but is not limited to, clothing that promotes objectionable or offensive language or behaviors, as well as, clothing that promotes alcoholic beverages or any other substances that are inappropriate for minors.
- No bare midriffs will be allowed and/or belly buttons being visible. Students are not allowed to wear short shorts to school.
- Footwear is required at all times. Footwear with cleats is not allowed.
- Winter recess requires such clothing items as heavy coats, boots, snow pants, mittens and hats. Without such clothing, a recess period or lunch break spent outside can be a time of real discomfort for your child. Boots, in particular, are needed on snowy or wet days. If your child does not wear boots, he/she will be restricted to a small area of the sidewalk that is free of snow or puddles. We go outside for recess two or three times daily when the wind chill is zero degrees or above.
- Please make certain your child's dress does not interfere with his or her learning process. This includes extreme clothing styles, accessories, make up, tinted or dyed hair, etc.
- Students may not wear hats in school.
- Students may not wear shoes with wheels to school.

Lost & Found

A lost and found department is maintained at each school. It is the **child's responsibility** to check the lost and found periodically if he/she has lost something. **Student clothing and other items should be clearly labeled.** Money, purses, wallets, watches and other valuable items are to be turned into the office. Students are urged to make prompt inquiry concerning such items.

Money

Students should not carry extra money to school. Lunch money and field trip money should be sent in a sealed envelope marked with both the student's and teacher's name. You should also be concerned if your child suddenly has extra money found at school, or if he/she comes home with items bought from other students. Students are not allowed to sell or trade items of any kind at school.

Party Invitations

In order to maximize instructional time for our teachers and our students, we ask that you NOT distribute birthday party or any other type of invitations at school. **It is the policy of the district that we cannot give out addresses, phone numbers or email addresses of our students for any reason, including party invitations.**

Riding of Bikes, Roller Blades, Scooters, Skateboards & Wheeled Shoes (K-5)

Students are allowed to ride bikes, roller blades, scooters and skateboards to school with parent permission. Students must walk their bike and/or carry their roller blades, scooters and skateboards once they are on school property. Bikes must be parked in the bike racks (optional for scooters). Locking bikes and properly storing scooters, roller blades and skateboards, as well as, wearing helmets and related safety equipment is recommended. The school is not responsible for lost or stolen bikes, scooters, roller blades, skateboards and related equipment.

Due to safety concerns and disruption of instruction, students are not allowed to wear shoes with wheels to school with the wheels in them. If a student does choose to wear his/her wheeled shoes to school, he/she must remove the wheels prior to coming to school and leave the wheels at home.

School Parties

There are three approved parties each school year. They include: the Fall Party, the Winter Party and the Spring Party. In order to maximize the instructional time of our students, no other parties will be held during the school day. This includes parties held by students/parents for staff members for occasions such as bridal showers, baby showers, etc. Instructional time is important and must be maintained with as little interruption as possible. **No cards, food, or non-food items will be allowed for distribution by students at classroom parties.**

Telephone Messages

Except in an emergency, we do not call students to the telephone. If necessary, please call the office, and we will

deliver a message. Students will not be permitted to use the telephone except in **cases of emergency**. We ask parents to plan with their child where they are to go after school or in case of early dismissals caused by inclement weather or other emergencies

Toys/Electronics at School

Toys and electronics at school can be a distracting influence during the school day. If these items become a problem in the classroom or within the school environment, the student will be asked to not bring them to school again. Should this issue occur repeatedly, the item will be given to the principal to keep until the parent/guardian personally picks it up from the school. Electronics may be used in the classrooms for special events or learning opportunities established by the classroom teacher. The school is not responsible for the loss or breakage of toys or electronics. For the safety of students, hard balls and baseball bats are not allowed at school.

HEALTH & SAFETY

In case a student has an accident or is seriously ill while at school, every attempt will be made to notify the parent, guardian or designee. If all were unavailable, your child's physician (or dentist if a dental injury) would be contacted for instructions. If that person is unavailable, the school will make whatever arrangements seem necessary, including ambulance transportation to the emergency room if required. Thus it is important that the information on the emergency sheet filled out at registration is accurate and as complete as possible. **Parents should notify the school of any change in information contained on this sheet.**

CPR/First Aid

There are CPR/First Aid certified personnel and Medical Response personnel in each building to immediately respond to emergency situations during school hours.

Fire & Tornado Drills

Fire and tornado drills are held each semester so that students may become familiar with the proper procedures. We take every precaution to see that your child is safe at all times. Drills may be held without warning. There is an exit plan in each room with specific procedures in place in each school. Students are expected to walk quickly and quietly in an orderly manner during these drills so all may be safe.

Hawk-I Insurance for Children

Parents can apply for low-or-no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet

the certain criteria are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy, and hospital services to name a few. Parents are urged to call 1.800.257.8563 or go to the website at www.hawk-i.org for more information.

Head Lice

Waukee Community School District follows treatment guidelines for managing head lice developed by the Iowa Department of Education Public Health. Current guidelines state the following: "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."

To keep the incidence of head lice from being transmitted, parents are asked to check all family members for head lice regularly and to treat those found to have live lice or new eggs. If lice are found, parents are asked to notify the school nurse so that the incidence of lice in the school can be monitored and a health alert can be posted on the WCSD health information blog site.

If you have questions about the district's head lice guidelines or need assistance in the treatment of lice, please contact your school nurse.

Health Information Blog Site

WCSD has developed a health information blog site. This is a blog site maintained by WCSD nurses with the purpose of informing parents/guardians about important health related issues in our schools.

This blog site will host health alerts and information about head lice, whooping cough and other communicable diseases (see Appendix B). This is a district-wide site, meaning parents/guardians will only need to go to one place to find the health information they need to know no matter which building their child(ren) is in. Parents/guardians also have the opportunity to subscribe to the blog if they wish to receive an email when a new health alert is published. The Health Information Blog will provide up-to-date, timely and accurate WCSD health news to parents. To view the blog please visit:

<http://blogs.waukeeschools.org/health/>

Illness Procedures

Students with the following symptoms will be sent home:

- Temperature of 100 or above (oral) or equivalent (normal temperature for 24 hours before returning to school)
- Vomiting (free from vomiting for 24 hours before

- returning to school)
- Diarrhea (free from diarrhea for 24 hours before returning to school)
- Unexplained abdominal pain
- Severe cold and/or cough
- Unexplained skin eruptions or rash
- Swelling, redness, tenderness, discharge of eyes (requires a doctor's diagnosis and treatment, if needed, or until symptoms are gone)
- Communicable disease (requires a doctor's diagnosis and treatment, if needed, or until symptoms are gone)
- Any health condition that in the nurse's judgment is of concern for the child's or other's health

PARENT/GUARDIAN RESPONSIBILITY

Parents/Guardians will be responsible for communicating information to the office/nursing staff and school nurse regarding illnesses, accidents, medication, physical education restrictions, communicable diseases, treatments or pertinent medical and dental information. Parents are also responsible for informing the school of any changes of information on the health and emergency forms to include emergency contacts. It is important for school staff to be able to contact parents/guardians in a timely manner.

WHEN TO COME TO SCHOOL AND WHY ATTENDANCE MATTERS

Any day children are free from any of the concerns listed above, they should be at school! While we certainly understand that illnesses and special circumstances are bound to happen, especially with children, please do your best to help your children be at school every day.

Avoid scheduling appointments during the school day, when possible. Here are a few things to keep in mind when considering your child's school attendance:

- Research shows that missing 10 percent of a school year, or two days a month, negatively affects a student's academic performance.
- Poor attendance can influence whether children read proficiently by the end of third grade.
- When students improve their attendance rates, they improve the likelihood of school success academically and socially.
- All students in a classroom may suffer when even one student is chronically absent. The inconsistency can hamper a teacher's ability to engage all students and meet their learning needs.

PE/RECESS GUIDELINES

State education laws require that all students be enrolled in and participate in a course of Physical Education.

