



# **GRADE 6-7**

## **2021-22 HANDBOOK**



### MISSION STATEMENT & VISION

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

## **WAUKEE MIDDLE SCHOOL**

905 Warrior Lane  
Waukee, IA 50263  
515.987.5177

### **Principal**

Susan Anderson [sanderson@waukeeschools.org](mailto:sanderson@waukeeschools.org)

### **Assistant Principal**

Travis Busby [tbusby@waukeeschools.org](mailto:tbusby@waukeeschools.org)

### **Counselors**

Kristen Walker

[kwalker@waukeeschools.org](mailto:kwalker@waukeeschools.org)

Trudy Vande Kamp

[tvandekamp@waukeeschools.org](mailto:tvandekamp@waukeeschools.org)

Jessica Dopheide - Student Services

[jdopheide@waukeeschools.org](mailto:jdopheide@waukeeschools.org)

## **SOUTH MIDDLE SCHOOL**

2350 SE LA Grant Parkway  
Waukee, IA 50263  
515.987.3222

### **Principal**

Doug Barry [dbarry@waukeeschools.org](mailto:dbarry@waukeeschools.org)

### **Assistant Principal**

Clay Young [cyoung@waukeeschools.org](mailto:cyoung@waukeeschools.org)

### **Counselors**

Nicole Baugh

[nbaugh@waukeeschools.org](mailto:nbaugh@waukeeschools.org)

Haylie Steffensmeier

[hsteffensmeier@waukeeschools.org](mailto:hsteffensmeier@waukeeschools.org)

Brett Whittle - Student Services

[bwhittle@waukeeschools.org](mailto:bwhittle@waukeeschools.org)

## **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

### **Associate Superintendents**

Terry Hurlburt

Brady Fleming

### **Chief Financial Officer**

Sarah Kautz

### **Executive Director of Personnel**

Roxy Livermore

### **Director of Student Services**

Kandi Hensel

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

Stacie De Haan

### **Director of Student Information Systems**

Darryl Downs

### **Director of Nutrition**

Jeannie Allgood

### **Executive Director of Communications**

Amy Varcoe

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## **PHILOSOPHY**

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the educational program. Student attendance has been found to have a close correlation to student achievement. Generally, students who attend school regularly achieve higher grades and standardized test scores. Participating in class discussion, developing an appreciation for the views and abilities of other students and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well-prepared for class helps students in school as well as prepares students for adulthood. Consequently, students are expected to be in attendance at scheduled classes for 180 days per academic year. It is suggested that parents/guardians consult the school calendar before arranging medical and dental appointments.

Exceptions to this principle of 180 days are explained later in the section on absences.

If a student's absences indicate an effect on academic success, then teachers, administrators, counselors and/or school resource officers will contact the student and/or the parents expressing concern about academic progress and how absences may be affecting the student's performance.

## **BUILDING SCHEDULE**

The normal school day is from 8:05 a.m. – 2:58 p.m. Students should not be present on school grounds or in the school building before 7:35 a.m., unless special arrangements have been made with a teacher, coach or office personnel. Students, except those involved in extracurricular activities or those needing help from a teacher, should leave the building and/or school grounds by 3:05 p.m. If school is dismissed early, students are expected to leave the school grounds within 10 minutes of dismissal.

Middle school students who arrive prior to 7:55 a.m. are to report to the morning assembly area and are not to enter grade level zones or go to their lockers or other classroom areas prior to 7:55 without a pass or permission from a teacher. Students in the morning assembly area are expected to visit quietly or study while waiting for the start of the school day.

Students, including those riding school buses, may not leave the school grounds once they arrive at school.

## **Early Dismissals for Professional Development**

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 buildings in Waukee Community School District will dismiss two hours early for scheduled early dismissals. Parents are reminded that students must be picked up by 1:15 p.m. on early dismissal days.

## **ACADEMICS**

### **Counseling Program**

#### **SOUTH MIDDLE SCHOOL**

Mrs. Nicole Baugh  
Mrs. Haylie Steffensmeier  
Mr. Brett Whittle

#### **WAUKEE MIDDLE SCHOOL**

Mrs. Kristen Walker  
Ms. Trudy Vande Kamp  
Mrs. Jessica Dopheide

Waukee Middle School and South Middle School have full-time school counselors who facilitate the development of the personal, social, academic and career needs of all students. Counselors serve as points of contact for parents for a variety of issues/concerns, while at all times remaining an advocate for the student. The counselors deliver services through the following methods: individual counseling, small group counseling (data-driven) and assisting with classroom lessons. Visit each counselor's blog for current information or opportunities from the Counseling Program.

### **Library/Media Center**

A teacher librarian or associate is available to assist students during the school day. Books (electronic, audio and print), magazines and newspapers are available for free reading. Reference materials, computers, audio-visual equipment, books, computers and Internet service is available for assigned work and student research projects.

Materials may be checked out for two weeks, with a renewal for the same amount of time if necessary. Overdue materials will be charged a fine of five cents per school day. Lost and damaged materials will also be assessed a fine.

## Music Lessons

Music lessons will be scheduled during the school day as per District School Board policy. Each 6th and 7th grade band student will be scheduled for a 20 minute lesson during each cycle.

## PowerSchool

PowerSchool is a specific communication tool intended to keep students and parents informed of student progress and other student information. Parents are able to access this information with an assigned password. In an effort to protect the confidentiality of students, if parents need their PowerSchool password, please contact the school's office. There may also be unique cases, after approval from the District or school administration, where the parent access information may be sent home with a student.

## 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 to support the goals and objectives of the instructional program. Use of these materials will provide a variety of points of view and reader appeal. The materials should have aesthetic, cultural and literacy or social value and are to be judged as a whole and not by individual words, phrases or incidents. We understand 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 available online and at the District Administration Office.

## Schedule Changes

Schedule changes will be permitted for the first ten (10) school days of the current semester. Any changes that are exceptions to this must be approved by the parent, the teacher(s) impacted by the change, the student's counselor and the assistant principal.

## ACTIVITIES

### Extracurricular Activities

Students are encouraged to participate in a wide variety of non-academic activities designed for middle school students only. Vocal and instrumental music, as well as student plays and other opportunities are available to all middle school students.

Students who choose to participate in extracurricular

activities are expected to meet all commitments as determined by the coach/director/sponsor.

Students participating in school activities are expected to be in school for one-half of the day on the day of the event in order to participate in the school activity.

It is expected that all young people attending Waukee Middle School and South Middle School are intending to receive an education. Therefore, students are expected to give an appropriate effort, display a positive attitude, work to the level of their ability, be respectful and adhere to all rules for each classroom and to those stated in the handbook. If a student does not meet the guidelines as required by the teacher, then the student is in jeopardy of losing his/her extracurricular status. Rather than set up a weekly eligibility list, each teacher, working through the counselor or assistant principal, has the ability to withhold a student from participation if the student does not meet the teacher's expectations and requirements. The teacher may elect to keep this ineligibility in place until satisfactory progress has been demonstrated. This ineligibility could include, but is not limited to, low quality work, failing work, incomplete work, absenteeism and an inability to follow class/school rules. There is no specific time frame for the ineligibility. The teacher, working in conjunction with the counselor or assistant principal, would be able to determine the length of time reasonable to correct the problem.

## Fundraising

Students may raise funds for school activities only upon approval of the principal and following submission of the required paperwork. Funds raised remain in the control of the District and the School Board. School-sponsored student organizations must have the approval of the principal/Board prior to spending the money raised.

## ATTENDANCE

### Absences

If a student cannot report to school, it is the responsibility of the parents to report that absence prior to 9:00 a.m., stating the student's name, grade and the reason for the absence. If parent notification is not received prior to 9:00 a.m., the middle school will attempt to contact the parents. If parent contact is not possible, the student must bring a note signed by their parents to the office stating the student's name, grade and explanation for the absence prior to being readmitted. Failure to receive absenteeism information within twenty-four hours of the absence may cause the student to be considered truant or unexcused. An unexcused absence is an absence not approved by parents and/or school. An unexcused absence may be

assigned a consequence.

It is recognized that there are some unique circumstances that require a student to be absent from school. However, most students benefit from direct instruction and discussion taking place in the classroom. Parents should insist that their child attend school regularly unless the student is seriously ill (see Appendix B) or there is some unfortunate occurrence within the immediate family. Feeling a bit uneasy, nervous or tired is not a reason to keep a student home. Research shows a student who attends school regularly does better in school than one who does not.

After five (5) days of absence per school quarter, a notice may be mailed to the parent/guardian, and a referral will be made to the student's counselor.

After eight (8) days of absence per school quarter, the assistant principal may mail a notice to the parent/guardian that will indicate the amount of time the student has been absent, and a conference may be requested with the parent/guardian to establish guidelines to improve attendance. If applicable, the parent will provide a letter from the student's physician regarding any recurring or underlying medical condition that may cause excessive absences.