Students are required to participate in all PE classes. If a

physician feels that a student should not participate or should only participate on a limited basis, parents must obtain a note from the physician with all restrictions noted and give this to the school nurse. Once the student is cleared by their physician to return to all activities, a clearance note must be given to the school nurse. In the case of an unexpected injury or illness, the school nurse may determine if a student is unable to participate in PE activities.

Students will be expected to go outside at recess each day unless there are individually approved circumstances or inclement weather conditions. If the student has returned from a lengthy illness, he/she may be held in from recess for no more than two days without a doctor's note. Appropriate clothing for the existing weather conditions at the time is a must.

Required Immunizations and Kindergarten Health Form

A student enrolling for the first time in a school in the district shall submit a certificate of immunization in compliance with the Iowa school immunization law. As this Iowa Immunization Law is revised, all students, kindergarten through twelfth grade, must update any required immunizations. Students may be exempt from this requirement for medical or religious reasons as outlined in the Iowa Code.

A kindergarten student enrolling for the first time in school in the district shall submit a certificate of health from a licensed physician. Each student must re-submit an up-to-date certificate of health upon request of the superintendent of schools or his delegated representative.

Medication Guidelines At School

Students are not allowed to have medications with them at school. All medication (prescription and over the counter) must be kept in the health office and will be administered under the supervision of the school nurse or delegated trained school employee. Administration of medication at school requires parent/guardian signature on the district Medication Authorization Form, which can be found in Appendix C, on the district's website under forms, or in the school Health Office. Medication must be brought in the original container or labeled by the pharmacy or the manufacturer with the name of the student, name of the medication, time of day that it is to be given, dosage and duration. Medications must be age-appropriate and will be administered according to label recommendations.

Students in grades K-5 must supply all medications to be given at school with parent/guardian consent.

Elementary schools will **not** have stock medications available. The authorization form is available in Appendix C, on the district's website under the forms section or in the Health Offices.

Students in grades 6-12 may receive up to six doses per school year of either acetaminophen or ibuprofen, at the nurse's discretion, with parent/guardian consent. After the six doses, the parent will need to provide medication for their student and a new permission slip. If the school nurse determines the over-the-counter medication could be detrimental to the student, the nurse may refuse to administer the medication. The authorization form is available in Appendix C, on the district's website under the forms section or in the Health Offices.

Student Assistance Program

Waukee Community School District offers a student assistance program for our families. The program is designed to provide assistance to young people who are experiencing difficulties in a variety of areas. These areas of difficulty could include, but are not limited to, parental relationships, eating disorders, substance abuse, peer relationships, depression, self-esteem, suicidal tendencies, or poor academic progress.

The student assistance program has professional counselors available 24 hours a day, 7 days a week to address student needs. Confidential counseling, evaluation and referral services are available to all students and their family members at no cost. Students and their immediate family members can call the SAP directly at 800-327-4692 or look online at www.efr.org/sap.

Students Leaving the Building Without Permission

It is our desire that all students remain safe and make good choices while at school. In the event a student leaves the building and/or school grounds without permission, it will be standard protocol for the school to alert the police department.

NUTRITION SERVICES

The mission of the Waukee Nutrition Services Department is to provide a variety of appealing, nutritious and safe meals in an environment that is respectful of student and faculty needs while maintaining a cost effective and efficient program.

Improving the quality of the school meals is a critical step in building a healthy future for our students. We will try to do everything possible to provide them the nutrition they need to be healthy, active and ready to learn. If you have questions, feel free to contact Waukee Nutrition Services at 515.987.2719

Breakfast & Lunch

Students will enter their district issued student I.D. number when checking out at the cash register via a secured keypad. If a student forgets their student I.D. number, lunch clerks will look up their number. For the younger students, special training will take place at the beginning of the year until they have their I.D. number memorized.

Breakfast served by school personnel is available daily for students in the cafeteria of your child's school. Breakfast is served from 8:20-8:45 a.m. Tardy time is 8:50 a.m. so students must be in their classrooms at that time. Please plan accordingly if your child wishes to eat school breakfast. Those students riding buses must go directly to the cafeteria upon arrival so they may eat breakfast and not be tardy.

NUTRITION PRICING AND PAYMENTS

Prepayments for accounts can be made online through RevTrak, [waukee.revtrak.net](http://www.waukee.revtrak.net). All deposits will go into one nutrition account. Check and cash payments can be sent to the school. Low balance email alerts are available in RevTrak and SchoolCafe.

Breakfast Prices

- Grade K-5: \$1.80
- Grade 6-8: \$1.90
- Grade 9-12: \$1.90
- Adult: \$2.15
- Milk: \$0.50

Lunch Prices

- Grades K-5: \$2.75
- Grade 6: \$2.85
- Grades 7-8: \$2.85
- Grades 9-12: \$2.95
- Adult: \$3.75
- Milk: \$0.50

FREE/REDUCED PRICED MEALS

Information concerning free or reduced priced meals is available on the district's website under the nutrition link by selecting Free or Reduced Priced Meals or by visiting:

<https://www.schoolcafe.com/>

MENUS & MONITORING NUTRITION ACCOUNTS

Waukee Nutrition Services uses a system called SchoolCafe, which allows families to view their child's nutrition account, set up low balance email alerts, monitor/set spending limits, apply for free/reduced priced meals, view account history and view menus. Parents will be able to use one sign-in for multiple students. SchoolCafe website and directions are available on the district's website under the nutrition link or by visiting www.schoolcafe.com.

The menus are posted on our website at www.waukeeschools.org under the nutrition link and on www.schoolcafe.com/WCSDNutrition.

Classroom Treats

If there is a life-threatening allergy in a specific classroom, notes will be sent home with each student asking to avoid the allergy item in snacks and treats.

NO HOMEMADE TREATS OR FOOD ITEMS for students will be brought into our schools either by parents or staff. All treats must be commercially prepared and packaged for distribution with intact ingredient labels. Classrooms with students who have life-threatening allergies may have more specific guidelines.

Waukee Nutrition Services Classroom Treats

Our department is "peanut/tree nut aware". You may purchase fresh baked cookies, cupcakes, fresh fruit/vegetables, individual packaged snack products, etc. from Waukee Nutrition Services through RevTrak, www.waukee.revtrak.net. More Information about classroom treats is available on the district website, www.waukeeschools.org.

Eating Lunch with Students (K-5)

We encourage and invite you to eat lunch with your child at school sometime during the year. You may pay for your lunch as you go through the lunch line using your child's nutrition account or in cash with exact change or small bills. Please call the school office by 9 a.m. of the morning you will be joining us for lunch so you can be included in our daily lunch count.

If you bring lunch from a restaurant for you and/or your child, we ask that you not eat in the lunchroom with the other students. Please inform your child's teacher of your plan to bring a "special" lunch ahead of time, and he/she will arrange for you and your child to eat privately in the classroom or in the conference room. We ask for your cooperation in this request out of fairness to all students to prevent hurt feelings or resentment from others unable to have the same opportunity.

Parents are welcome to take their child out for lunch during their specific lunch/recess time if they wish. Please be considerate of the time scheduled for lunch/recess and return by the beginning of class in the afternoon. Please contact your child's teacher a day prior to your "lunch outing" to confirm times and schedule around any special lunchtime classroom activity.

Food Allergies

Food allergies are becoming more common in our student population. Our goal is to make our schools as safe as possible for these students.

Anaphylactic shock can be caused when an allergic person is exposed to even a small amount of the allergen. Exposure can occur by swallowing, touching, and/or inhaling airborne particles or absorbing residues from other surfaces. Peanuts are the most common cause of fatal food reactions. Studies have shown that the school is by far the most common place for a fatal allergic reaction to occur.

In order to minimize the incidence of life-threatening allergic reactions, Waukee Community School District will maintain a system-wide emergency plan for addressing life-threatening allergic reactions ([Board Policy 504.12](#)).