If absences continue, the principal/assistant principal may refer the matter to the District's truancy officer. The truancy officer may contact the parent regarding the legal requirements of compulsory school attendance. If the intervention of the truancy officer is unsuccessful, the principal may file the student as truant with the Dallas County Attorney.

Students participating in school activities are expected to be in school for one-half day on the day of the event in order to participate in a school activity.

### **Leaving During the School Day**

Students leaving school during the day for any reason should bring a signed note from their parent/guardian in advance or have the parent/guardian call the office stating the reason for the absence. Students who return to class or arrive after the school day has begun must sign in at the office for readmission.

Students are not released to anyone other than their parents during the school day unless there is parent approval or if it is the emergency contact person. The parent must arrive in the office and sign out the student.

Students leaving classes/campus without permission may result in disciplinary action. For student safety, it is standard protocol for the school to alert parents and/or

the police department if students leave the building/campus without permission.

### **Tardies**

Students who arrive after the school day has begun must check in with the attendance clerk in the office and present a signed note from their parents for admission to class.

If a student arrives at school after classes have begun, and parent notification has not occurred, the tardy will be considered unexcused. If the tardy is unexcused, an unexcused pass will be issued and the tardy recorded. These unexcused tardies and any unexcused tardies thereafter may result in an office referral to the assistant principal and/or school resource officer. After five (5) unexcused tardies per quarter, the assistant principal may mail a notice to the parent/guardian and a referral will be made to the student's counselor. After eight (8) unexcused tardies per quarter, the assistant principal may mail a notice to the parent/guardian that will indicate the amount of time that a student has been tardy, and a conference may be requested with the parent/guardian.

Students will be expected to arrive on time to all classes. The amount of time between classes is sufficient for all students to get to their scheduled classes on time. The student will be recorded as tardy when he/she is not present in the classroom when class begins. If a teacher detains a student, then the student should obtain a pass from that teacher. The office will not issue an excused pass for being late to class. PBIS guidelines will be followed for unexcused tardies.

## **BEHAVIORAL EXPECTATIONS STATEMENT**

This handbook is an extension of the District School Board policy and is a reflection of the goals and objectives of the District. The School Board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and District policies, rules and regulations are in effect while students are on school grounds, District property, on property within the jurisdiction of the District, on school-owned and/or school-operated buses or vehicles or chartered buses, while attending or engaged in school activities and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the District or



involves students or staff. A violation of a school District policy, rule, regulation, expectation or student handbook policy may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by District's policies, rules, regulations, expectations and student handbook. Students who fail to abide by the school District's policies, rules, regulations, expectations, and student handbook may be disciplined for conduct which disrupts or interferes with the educational activities, conduct which disrupts the rights of other students to obtain their education or to participate in school activities, or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating or being a spectator in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The vision of Waukee Middle School and South Middle School upholds student achievement and good character. We believe in teaching and modeling appropriate behaviors. We promote College and Career Readiness Skills by providing students with feedback throughout their day. College and Career Readiness Skills focus on productivity, utilizing feedback, collaboration and demonstrating respect. These skills are assessed and reported in all of your student's classes. They will appear right along with academic standards in PowerSchool.

The school reserves and retains the right to modify, eliminate or establish District policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the middle school office for information about the current enforcement of the policies, rules, regulations, expectations or student handbook of the District.

## **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.

## **Flyer 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 flyers must be approved through the District's Communication Director 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/>

## **ParentSquare**

Waukee Community School District uses a communications platform called ParentSquare to connect parents, students, and staff through voice, text, email, and push notifications. ParentSquare will be used for emergency and general notifications, to include building newsletters, bus updates, late starts, or other emergency situations that may arise during or after school hours. ParentSquare fully integrates with PowerSchool, and families are automatically opted in to receive notifications. All contact information must be listed correctly in PowerSchool. If you would like to add or update a phone number or email address, 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](http://www.waukeeschools.org)

## **DISTRICT POLICIES**

### **Abuse of Students by School District Employees**

It is the policy of the 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 Cindy Pion, Secondary Lead Nurse and level one investigator (515.987.2770).



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

### Anti-Bullying/Harassment Policy

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

This policy is in effect while students or employees are on property within the jurisdiction of the Board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or 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 employee, student, or individual on the employee or student's behalf, who feel that they have been harassed should inform a responsible Waukee Community School District staff member who turns the information over to the respective investigator.

The investigator will conduct an intake interview gathering the following information:

- what, when and where it happened;
- who was involved;
- exactly what was said or what the harasser did;
- witnesses to the harassment;
- what the student said or did, either at the time

or later;

- how the student felt; and
- how the harasser responded.

The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the bullying/harassment, including, but not limited to, letters, tapes, or pictures. The investigator will record in writing the facts of the complaint. Information received during the investigation is kept confidential to the extent possible.

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.

### 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 places limits on 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 documentation 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](http://www.iowa.gov/educate).

Note: Waukee Community School District Board policy on corporal punishment can be found in [Board Policy 502.7](#).

### Citizen Complaints

The Waukee Community School District Board of Education recognizes that situations may arise in the operation of the District which are of concern to its patrons. The Board believes that all concerns should be resolved at the lowest possible level.

- 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.
- If all efforts at resolution are unsuccessful, the matter may be referred to the Board of Education. The 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 204.11](#).

### 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, marital status, genetic information, sexual orientation, gender identity and socioeconomic status 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:

#### Executive 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](mailto:rlivermore@waukeeschools.org)

#### Director of the Iowa Civil Rights Commission

Grimes State Office Building  
400 E. 14th Street, Des Moines, IA 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](mailto: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. The Waukee Community School District has the obligations 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 District, they have a right to a hearing with an impartial hearing officer.

### Field Trips

Under [Board Policy 603.7](#), the principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the District. The Superintendent or designee will approve transportation for field trips and excursions.

In authorizing field trips and excursions, the principal will consider the financial condition of the District, the educational benefit of the activity, the inherent risks or dangers of the activity and other factors deemed relevant by the Superintendent. Written parental permission will be required prior to the student's participation in field trips and excursions.

The Superintendent's approval or Superintendent's designee's approval will be required for field trips and excursions outside the state or one way travel in excess of 180 miles from the District Administration Office. Waukee Community School District Board of Education approval will be required for field trips and excursions that involve one way travel in excess of 260 miles from the District Administration Office or unusual expense.

Field trips and excursions are to be arranged with the principal well in advance. A detailed schedule and budget must be submitted by the employee. The District will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher may be required to submit a written summary of the event.

### Gambling

Gambling in any form is forbidden in the school building, on school grounds, in buses or on school-sponsored trips.

All cards, dice, coins and other items used in gambling will be taken away, and a referral will be made to the appropriate authorities.

Violation will result in parental contact as well as a consequence.

## Gang Activities

The District's philosophy is that the presence of gangs and gang activities has caused and continues to cause a substantial disruption of or material interference with school and school activities. A gang as defined in the Iowa Code 723A means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity. The "pattern of gang activity" mean the commission, attempting to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the same criminal street gang. By this policy we act to prohibit the existence of gangs and gang activities as follows.

No student on school property or at any school activity:

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

Parents are urged to contact the Counselor for questions or concerns regarding their child.

## Hazing

The Waukee Community School District has established a learning environment for students and staff that promotes the respect and dignity of each individual. Consequently, it is the policy of the District to maintain an environment that is free from any type of hazing activity. As defined within this policy, such activity will not be tolerated and is prohibited at all times.

As outlined in the Iowa Code 708.10, the term "hazing" will mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity, whether such behavior is planned or occurs on or off school property. All staff that has knowledge of a hazing incident or event must report the information to the building principal.

The District will actively investigate all reports of alleged hazing. Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing will be prohibited. The consent, stated or implied, of the hazing victim will not be a defense in determining disciplinary action. The District will take appropriate action against any individual(s) who is found to be in violation of this policy. This disciplinary action may lead up to and including expulsion.

## REPORTING

The District encourages any individual who believes he/she has been a victim of hazing to report the incident. The District requires any staff member with knowledge of an alleged hazing incident to report the alleged incident immediately to the building principal. The building principal and the activities director are the primary, designated investigators. The alternate investigator will be the Executive Director of Human Resources.

Retaliation against a student or staff because a student or staff member has filed a hazing complaint or assisted or participated in a hazing investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subjected to disciplinary action up to and including expulsion.

This policy shall appear in each student handbook for each District building, as well as in each staff handbook each year.

Waukee School District's Board Policy on hazing can be found in [Board Policy 502.11](#).

## Technology Appropriate Use

Technology available in the 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 District provides computing, networking and information resources for access and use by students,

faculty, staff and other persons affiliated with the District. These resources include the access and use of District's email system and computer network. The District has the responsibility and duty to maintain the integrity, operation and availability of its electronic systems for access and use.