Training and education for district employees, as well as building based student education, will occur to raise the level of awareness. Further, the district will utilize proactive procedures to minimize the chance of a child experiencing a life-threatening allergic reaction.

- School staff and parents in classrooms with one or more students with a life-threatening allergy will be notified of the health threat and be provided with a list of foods and materials to avoid.
- The district requests that parents and students avoid including peanuts and peanut products in lunches and snacks in grades PreK-12.
- **NO HOMEMADE TREATS OR FOOD ITEMS**, for students, will be brought into our schools either by parents or staff. All treats must be commercially prepared and packaged for distribution with intact ingredient labels. Classrooms with students who have life-threatening allergies may have more specific guidelines.
- Food preparation will not be allowed in the academic curriculum at the elementary level. An exception may be made for food preparation as related to the IEP of an individual student's goals served in special education.
- No type of food or candy item may be used as a part of a craft project or any school project

related to the curriculum whether made at home or school.

- Only non-food manipulatives will be used in classrooms. Peanut butter jars will not be used for storage of manipulatives.
- **VISITING PETS ARE PROHIBITED** in our schools unless they are service animals or part of the approved classroom curriculum unit. Classroom pets will be allowed if their food and bedding do not include nut products. Students who have pet allergies will be placed in classrooms that do not have pets.
- Whenever students travel on field trips, a clear plan to activate EMS will be in place.
- The district transportation supervisor will be notified of student(s) who have life-threatening allergies and it will be the supervisor's responsibility to communicate this information to drivers.

SPECIAL DIET ACCOMMODATIONS

All requests for special diets are handled on an individual basis. Requests for special diets must be submitted to Waukee Nutrition Services located at the District Administration Office. Requests only need to be resubmitted if there is a diet change (i.e., allergy becomes less severe, tolerances change, etc.). If your child has a disability or life-threatening food allergy and you would like a substitute menu, you will need to obtain a Diet Order Form and Food Allergy Action Plan by calling the Nurse or Health Associate of the school your child attends or Waukee Nutrition Services at 515.987.2719. Forms also available on the district website, www.waukeeschools.org.

Lunchroom Procedures

Students have several options for lunch. They include the regular lunch, a salad, a kydzable, a sunbutter/turkey or ham sandwich or a sack lunch from home.

The school district requests that parents and students avoid including peanuts, peanut products and tree nuts in lunches and snacks. Please do not send pop with your child's cold lunch, as he/she will not be allowed to drink it. Exceptions to this will only be made on field trip days, special outdoor activity days or our annual field days. Milk, 100% juice boxes, and 8 oz. bottled water are available for purchase or may be sent from home.

All Elementary Schools will enforce the following lunchroom procedures:

- All students and staff are encouraged to wash their hands with soap and water after eating and/or handling food. Elementary children who consume cold lunch will be required to wash

their hands before they go to the playground or back to their classrooms.

- All elementary lunchrooms will identify tables that will consistently be used for school purchased lunch and others for cold lunch. Should a student with a peanut or nut allergy choose to bring a cold lunch that student will eat his/her cold lunch at the same table as students eating school lunch.
- The school will also promote a “No Food Trading” and “No Utensil Sharing” policy.
- After lunch, students with food allergies will place their lunch containers in a separate location (health office) prior to going out for recess. Similar guidelines will be followed when students participate in field trips.
- Lunchroom tables will be cleaned after each lunch shift.

Negative Account Balances

In accordance with state and federal law, the Waukee Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

KINDERGARTEN – 7th Grade

Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than \$15 to this account. After a student’s account is in arrears by \$15 or more and the parent/guardian does not make payment to the nutrition account, they will be notified that the Nutrition Service Department will provide an alternate reimbursable meal for breakfast and lunch. Payment for these meals will be charged to the student’s account.

[Deposits can be made online in RevTrak](#) or money can be brought to the school office. Low and negative balance email alerts and text messages can be set up in SchoolCafe. Low and negative balance email alerts can be set up in RevTrak online payment system. Ala carte items are not part of the USDA program and are not allowed to be charged or purchased if a student has a negative balance.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to

purchase a meal if the student pays for the meal when it is received.

Free and reduced priced meals are available to those families who qualify. [Apply for free or reduced priced meals online](#) or contact Nutrition Service Department for an application.

NEGATIVE ACCOUNT BALANCE REPAYMENT

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the balance is in the negative. Families will be notified by an automated calling system and email notification.

Negative balances of more than \$15 not paid prior to the end of the school year will be turned over to the superintendent or superintendent’s designee for collection. Options for collection may include: collection agencies, small claims court, or any other legal method permitted by law.

PARENT/COMMUNITY INVOLVEMENT

Curriculum Night for Parents

A curriculum night is scheduled for each of the elementary buildings at the beginning of the school year. Curriculum night does NOT include children, but serves as a way for teachers to inform parents of the curriculum and of expectations throughout the school year.

Student Progress Reports/Conferences

Reporting student progress is the result of daily assessments of your child. One conference per child will be scheduled during both fall and spring conferences. Progress reports are available throughout the year electronically via the Public Portal of PowerSchool. Parents may call at any time for an informal phone conference within the child’s school day at the teacher’s/parent’s convenience.

Visiting a Classroom

Visitors are always welcome to our buildings. Please feel free to visit your child’s classroom and/or eat lunch with your child at any time **except the first two weeks of the school year**. A call/note to the teacher is appreciated so that schedules may be coordinated. Please do not expect a conference with your child’s teacher when class is in session. **We discourage student’s siblings from visiting school with parents, as their presence becomes a**

distraction to learning. Children unaccompanied by adults are not permitted to visit any elementary school.

Visitor's Policy

We are very proud of all the wonderful happenings at our schools. We welcome and encourage visitors to come and share in the excitement of all our buildings.

We ask all visitors to check in at the school office and present a photo ID when they arrive at any building. When a visitor signs in at the office, he/she will receive a visitor sticker that he/she will be expected to wear during his/her stay in the building. Visitors are expected to sign out prior to leaving the building. Students and visitors to the school are not allowed to take photos or video unless they have permission from the staff or it fits under another policy exception (e.g. taking photos of performers at a public event).

We hope you understand that the reason for this policy lies in our desire for your children to be safe in the learning environment. We wish to be proactive and consider safety as we welcome visitors into our buildings. This system serves as a means of letting all staff and children know that any strangers in the building have checked in at the office and are wearing visitor stickers.

HOW IT WORKS

- All visitors, including parents, must report to the main office upon their arrival at the school and provide their driver's license or other state or federally issued ID.
- The barcode on their ID is scanned electronically and the Raptor system looks for a match on state sexual offender databases.
- If a match is identified, the building principal or designated representative will immediately be notified and respond according to district procedures.
- If no match is identified, visitors are issued a date specific visitor's badge that includes their name, photograph and destination. These badges must be worn at all times while on the school grounds.
- All visitors are required to check out in the main office prior to leaving the school and return their visitor badges so they can be destroyed by office staff.
- Children who do not have a valid ID are allowed to visit as long as an adult who has completed the check-in process accompanies them.

The safety of our students and staff is a top priority at Waukee Community School District. We will continue to review and update our policies and procedures to meet the needs of our district.

Volunteers

A very active and caring group of volunteers serve our school district in a variety of ways. Adult volunteers work in the classrooms with students and teachers and also assist teachers in preparation of materials both at school and at home. Volunteers are sometimes needed in the library and the office. Some volunteers assist from home and/or on an as-needed basis once or twice a year for special events. Whether you are available weekly, bi-monthly, at school or at home and enjoy helping to meet the educational needs of our students and staff, please complete the current school year's district volunteer form and call your building principal and share your volunteer interest. Volunteerism may begin any time during the year. We welcome and appreciate your interest and involvement in our schools. We also request that volunteers not bring other children when volunteering at school. Volunteers will be subject to a background check.

FIELD TRIP VOLUNTEERS (K-5)

Our schools provide many educational field trips throughout the school year. The field trips are designed to enhance the curriculum for each grade level. **We are limited in the number of chaperones we are able to take on field trips. These limitations are imposed by the sites we visit as well as by the limited amount of space we have on school buses. Chaperones will be subject to a background check.**

STUDENT DISCIPLINE

To attain the highest standards of education in our district, it is necessary for the schools to work in cooperation with the community and home or parent/guardian, to achieve a high degree of discipline. It should be kept in mind that correctional discipline should be constructive and not just punitive. Students' conduct and behavior should be appropriate to maintain the orderly and efficient operation of the school while respecting the rights and privileges of all students, school personnel and members of the community.

Our district discipline policy is based on the premise that all students will be responsible for their own actions.

Waukee Community School District has always strived to promote a positive and safe learning environment for our students. In order for our growing district to maintain this expectation, we have adopted Positive Behavioral Interventions and Supports (PBIS). PBIS is a set of procedures that acknowledges students for demonstrating appropriate expected behaviors. The expectations are the same in each elementary building. Students are taught these expectations and are

reinforced and/or rewarded for using them throughout the school year.

RESPECT

- Listening to others
- Following directions
- Accepting differences

SAFETY

- Using line and body basics
- Asking for help
- Reporting your concerns
- Following school procedures

RESPONSIBILITY

- Completing work
- Being prepared
- Taking care of yourself and property
- Making smart choices

CARING

- Treat others as you would like to be treated
- Helping others
- Using kind words
- Doing your best

Waukee Community School District encourages parents, teachers and students to take pride in their learning and choices. Please reinforce and encourage appropriate behaviors at home using these expectations.

STUDENT RECORDS

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. The records contain information about the student and the student's education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- Parents and legal guardians of dependent children, regardless of child's age.
- School officials, teachers and AEA personnel with a legitimate educational interest.

- Officials of other schools in which the student proposes to enroll.
- Representatives of state and local government when auditing and evaluating federal education programs.
- Officials connected with a student's educational financial aid applications.
- Government officials to whom information is to be reported under state law adopted prior to November 19, 1974.
- Organizations that process and evaluate standardized tests.
- Accrediting organizations for accrediting purposes.
- Appropriate parties in a health or safety emergency.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level and from middle school to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records to obtain copies of student records, write a response to material in the record, challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained. Copies of newsletters and/or progress reports will be provided to the non-custodial parent upon written request.

Change of Address/Phone Numbers

If your address and/or phone numbers (including work and cell phones) change during the school year, please inform your child's school as soon as possible. **It is imperative that we know how to reach you at all times for the safety of your child.**

All address changes will be handled at the District Administrative Office. When a currently enrolled student has a change of address or transfers within the school district, residency must be verified at the District Administrative Office. There will be no exceptions. All mail will be sent to the previous address, and transportation will not be arranged until proper proof of residency is obtained.

Release of Student Photographs/Information

From time to time, our students are featured in newspaper articles, district bulletins, school web pages,

etc. In Waukee Community School District, photographs or likenesses may be released without written consent unless parents or guardians of students under age 18 object in writing. Objections to release of information or photographs should be sent within two weeks of the student's enrollment in school to the building principal.

Transfer & Withdrawal

If you plan to move during the school year, please inform your child's teacher and your school secretary at least three days in advance.

TRANSPORTATION

Pick-up/Drop-Off Procedures & Visitor Parking

Child Custody

Parents and others, with permission from parents, will be allowed to pick up students from school. The district will try and respect the rights of parents, both custodial and noncustodial, to participate in the education of their child. Absent a court order, decree or other documentation, the school will assume both parents have equal custodial rights and shall allow both parents to visit or pick up the child from school.

If the custodial parent indicates that the non-custodial parent should not visit the school, or the non-custodial parent does not have authority to take the child from the school, it shall be the custodial parent's responsibility to immediately provide the district with documentation regarding any restrictions applicable to the non-custodial parent, such as a court order or decree. When in doubt about releasing the student, the district shall call the custodial parent. The custodial parent will be required to come to school if there is any dispute about whether the non-custodial parent may take the child off school premises. The non-custodial parent shall be kept informed during this situation. Throughout the process, the district's primary concern shall be looking after the best interest of the student.

If a non-custodial parent is subject to a court order or other authority restricting his or her access to or custody of the student, the non-custodial parent will not be entitled to visit or pick up his or her child at school.

If ever a parent resists the district's actions or becomes disruptive, the school administrator will seek all reasonable and necessary assistance, including law enforcement.

BROOKVIEW ELEMENTARY SCHOOL

Buses will pick up students on the **NORTH** side of the

building. This area is designated for **BUSES ONLY** to park in this area to drop off and pick up students. **PLEASE DO NOT PULL IN THE NORTH LOT AFTER 3 p.m.** If you do, you may not be able to leave those spots until at least 3:50 p.m., because of the buses picking up children in that area.

During the day, the curb in the west lot is a **FIRE LANE** and is not to be used as a lane for parents to pick up or drop off their students. Visitor parking spaces are available on the south side of the building.

Parents who drop off and pick up their students may pull along the curb in the **SOUTH LOT** to do so. Parents pulling along the curb must remain with their vehicles, as students will walk on the sidewalk to and from their parent's vehicles as they enter or depart from school.

If there are is no place along the curb and you choose to park in the available parking spaces, you must park and walk to the sidewalk to accompany your child to your vehicle. **CHILDREN WILL NOT BE ALLOWED TO WALK BY THEMSELVES TO YOUR VEHICLE. THEY WILL REMAIN ON THE SIDEWALK UNTIL YOU COME FOR THEM.**

Please **DO NOT** form a double lane by the curb to pick up children. This area must be reserved for parents exiting the south lot. These procedures have been put in place to increase the safety of your children.

EASON ELEMENTARY SCHOOL

Buses and daycare vans will drop off and pick up students on the **WEST** side of the building. Even though this area is designated as a Fire Lane, permission has been given by the Waukee Fire and Police Departments for **BUSES AND DAYCARE VANS ONLY** to park in this area to drop off and pick up students. **PLEASE DO NOT PULL IN THE WEST LOT AFTER 3:15 p.m.**

During the day, the curb in the west lot still remains a **FIRE LANE** and is not to be used as a lane for parents to pick up or drop off their students. Visitor parking spaces are available on the west side of the building. Additional spaces are available in the south lot.

Parents who drop off and pick up their students may pull along the curb in the **SOUTH LOT** to do so. Parents pulling along the curb must remain with their vehicles, as students will walk on the sidewalk to and from their parent's vehicles as they enter or depart from school.

Parents choosing to park in the available parking spaces must use the crosswalk to accompany your child to and from your vehicle. **CHILDREN WILL NOT BE ALLOWED TO WALK BY THEMSELVES TO AND FROM YOUR VEHICLE. THEY WILL REMAIN ON THE SIDEWALK UNTIL YOU COME FOR THEM.**

Please **DO NOT** form a double lane by the curb to pick up children. This area must be reserved for parents exiting the south lot. These procedures have been put in place to increase the safety of your children.

GRANT RAGAN ELEMENTARY SCHOOL

Buses and daycare vans will pick up students on the **NORTH** side of the building. This area is designated for **BUSES AND DAYCARE VANS ONLY** to park in this area to drop off and pick up students. Please do not pull into this lot after 3 p.m.

During the day, the curb in the north lot is a **FIRE LANE** and is not to be used as a lane for parents to pick up or drop off their students. Visitor parking spaces are available on the **WEST** side of the building.

Parents who drop off and pick up their students may pull along the curb in the **WEST LOT** to do so. Parents pulling along the curb must remain in their vehicles, as students walk on the sidewalk to and from their parent's vehicles. Please do not let your child get out of your vehicle on the driver's side. They must get out on the passenger side of your car. Cars will be directed to pull forward to pick up/drop off students toward the front of the line as cars exit the drop off/pick up lane. This will keep traffic moving forward. Please **DO NOT** form a double lane by the curb to pick up children.