The District cannot and does not guarantee user privacy or system reliability and is not liable for any loss or corruption of data resulting from using the Internet. Users should be aware that on occasion duly authorized personnel have authority to access individual user files or data in the process of performing repair or maintenance of equipment, or through routine monitoring. Users are responsible for making regular backup files of their work.

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 school District makes no guarantees as to the accuracy of information received on the Internet. Although students may 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. Student Internet records and access records are confidential records treated like other student records. The District will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The District will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school District's commitment to:

- safety on the internet
- appropriate behavior while online
- social networking websites and in chat rooms
- cyberbullying awareness and response
- compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be 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\(0\)](#),

## Technology Appropriate Use.

The following are examples of Appropriate Use:

- Using school technologies for school-related activities and research.
- Following the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treating school resources carefully, and alert staff if there is any problem with their operation.
- Encouraging positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alerting a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Using school technologies at appropriate times, in approved places, for educational pursuits only.
- Recognizing that use of school technologies is a privilege and treating it as such.
- Being cautious to protect the safety of myself and others.
- Helping to protect the security of school resources.

The following are examples of Unacceptable Use

- Using school technologies in a way that could be personally or physically harmful to myself or others.
- Searching for inappropriate images or content.
- Engaging in cyberbullying, harassment or disrespectful conduct toward others—staff or students.
- Trying to find ways to circumvent the school's safety measures and filtering tools.
- Plagiarizing content I find online.
- Posting personally identifying information about myself or others.
- Agreeing to meet someone I meet online in real life.
- Using language online that would be unacceptable in the classroom.
- Using school technologies for illegal activities or to pursue information on such activities.
- Attempting to hack or access sites, servers, accounts or content that isn't intended for my use.

This is not intended to be an exhaustive list. Students should use good judgment when using school technologies.

## Limitation of Liability

Waukee Community School District will not be responsible for damage or harm to persons, files, data, or hardware. While Waukee Community School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Waukee community School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

## VIOLATIONS OF THIS ACCEPTABLE USE POLICY

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents in most cases
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

## Messages & Deliveries to Students During the School Day

Messages for students will be delivered at a time that does not interrupt the instructional process. In the event of an emergency, students will be notified immediately. This is the only time students will be called to the telephone. If it is necessary to get a message to your child during the school day please call the office, and we will deliver one.

## PARTY INVITATIONS

In order to maximize instructional time for our teachers and our students, we ask that you NOT distribute birthday parties 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.**

## 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, so we will not accept deliveries at school. We appreciate your cooperation in these matters.

## Non-Custodial Parents

Copies of newsletters, teacher flyers/memos, mid-term reports or progress reports will be mailed or emailed to the non-custodial parent upon written request.

## Release of Student Photographs

From time to time, our students are featured in newspaper articles, District bulletins, etc., celebrating

special events in our schools. In the Waukee Community School District, photographs or likenesses may be released without written consent unless parents or guardians or 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.

## 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 to support the goals and objectives of the instructional program. Use of these materials 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. We understand 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, the District Administration Office.

## Search & Seizure

School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles under the circumstances permitted by the law. Any illegal, unauthorized or contraband materials discovered in the search may be seized.

Searches of individual persons and/or individual locker, desk or work area searches will be conducted immediately and without prior notification whenever there exists "reasonable suspicion."

Maintenance inspections of lockers, desks or work areas may be conducted at any time and without prior notice. Periodic inspections of school lockers, desks or other facilities or spaces owned by the school and provided as a courtesy to a student may be conducted using a drug-sniffing animal.

## 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 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. This 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. 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](http://www.waukeeschools.org).

- Grades 6-9 Book Rental: 760.00

## Threats of Violence

All threats of violence, whether oral, written or symbolic, against students, employees, visitors or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

A threat made or implied, followed by the comment, "I was just joking around," or other similar comments will not be allowed. Making a threat is not a joking matter. Examples of words that are related to threats are kill, die and hurt.

## Weapons Policy

School District facilities are not an appropriate place for weapons or dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes 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 look-alikes 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 the District weapons policy in detail. Copies are available on the District website, in the District Administration Office and at the Waukee Public Libraries.

## Weather-Related Cancellation or Early Dismissal Procedures

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 Operation Officer (COO) monitor weather forecasts.
2. Prior to 5:00 a.m., the Superintendent and members of the operation team drive the District routes to determine safety of transportation.
3. Consultation occurs with neighboring school systems.
4. In consultation with the COO and /or the Superintendent, a decision is normally made 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.
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 7:00 a.m.

### HOW FAMILIES ARE CONTACTED

Waukee Community School District uses a notification system called ParentSquare. ParentSquare is a fully hosted notification platform used to connect parents, students and staff through voice, text, email and social media.