Parents choosing to park in the available parking spaces must use the crosswalk to accompany your child to and from your vehicle. **CHILDREN WILL NOT BE ALLOWED TO WALK BY THEMSELVES TO YOUR VEHICLE. THEY WILL REMAIN ON THE SIDEWALK UNTIL YOU COME FOR THEM.**

Please understand these procedures have been put in place to increase the safety of your children.

MAPLE GROVE ELEMENTARY SCHOOL

Buses will drop off and pick up students on the **NORTH** side of the building. This area is designated for **BUSES AND DAYCARE VANS ONLY**. Please do not pull in the north lot after 3 p.m.

During the day, the curb in the north lot is a **FIRE LANE** and is not to be used as a lane for parents to pick up or drop off their students. Visitor parking spaces are available on the west side of the building.

Parents who drop off and pick up their students may pull along the curb in the **WEST LOT** to do so. Parents pulling along the curb must remain in their vehicles, as students will walk on the sidewalk to and from their parent's vehicles. Cars will be directed to pull forward to pick up/drop off students toward the front of the line. The line will continue to move forward as cars exit the drop

off/pick up lane. This will keep traffic moving forward. Please **DO NOT** form a double lane by the curb to pick up children.

If you choose to park, you must park in a designated parking space and walk to the sidewalk to accompany your child to your vehicle. **CHILDREN WILL NOT BE ALLOWED TO WALK BY THEMSELVES TO YOUR VEHICLE. THEY WILL REMAIN ON THE SIDEWALK UNTIL YOU COME FOR THEM.**

SHULER ELEMENTARY SCHOOL

Buses will drop off and pick up students on the **WEST** side of the building. This area is designated for **BUSES AND DAYCARE VANS ONLY**. Please do not pull into the west lot after 3 p.m.

During the school day, the curb in the west lot is a **FIRE LANE** and is not to be used as a lane for parents to pick up or drop off their students. Visitor parking spaces are available on the north side of the building.

Parents who drop off and pick up their students may pull along the curb in the **NORTH LOT** to do so. Parents pulling along the curb must remain in their vehicles, as students will walk on the sidewalk to and from their parent's vehicles. Cars will be directed to pull forward to pick up/drop off students towards the front of the line. The line will continue to move forward as cars exit the drop off/pick up lane. This will keep traffic moving forward. Please **DO NOT** form a double lane by the curb to pick up children.

If you choose to park, you must park in a designated parking space and walk to the sidewalk to accompany your child to your vehicle. **CHILDREN WILL NOT BE ALLOWED TO WALK BY THEMSELVES TO YOUR VEHICLE. THEY WILL REMAIN ON THE SIDEWALK UNTIL YOU COME FOR THEM.**

WALNUT HILLS ELEMENTARY SCHOOL

When bringing your child to school, pull into the driveway and take an immediate right. This takes you to the long driveway along which you are to pull along the curb, with your child exiting your vehicle CURBSIDE. **PLEASE DO NOT LET YOUR CHILD GET OUT OF YOUR VEHICLE IN THE DRIVEWAY.** Also, please do not get out of your car to assist your child. There are supervisors all along the sidewalk who will help with doors, etc. After your child exits your vehicle, please carefully pull left into the inside lane and exit the parking lot.

If you choose to walk your child into the school, you must park in a parking stall in our parking lot. Please walk with your child in hand, using the school crosswalk, and then into our school. **WE DO NOT ALLOW ANYONE TO DROP A CHILD OFF IN THE PARKING LOT. NO CHILD IS ALLOWED**

TO WALK ACROSS THE CROSSWALK BY HIM/HERSELF. AN ADULT MUST ACCOMPANY EVERY STUDENT BOTH BEFORE AND AFTER SCHOOL. (Some parents choose to park in the lot and beckon their child across the crosswalk to meet them in the lot after school. This is very unsafe for your child and will not be permitted.)

Entrance/Exit Doors Preschool-5:

- Kindergarten and Second Grade Walkers/Parent Drop Off - Far West Door
- First and Third Grade Walkers/Parent Drop Off – Front Door
- Fourth and Fifth Grade Walkers/Parent Drop Off PLUS ALL BUS STUDENTS K – 3 – Far East Door By Bus Drop Off

Please do not pull in the bus drop off/pick up lane east of our building. This area is for busses only.

Only special needs buses and daycare vans are to park along the curbing beyond the front of our building. No parent drop off/pick up or parking will be allowed in this area.

We have a crossing guard in place directly in front of the school on 156th Street and Winston each day from 8:15 – 8:45 a.m. and again from 3:30 – 4 p.m. Please do not allow your child to cross 156th Street in any other area.

WAUKEE ELEMENTARY SCHOOL

Buses and Daycare Vans will drop off and pick up students on the **NORTH** side of the building. This area is designated for **BUSES AND DAYCARE VANS ONLY**. Please do not pull in the north lot after 3 p.m.

During the day, the curb in the north lot is a **FIRE LANE** and is not to be used as a lane for parents to pick up or drop off their students. Visitor parking spaces are available on the East side of the building.

Parents who drop off and pick up their students may pull along the curb in the **EAST LOT** to do so. Parents pulling along the curb must remain in their vehicles, as students walk on the sidewalk to and from their parent’s vehicles. Cars will be directed to pull forward to pick up/drop off students toward the front of the line as cars exit the drop off/pick up lane. This will keep traffic moving forward. Please **DO NOT** form a double lane by the curb to pick up children.

Parents choosing to park in the available parking spaces must use the crosswalk to accompany your child to and from your vehicle. **CHILDREN WILL NOT BE ALLOWED TO WALK BY THEMSELVES TO YOUR VEHICLE. THEY WILL REMAIN ON THE SIDEWALK UNTIL YOU COME FOR THEM.**

WOODLAND HILLS ELEMENTARY SCHOOL

Buses and daycare vans will drop off and pick up students on the **NORTH** side of the building. This area is designated for **BUSES and DAYCARE VANS ONLY**. Please do not pull in the north lot after 3 p.m.

During the day, the curb in the north lot is a **FIRE LANE** and is not to be used as a lane for parents to pick up or drop off their students. Visitor spaces are available on the West side of the building.

Parents who drop off and pick up their students may pull along the curb in the **WEST LOT** to do so. Parents pulling along the curb must remain in their vehicles, as students walk on the sidewalk to and from their parent’s vehicles. Cars will be directed to pull forward to pick up/drop off students toward the front of the line as cars exit the drop off/pick up lane. This will keep traffic moving forward. Please **DO NOT** form a double lane by the curb to pick up children.

Parents choosing to park in the available parking spaces must use the crosswalk to accompany your child to and from your vehicle. **CHILDREN WILL NOT BE ALLOWED TO WALK BY THEMSELVES TO YOUR VEHICLE. THEY WILL REMAIN ON THE SIDEWALK UNTIL YOU COME FOR THEM.**

These procedures have been put in place to increase the safety of your children.

School Bus Transportation

Waukee Community School District awarded Durham School Services, a national leader in student transportation, a contract to operate bus services for the district. Every bus features two digital video cameras to monitor student behavior, and the latest in GPS technology to provide real-time data from the road and help manage fuel consumption. All special education buses are equipped with air-conditioning.

- Transportation will be provided at no cost for those students in grades K-5 living further than one mile from their attendance center.
- Transportation will be provided **for a fee for those students in grades K-5 living one mile or less from their attendance center.**
- Transportation will be provided at no cost for those students who have to cross a major thoroughfare as defined in [Board Policy 702.2R](#).
- Fees, which are \$280 per student, per year, may be paid by the semester or for the entire year. Families who pay for transportation are asked to make payment to the District Administration Office by September 1 for first semester and January 9 for second semester. Fees may be waived if families meet the exceptions per [Board](#)

[Policy 702.2R.](#)

BUS DISCIPLINE

The safety of every student on our school buses is of great concern to all of us. Every precaution is taken to see that students arrive at their destination safely. This requires the cooperation of parents, students, bus drivers and school administrators.

It is absolutely necessary that students conduct themselves in a respectful manner. Distractions on the bus that divert the attention of the driver endanger the safety of other students. The attention of the driver must be on his/her driving responsibilities at all times.

Only students eligible for bus transportation will be allowed to ride district shuttle and route buses. All students are expected to follow the instructions of the bus driver. Failure to follow instructions will result in the following:

First Violation

The bus driver will discuss the problem with the student explaining the consequences of continued disturbances. A representative from Durham Transportation will also contact the parent by phone to inform the parent of the incident. A School Bus Incident Report will be given to the appropriate school administrator with a copy sent to the parent.

Second Violation

A School Bus Incident Report will be filed by the driver with the director of transportation and the appropriate school administrator. A copy of this report will be sent to the parent(s) by mail, and the school administrator will contact the parent by phone to discuss the incident and explain the consequences of continued disturbances.

Third Violation

The student will be notified by the school administrator and the parent will be called by the school administrator to inform them that the student is dismissed from the bus for five (5) consecutive school days. A School Bus Incident Report will be filed with the appropriate administrator and sent to the parents. School bus riding privileges will be resumed only after a meeting involving the student, parent, bus driver, Durham representative and the school administrator has resulted in an agreement of satisfactory resolution to the problems.

Fourth Violation

Students receiving a fourth violation will lose bus-riding privileges for ten (10) consecutive school days. A School Bus Incident Report will be filed with the appropriate school administrator and a copy sent to the parents. The school administrator will contact the parent by phone of the behavior violation and the suspension dates. School

bus riding privileges will be resumed only after a meeting involving the student, parent, bus driver, Durham representative and the school administrator has resulted in an agreement of satisfactory resolution to the problems.

Fifth Violation

Students receiving their fifth School Bus Incident Report will lose bus-riding privileges for the remainder of the school year. The school administrator will notify the student and the parent of this loss of privilege. When a suspension from the bus for the remainder of the school year is invoked, the chief operations officer for the school district will also be notified.

At any time a single violation of the conduct rules is deemed to be so serious in nature as to jeopardize the overall climate of the bus, a school administrator may suspend the student for the remainder of the school year. A meeting with the student, parent, bus driver, Durham representative and the school administrator will take place and serve as notification. When a suspension from the bus for the remainder of the school year is invoked, the chief operations officer will also be notified.

BUS RULES & REGULATIONS

Students should be at the designated loading point five minutes **before** the bus arrival time. Students will board the bus at designated neighborhood stops. All kindergarten, first grade and special needs students will need an authorized person to receive student at the bus stop in the afternoon. Students should depart from the bus at their designated point unless written permission to get off at a different location is given to the driver by the parents or school authority.

- Students should display PBIS behaviors while riding the bus.
- Students crossing the roadway to board or depart from the bus shall pass in **front** of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only after a signal from the driver.
- The use or possession of alcohol, tobacco, illegal substances, or weapons is prohibited on the bus. Food and/or drink are also prohibited.
- **The driver is in charge of the students on the bus** and is to be obeyed promptly and cheerfully.
- Students must enter and depart through the front door when the bus is at a complete stop. **Emergency doors** are to be used only when instructed by the driver.
- Students damaging seats or equipment will be expected to pay the cost of repairs.
- Students are allowed to ride only at their assigned times and on assigned buses. Friends or relatives will not be allowed to ride due to

limited space.

- Violations of bus rules and regulations will be documented on a Bus Incident Report. The report will be distributed to the building principal and parent/guardian.
- No additional students may ride buses on early dismissal days.
- For safety reasons, students carrying skateboards, roller blades and/or scooters will not be allowed to carry or transport these items on the bus.

Questions related to transportation issues should be directed to Durham School Services at 515.987.2788.

APPENDIX A - PRESCHOOL

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WAUKEE COMMUNITY SCHOOLS PRESCHOOL

Welcome to the Waukeee Community Schools Early Childhood Preschool Program!

Rationale for Integrating Young Children of Various Ages and Stages of Development

The Waukeee Community Schools Preschool Program is a fully integrated, multi-age program. There are many reasons to provide opportunities for children of various ages and stages of development to play, learn, and interact with each other.

Through positive interactions with children of various skill levels, children become sensitive to the needs of others and learn to appreciate individual differences at an early age. In integrated settings, all children have the opportunity to form friendships with a wide variety of peers.

Preschool curriculum is specifically designed and delivered to allow children of a wide ability range to access learning at their current level in order to grow forward.

Inclusion

The preschool program provides for all children, including those with disabilities and unique learning needs. Modifications are made in the environment and staffing patterns in order to include children with special needs. Staff members are aware of the identified needs of individual children and are trained to follow through on specific intervention plans. It is our belief that inclusion in our program will enrich the experience for teachers, students, other children and their families. Preschool facilities meet the Americans with Disabilities Act accessibility requirements.

Mission

Waukeee Community School District is dedicated to optimizing individual learning and potential for success in a global community.

Preschool Philosophy of Education

Our mission at Waukeee Community Preschool is to provide a quality, age appropriate early childhood education that nurtures every child as an individual empowers every child as a learner and celebrates each child’s talents and abilities. The Waukeee Preschool Program is designed to be a two-year program; one year for three-year-olds and a second year for four-year-olds. Please note that our preschool is made up of a combination of children with disabilities (children served through special education programming) as well as children without identified disabilities.

PRESCHOOL DAILY SCHEDULE

Monday, Tuesday, Thursday, Friday

- Morning Session: 9:00-11:30am
- Afternoon Session: 1:00-3:30pm

Arrival and Departure of Children

Arrival - Arrival times are supervised by school staff. When arriving after the designated times, parents will check in at the office.

Departure - At the end of the session, the teaching staff will begin assisting students with dismissal; which includes packing bags and putting on seasonal outwear. We ask for your assistance in picking up your child on time. This supports the teachers in their efforts to prepare for the next session and their lunch break schedule.

When bringing your child to school and picking them up from school, please follow directions followed by your classroom teacher at the beginning of the school year.

Locations and Hours

Multi-Age Three-Year-Old and Four-Year-Old Programming - Programming is offered four days a week. Classes are held on Monday, Tuesday, Thursday, and Friday from 9:00am - 11:30am and 1:00pm - 3:30pm for all three-year-old and four-year-old students. Students do not attend class on Wednesday. This provides a structured time for parent meetings and teacher professional learning. Preschool classrooms are located at Grant Ragan Elementary, Radiant Elementary and Walnut Hills Elementary.

A CHILD’S DAY

A Child’s Daily Learning Opportunities

A consistent daily schedule is planned to offer a balance of learning opportunities. Learning is both formal and informal.

Play is planned for every day. Listening is balanced with talking, group activities with solitary time, indoors with outdoors, quiet play with noisy play. Your child will have the opportunity for the following types of experiences every day:

Large & Small Group Activities	Self-Directed Play	Snack
Learning Center Activities: Art, Science, Writing Table, Games and Put-together toys, Book Center, Blocks & Wheel toys, Pretend Play	Story Time Outdoor Learning	Computers Individual Learning

Curriculum

Curriculum is a framework for learning opportunities and experiences. It is a process by which learners obtain knowledge and understanding, while developing life skills. It is continually revised and evaluated to make learning fun and exciting. Waukee Community School District uses the Iowa Early Learning Standards.

It is the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women, as well as 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 race, color, gender identity, age, religion, marital status, socioeconomic status, or abilities/disabilities. The curriculum should foster 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 multicultural nonsexist society.

The preschool program uses Creative Curriculum, a research and evidence based comprehensive curriculum designed for three- and four-year-olds. It addresses all areas of early learning: language and literacy, math, science, physical skills and social skills. It is based on thematic units familiar and meaningful to young children such as Homes and Families, Animals, Five Senses, Transportation and the Farm. It provides children an opportunity to learn in a variety of ways - through play, problem solving, movement, art, music, drawing and writing, listening and storytelling. Suggestions for modifications and adaptations are an integral part of the curriculum.