Waukee Community School District will be using ParentSquare for emergency notifications. This includes notifications like inclement weather, late starts or other emergency situations that may arise during school hours.

ParentSquare fully integrates with PowerSchool, so all parents need to do is activate their account to begin receiving notifications. All contact information must be listed correctly in PowerSchool. If you would like to add or change a phone number or email address, please contact your building secretary.

## **DIVERSITY & INCLUSION**

The Waukee Community School District is dedicated to building an environment of *Inclusive Excellence* to ensure that everyone feels appreciated, validated, accepted, and treated fairly. Our vision is focused on belonging, access, and positive change for educational equity. Our actions center around building genuine relationships, honoring student voices, and promoting identity. Waukee promotes the learning of individual perspectives by increasing intercultural and cross-racial knowledge, understanding dimensions of difference, and developing empathy. Our commitment to positively contributing to a diverse world is driven by our greater social and emotional well-being.

### **Equity Definition**

The quality of being fair and inclusive. The creation of policies and practices that ensure outcomes are not predictive of identity or demography.

### **Diversity Definition**

Human differences or variations in cognitive or identity. "It is our individual stories that make us diverse. Your story matters."

### **Inclusion Definition**

Inclusion refers to engagement within a community where the equal worth and inherent dignity of each person is honored. An inclusive community promotes and sustains a sense of belonging; it affirms the talents, beliefs, backgrounds, and ways of living of its members.

### **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.

### **Guiding Principles**

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

## **EXPECTATIONS FOR STUDENTS**

### **Academic Honesty**

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, electronically copying, sending, texting, photographing, copying from other sources or similar cheating is not tolerated. Discipline procedures will be followed as outlined in this handbook.

### **Bags**

Gym bags, backpacks, suitcases, briefcases, equipment bags, purses and other similar bags are not to be used other than to transport needed materials and supplies to and from school. It is the student's responsibility to use items/supplies that fit within the provided locker.

### **Bicycles, Mopeds, Rollerblades & Skateboards**

Bicycles may be ridden to school but are not to be ridden during the school day. Bicycles must be taken directly to the bike rack area upon arrival at school. It is recommended that bikes be locked. Mopeds are motorized vehicles and cannot be ridden on school grounds. They must be parked in designated parking lot, within a parking space and cannot be used during the school day. If riding a moped to school, please refer to [Board Policy 504.4](#) for guidance on specific safety expectations and procedures. Rollerblades are not to be worn in the building, and skateboards are not to be ridden on school grounds. Upon entering the building the skateboard must immediately be turned into the office and may not be picked up until dismissal time. The school cannot be responsible for any damage done to these items.

### **Care of School Property**

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Students are responsible for keeping hallways, classrooms, lockers and dining areas clean. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the District. In certain circumstances, students may be reported to law enforcement officials.

### **Cell Phones/Electronics/Musical Devices**

Students are expected to keep their electronic devices turned off, or on vibrate and put away during the instructional parts of their day. The exception to this is if the students have legitimate school use and permission



has been obtained in advance from the appropriate teacher, coach or sponsor. The school will not be responsible for any lost or damaged personal devices.

Cell phones and other communication devices that are disruptive to the learning environment or are used inappropriately will be confiscated and may be retrieved from the office at the end of the school day. After the second offense, a referral will be made for the purpose of re-teaching expectations on the use of electronic devices. For offenses beyond the second, a parent must come in to retrieve the phone. Repeated offenses at or beyond the third will be considered insubordination and may require a parent to pick up the device.

No phones or other electronic devices shall be used in restrooms or locker rooms.

Laser pointers are not allowed in the school setting. Students using laser pointers will receive a consequence, and the laser pointer will be confiscated.

## Dances/Mixers

School-sponsored dances/mixers must be approved by the principal. District policies, rules and regulations will be enforced. Students violating District policies, rules or regulations will be asked to leave the dance/mixer and school grounds. Students who leave a dance/mixer will not be allowed to re-enter and also must leave the school grounds. Non-WMS/SMS students are not allowed to attend school dances/mixers. Students serving discipline during the period of the dance/mixer will not be allowed to attend.

## Dress Code

OUR VALUES ARE:

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Students should not face unnecessary barriers to school attendance.
- Reasons for conflict and inconsistent discipline should be minimized whenever possible.

GOALS OF A STUDENT DRESS CODE: We believe our student dress code accomplishes several goals:

- Maintain a safe learning environment in classes where protective, supportive or program appropriate clothing is needed, such as chemistry/biology (eye or body), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.

- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

The District Dress Code policy applies to all schools in Waukee Community School District grades 6-9. The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians.

### Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments. Waistbands and bra straps excluded.
- Fabric covering all private parts must not be see through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as athletic clothing, safety gear or professional/business attire.

### Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.

- If the student’s attire or grooming interferes with the health, safety or learning of any person, then discipline for dress or grooming violations will be consistent with discipline policies for similar violations.

## Elevator

Students with special needs (either short or long term) will be allowed to use the elevator, if they adhere to the following guidelines:

- A pass to use the elevator will be issued by the school nurse or office personnel.
- A maximum of one designated student may ride along to assist with school books and supplies.
- The elevator may only be used for a school related purpose.

## Hall Passes

Students must have a hall pass to be in the halls when classes are in session.

## Illegal Items Found in School or in Student’s Possession

Students are prohibited from dispensing, manufacturing, possessing, using and being under the influence of alcohol, drugs or look-a-like substances and related paraphernalia. No student is permitted to possess or use tobacco, tobacco products or look-a-like substances. Any student who is under the influence or possesses, transmits or uses such substances or materials shall receive a suspension from school and/or be required to meet with and follow the recommendations of a counselor. The school resource officer will be notified of the offense and may take legal action accordingly (ex: issue a ticket, place on probation, etc.). In addition, such students will also be subject to loss of eligibility for participation in extracurricular activities.

## Instrumental Music

For the most part, instruments for use in band will be purchased or rented by parents from area music stores. Some larger instruments, such as tubas, may be rented from the school. Students are responsible for buying their own supplies (reeds, oil, lesson book, etc.) and for any repairs to their own instrument. Each student is expected to be responsible for the care and maintenance of any instrument they play.

## Lockers & Desks

Lockers and combination locks are available to all students. Student lockers and desks are the property of the District. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for the attendance at school. It is the responsibility of each student to keep their assigned

locker and desk clean and undamaged. There is no decorating of lockers without approval from the office; otherwise, it will be seen as defacing school property. Nothing three-dimensional is permitted. Students who do have permission to decorate are also responsible for removing the decorations at the end of the day. The expenses to repair damage done to a student’s locker and desk are charged to the student. It is the responsibility of the student to keep their locker combination confidential, as sharing of lockers is not permitted.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the District at all times. The District has a reasonable and valid interest in ensuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections, and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other spaces may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student’s locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable suspicion that the contents included illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches will be conducted in the presence of another adult witness when feasible.

## Lost & Found

There are designated areas in the middle school for lost and found items. Please check promptly at the office if you are missing something, as unclaimed items will be removed periodically. Students are responsible for their own personal and school items. When a personal belonging appears to be missing or stolen, school officials will attempt to assist the student in the recovery. If found, money, purses, wallets, and other valuable items are to be turned in to the office. Students are urged to make a prompt inquiry concerning such items. The best advice for students is to always take the time to secure personal belongings in a locker.

## Lunch/Breakfast Period

Middle school students are not to leave the school grounds during the lunch or breakfast period. All lunches and breakfasts, hot and cold, are to be eaten in the student commons. Students will be expected to follow expectations in the lunch area as well as in the halls and

classrooms. Students are to walk into the lunchroom and go through the serving lines quietly, treat each other and the kitchen staff respectfully and courteously and use a voice level no louder than that which can be heard at the table. Students will be expected to stay seated except to purchase food, return a tray or throw away garbage. If a student decides not to follow proper lunchroom behavior, the student may be removed from the lunchroom immediately and may be assigned additional consequences. Lunchroom and breakfast supervisors reserve the option to assign students to specific seats in the lunchroom.

Food is to be eaten and beverages are to be consumed in the commons area and are not to be taken into the hallways or locker areas, unless unopened. Please do not send pop, energy drinks or any caffeinated beverages 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. water bottles are available for purchase or may be sent from home. Students are expected to clean their table area before being dismissed and to follow all directions of the lunchroom or breakfast supervisors.

Parents are welcome to visit their student for lunch or breakfast in the commons. Otherwise, visitors are not allowed in the lunchroom.

## Money

Students should not bring money to school without a specific reason for it. When cash is needed, it is recommended to limit it to the amount required. If cash is brought, students should try to pay for the purchase as early in the day as possible. When larger amounts are involved, a check is preferred.