Assessment of a Child's Learning

Guiding principles - It is the school district's belief that assessment of young children should be purposeful, developmentally appropriate, and take place in the natural setting by familiar adults. The results will be used for planning experiences for the children and to guide instruction. Assessment will never be used to label the children or to include or exclude them from the program. A family's culture and a child's experiences outside of the school setting are recognized as being an important piece of the child's growth and development. All results will be kept confidential, placed in each child's file, and stored in a secure filing cabinet.

Children are assessed in the following ways:

1. Preschool Progress Report, Creative Curriculum, is modified to align with the Iowa Early Learning Standards. It records student progress in all

developmental areas at the beginning, middle and end of the school year.

2. Observational data provides an ongoing anecdotal record of each child's progress during daily activities.
3. Child portfolios are organized by the teaching staff and include assessments, observational data and child work samples collected on an on-going basis.
4. Families are asked to contribute information about their child's progress. Young children often show different skills in different settings. Working together, the teaching staff and families can gather a complete picture of a child's growth and development.

The information from the above is used in the following ways:

1. To provide information about children's needs, interests and abilities in order to provide developmentally appropriate experiences for them;
2. To provide information to parents about their children's developmental milestones; and
3. To indicate possible areas that requires additional assessment.

Assessment information will be shared formally with families during parent teacher conferences in the fall and spring. The preschool teacher will communicate monthly regarding children's activities. Informal conferences are always welcome and can be requested at any time.

If, through observation or information on the Creative Curriculum Preschool Progress Report, the teacher feels that there is a possible issue related to a developmental delay or other special need, she/he will communicate this to the family during a conference, sharing documentation of the concern. Suggestions for next steps may include the following, with the knowledge and consent of the parents:

1. The teacher requests assistance from the Area Education Agency (AEA) team as an early intervention process. This team engages in problem identification, play interventions, provide support, and make outside resources available to those individuals requesting assistance. The AEA team is available and functional for all students and teachers in the building.
2. A formal request made to Heartland AEA for support and additional ideas or more formalized testing.

The preschool teacher would assist in arranging for developmental screening and referral for diagnostic assessment when indicated.

If a child is determined to need special accommodations, those accommodations are included in the materials,

environment and lesson plans for that child. Examples include sign language and visuals for children with hearing impairments or language delays and behavior plans for children whose behavior does not respond to the typical strategies by teaching staff in the classroom.

Assessment of the Waukee Preschool Program

Waukee Preschool implements the Iowa Quality Preschool Program Standards. Periodically, we will receive verification visits to confirm we are meeting these standards. Administrators, families, staff and other routinely participating adults will be involved annually in a program evaluation that measures progress toward the program's goals and objectives. The annual evaluation process includes gathering evidence on all areas of program functioning, including policies and procedures, program quality, children's progress and learning, family involvement and satisfactions, and community awareness and satisfaction. A report of the annual evaluation findings is shared with families, staff, and appropriate advisory governance boards. The program uses this information to plan professional development and program quality improvement activities as well as to improve operations and policies.

Child Guidance and Discipline

Teaching staff will equitably use positive guidance, redirection and planning ahead to prevent problems. They will encourage appropriate behavior through the use of consistent, clear rules and involving children in problem solving to foster the child's own ability to become self disciplined. They will help children learn to persist when frustrated, play cooperatively with other children, and to use language to communicate needs.

Outdoor Learning

We have daily opportunities for outdoor play as the weather permits and provided the weather air quality and environmental safety conditions do not pose a threat. This allows children the opportunity to develop their large muscle skills, get exercise and be active. Sometimes we spend longer getting bundled up than we spend outside. We use the Child Care Weather Watch guidelines produced by Healthy Child Care Iowa to determine if the wind chill factor or heat index is safe for outdoor play.

In order to make sure that your child can play comfortably outside it is important to dress according to the weather. When it is cold outside, children need a warm coat, mittens or gloves, and a hat (labeled with your child's name). For the warmer days, dressing your child lightly is just as important. For those in-between days, dressing your child in layers is a practical idea.

We encourage you to bring a hat or other clothing for your child to wear as another protection from the sun. It is expected that parents/guardians apply sunscreen and/or insect repellent before the preschool session. If medically necessary, written permission and sunscreen and/or insect repellent will be supplied by the parent for the school personnel to apply.

Snacks/Food and Nutrition

Children are served a snack at a regularly scheduled time. Snacks will consist of either a fresh fruit, vegetable, grain or protein. A written snack menu is provided to families at the start of the school year. All menus are kept on file for review by a program consultant. The preschool serves a variety of nutritional snacks and encourages children to expand their tastes by at least trying a portion of the food offered.

The daily snack menu is provided to parents at the beginning of the school year by the classroom teacher. High risk foods, often involved in choking incidents will not be served.

Contact Waukee Nutrition Services at 515.987.2719

Supervision Policy

Before children arrive at school, the preschool teacher will complete the following daily safety checklist indoor and outdoor:

1. All safety plugs and electric outlets covered, heat/AC, water temperature, and toilets, etc. in working order.
2. All cleaning supplies/poisons out of children's reach and stored properly.
3. Classroom and materials checked for cleanliness/broken parts, etc. including playground.
4. Supplies checked - first aid kit, latex gloves, soap, paper towels, etc.
5. Daily monitoring of environment - spills, sand, etc. Other serious problems reported to head custodian.
6. Upon arrival, each child is observed by the teacher for signs of illness or injury that could affect the child's ability to participate in the daily activities.

No child will be left unsupervised while attending preschool. Staff will supervise primarily by sight. Supervision for short intervals by sound is permissible as long as teachers check every two to three minutes on children who are out-of-sight (e.g. those who can use the toilet independently, who are in the library area, etc.).

Toilet Learning

Restroom facilities are available for the students as needed. Occasional accidents happen and are not a problem. All families are asked to provide an extra set of clothing for their child in case of an “accident” or messy play. Please clearly label the clothing with your child’s name to reduce the possibility of mistakes.

Toilet learning is an important time in a child’s development. For children who are unable to use the toilet consistently, the following procedures are in place:

1. Diapering will only be done in the designated diaper area, i.e. the bathroom adjacent to the classroom with a changing table or pad.
2. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Program Standards: Standard 5, Criteria 7:
 - a. Clothes that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
 - b. Staff check children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours. Diapers are changed when wet or soiled.
 - c. Staff change children’s diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
 - d. At all times, caregivers have a hand on the child if being changed on an elevated surface.
 - e. Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
 - f. Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g. a step can). Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use.
 - g. Diapering and gloving posters will be posted in the changing area showing procedures through the use of visuals and words. These procedures are used by the program administrator to evaluate teaching staff that change diapers.

COMMUNICATION WITH FAMILIES

Waukee Community School District values communication between home and school and throughout the community.

We welcome other suggestions from our patrons about ways we can strengthen our communication process. Please contact your building principal with suggestions.

EXPECTATIONS FOR STUDENTS

Objects from Home

Because the preschool program provides ample toys and learning materials for your child, we ask that you limit toys brought from home. If your child brings an “attachment” item from home, we ask that it is small enough to fit inside his/her backpack or cubby. Please do not allow children to bring gum, candy, money, or toy guns to school. The program cannot be responsible for lost or broken toys brought from home.

HEALTH AND SAFETY

CPR/First Aid

There are CPR/First Aid certified personnel in each preschool classroom and Medical Response personnel in each building to immediately respond to emergency situations during school hours.

First Aid Kit

A first aid kit is located in the preschool classroom next to the door. It is inaccessible to children, but readily available for adult use. Following each use of the first aid kit, the contents will be inspected and missing or used items replaced immediately. The first aid kit is taken to the outdoor play areas as well as on field trips and outings away from the site.

Hand Washing Practices

Frequent hand washing is key to prevent the spread of infectious diseases. Teachers show children how to wash their hands effectively. Posters of children using proper hand washing procedures are placed by each sink. The program follows these practices regarding hand washing:

- Staff members and those children who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored.
- Hand washing is required by all staff, volunteers, and children when hand washing reduces the risk of transmission of infectious diseases to themselves and to others.
- Staff assist children with hand washing as needed to successfully complete the task.

Children and adults wash their hands:

- Upon arrival for the day;
- After diapering or using the toilet (use of wet wipes is acceptable for infants);

- After handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit);
- Before snacks, preparing or serving food, or handling any raw food that requires cooking (e.g., meat, eggs, poultry);
- After playing in water that is shared by two or more people and;
- After handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals.

Adults also wash their hands:

- Before and after feeding a child;
- Before and after administering medication
- After assisting a child with toileting, and
- After handling garbage or cleaning.

Proper hand-washing procedures are followed by adults and children include;

- Using liquid soap and running water;
- Rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

Except when handling blood or body fluids that might contain blood (when wearing gloves is required), wearing gloves is an optional supplement, but not a substitute, for hand-washing in any situation listed above.

- Staff must wear gloves when contamination with blood may occur.
- Staff do not use hand-washing sinks for bathing children or removing smeared fecal material.

In situations where sinks used for both food preparation and other purposes, staff clean and sanitize the sinks before using them to prepare food.

Health and Safety Records

Health and safety information collected from families will be maintained on file for each child in the school nurse's office. Files are kept current by updating as needed, but at least quarterly. The content of the file is confidential, but is immediately available to administrators or teaching staff who have consent from a parent or legal guardian for access to records; the child's parent or legal guardian; and regulatory authorities, upon request.

TRANSPORTATION

School Bus Transportation

School bus transportation is only available for preschool students with Individualized Education Plans (IEP). Waukee Community School District awarded Durham School Services, a national leader in student transportation, a contract to operate bus services for the district.

For children who have special needs for transportation, the facility will use a plan based on a functional assessment of the child's needs related to transportation. Any accommodations indicated in the child's Individualized Education Program will be implemented as described. Transportation will be provided at no cost for those preschool students with Individualized Education Plans.

Questions related to transportation issues should be directed to Durham School Services at 515.987.2788.

APPENDIX B - SCHOOL CALENDAR



July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2019-2020 Calendar		
Aug	14-15	New Teacher In-Service Days
	16	Teacher Quality Day
	19-22	Teacher In-Service Days
	21	All School Open House
	23	First Day of School
	23, 26, 27	Kindergarten Transition Days
Sep	2	Labor Day
	3	Classes Resume
	3	First Day of Pre-School
	5	SMS & WMS Parent Night
	23	HS P-T Conferences
Oct	22, 24	SMS & WMS P-T Conferences
	22, 23, 24	PVS & TLS P-T Conferences
	25	End 1st Term (45 Days)
	28	Teacher Work Day
	29	Begin 2nd Term
Nov	4-8	HS SPA Conferences
	16-22	Elementary P-T Conferences
	27-29	Thanksgiving Break
Dec	2	Classes Resume
	5	HS P-T Conferences
	23-31	Winter Break
Jan	1-3	Winter Break
	6	Classes Resume
	6	KDG Pre-Registration Begins
	16	End 2nd Term (45 Days)
	16	End 1st Semester (90 Days)
	17	Teacher Work Day
	20	Martin Luther King Holiday
	21	Begin 3rd Term/2nd Semester
Feb	13	HS P-T Conferences
	19, 20	SMS & WMS P-T Conferences
	19, 25, 27	TLS & PVS P-T Conferences
	28	Teacher Work Day
Mar	2	Kindergarten Enrollment Opens
	7-13	Elementary P-T Conferences
	14-22	Spring Break
	23	Classes Resume
	31	End 3rd Term (45 Days)
Apr	1	Begin 4th Term
Apr	20	HS P-T Conferences
May	TBD	Graduation
	25	Memorial Day
June	3	End 4th Term (45 Days)
	3	End 2nd Semester (90 Days)
	4	Teacher Work Day

No School/Teacher Work Day
Beginning/End of Term
Early Dismissal/PD
Elem 1:40 - MS 12:58 - PV/TL 12:50 - HS 1:00
No School/Holiday
No School/Inclement Weather Day

Days missed due to inclement weather will be made up at the end of the regular school year.

APPENDIX C - COMMUNICABLE DISEASE CHART

Disease *Immunization is Available	Usual Interval Between Exposure & Final Symptoms of Disease	Main Symptoms	Minimum Exclusion From School
*Chicken Pox	13-17 days	Mild symptoms and fever Pocks are "blisterly", have scabs, most on covered parts of body	5 days from onset of pocks or until pocks become dry
Common Cold	12-72 hours	Sneezing, temperature, malaise, cough	
Conjunctivitis (Pink Eye)	24-72 hours	Tearing, redness & puffy eye lids Eye Discharge	Until treatment begins or physician approves readmission
Fifth Disease	4-20 days Unusual in adults	Usual age 5 to 14 years Low grade fever followed by slapped cheek appearance on cheek A lace like rash on extremities lasting a few days to 5 weeks Rash seems to reappear	
*German Measles	14-21 days	Usually mild Enlarged glands, neck & behind ears, red rash	7 days from onset of rash. Keep away from pregnant women
Hand, Foot and Mouth Disease	3-5 days	Rash on cheeks, gums & tongue May also appear on palms, fingers & soles of feet	During acute stage of illness or as advised
*Haemophilus Meningitis	2-4 days	Fever, vomiting, lethargy, stiff neck & back	Until physician permits return
*Hepatitis A	Variable 15-50 days of symptoms	Abdominal pain, nausea, usually fever, eyes and skin may turn yellow	7 days from onset
Impetigo	4-10 days	Inflamed sores, with pus	Cover lesions when attending school
*Measles	3-7 days to rash	Begins with fever, conjunctivitis runny nose, cough, then blotchy red rash	4-5 days from onset
*Meningococcal Meningitis	2-10 days (commonly 3-4 days)	Headache, nausea, stiff neck, fever	Antibiotics for 24 hours or until physician permits return
*Mumps	12-25 days (commonly 18 days)	Fever, swelling or tenderness at angle of jaw	9 days after onset of swollen glands or until swelling disappears
Pediculosis (Head /Body Lice)	7 days for eggs to hatch	Lice & nats (eggs) in hair	Not sent home the day of discovery. Allowed to return after initial treatment
Ringworm of Scalp	10-14 days	Scaly patch, usually ring shaped, on scalp	No exclusion from school. Exclude from gymnasium, swimming pools, contact sports
Scabies	2-6 weeks initial exposure, 1-4 days re-exposure	Tiny burrows in skin caused by mites	After first treatment
Scarlet Fever Scarletina Strep Throat	1-3 days	Sudden onset, vomiting, sore throat, fever, later fine rash (not on face). Rash usually only with first infection	24 hours after antibiotics started and no fever
*Whooping Cough	6-20 days	Head cold, slight fever, cough, characteristic whoop after about 2 weeks	5 days after start of antibiotic treatment

APPENDIX D - REQUEST FOR MEDICINE AT SCHOOL

It is the policy of the Waukeee Community School District that whenever a student should have a prescription medication or over-the-counter medication administered by school staff, written authorization and instruction must be provided by a parent or legal guardian.

All over-the-counter medication MUST be in the original container. Prescription medication MUST be in a properly labeled container issued by a registered pharmacist with the following information:

1. Name of medication
2. Dosage
3. Time medication is to be given at school
4. Name of student
5. Prescribing physician

Please complete the bottom portion of this form and return to the school nurse.

.....

_____ is to be given the following medication at school.
(name of student)

Name of Medication	Dosage	Time	Prescribed by
_____	_____	_____	_____
_____	_____	_____	_____

How long is this medication to be given? Date from _____ to _____

Is your child allergic to any medication? YES NO If yes, explain: _____

Are there any special instructions? _____

Parent/Guardian Signature

Date

*Additional forms may be obtained in the health office.