## Physical Education

All students are required to dress for physical education in appropriate gym clothes. Cut-off jean shorts and spandex bicycle shorts are not allowed. If there is any safety concern related to clothing, the PE instructor shall have the discretion to require the student to change clothing to eliminate the safety concern. Shower facilities are available, and their use is encouraged. School PE uniforms are not required. Clothing left in the locker room will be considered discarded and will be given to appropriate charities.

Unless a doctor's note is provided, illness and injury do not excuse students from PE activities. See the PE syllabus for the requirements for participation.

## Textbooks

In classes that use textbooks, only one textbook and/or

electronic password for a textbook will be issued to a student. If a student loses or misplaces his/her assigned textbook, he/she will have to reimburse the school for the cost of the book before another textbook will be issued.

## HEALTH & SAFETY

### Illness

Students with the following symptoms may be sent home:

- A Temperature of 100 or above (oral) or equivalent (normal temperature for 24 hours without medication 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 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 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.

### Administration of Medication

If medication is to be administered at school, a school form must be filled out and signed by the parent (see Appendix C). The medication must be in the original container, which is labeled by the pharmacy or the manufacturer with the name of the student, name of the medication, time of day to be given, the dosage and duration. Over-the-counter medications such as acetaminophen, ibuprofen, cough drops, etc., require the parent's written permission and must be brought in the original-labeled container with specific directions. At the discretion of the school nurse, the student will be allowed six doses of over-the-counter medications (acetaminophen or ibuprofen) with a completed permission form. 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.

**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 the Health Offices.

### Emergency Drills

Periodically, the school holds emergency fire, lockdown and tornado drills. At the beginning of the school year, teachers will notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Drills may be held without warning, and students need to be familiar with the route to be taken from every room in which they have a class.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the District's policies, rules and regulations may be reported to law enforcement officials.

### 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 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](http://www.hawk-i.org) for more information.

### Health Needs of Students

There is a registered nurse in charge of the middle school health office. There are CPR/First Aid certified personnel and medical response personnel in each building to immediately respond to emergency situations during school hours. If students are ill or need to go to the health office, they should get a pass from their teacher and go directly to the health office. Except in emergencies, students should not go to the health office between classes. In case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents, or, with parental permission, to another person directed by the parents.

While the District is not responsible for treating medical

emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency personnel, if necessary and will make every effort to have the student transported to the medical facility designated on the student information sheet.

### **Immunizations**

Effective 2013-2014 school year and thereafter, all 7th grade students born on or after September 15, 2000, will need to receive a Tdap (adolescent tetanus, diphtheria and pertussis) booster vaccine and submit a completed Certificate of Immunization or Provisional Certificate of Immunization prior to enrolling in school. (Iowa Administrative Code)

### **Incident Weather/Extracurricular Activities**

Extracurricular activities or practices scheduled for the day or evening of a day when school is cancelled or dismissed early may be cancelled and rescheduled. The 8-9 activities director and/or building principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is not to be held, students and parents are notified in the same manner as the notification that school was dismissed.

### **Life-Threatening Allergies**

The Board of Education has adopted a policy to minimize the chance of a child experiencing a life-threatening allergic reaction. For a complete understanding of the policy, refer to policy [504.12](#) & [504.12-R](#)

### **Physical Examinations**

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to submit a physical form that is provided by the Iowa Athletic Association. This can be obtained on the District website at [www.waukeeschools.org](http://www.waukeeschools.org).

### **School Resource Officer**

The Waukee Community School District and the Waukee Police Department are partners in the educational development of middle school students. A police officer designated as the School Resource Officer (SRO) promotes positive relationships with students. In addition, this officer assists with educational programs as appropriate. School officials look to the SRO to also interact with students in an advisory/educational capacity in most problematic-type situations. To reach this person, parents may call the office at WMS and SMS.

### **Student Assistance Program (SAP)**

Waukee Community School District offers a student assistance program for our families. The program is designed to provide assistance to young people 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](http://www.efr.org/sap).

### **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 school meals is a critical step in building a healthy future for our students. We will try to do everything possible to provide students 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**

Breakfast and lunch will be free for all students for the 2021-2022 school year. A la carte items will be charged accordingly.

### **NUTRITION PAYMENTS**

Prepayments for accounts can be made online through RevTrak, [waukee.revtrak.net](http://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.

### **FREE/REDUCED FEES**

An eligibility application for free/reduced meals must be filled out to receive free/reduced fees for various district services. 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](http://www.schoolcafe.com).

Menus are posted on our website at [www.waukeeschools.org](http://www.waukeeschools.org) under the nutrition link and on [www.schoolcafe.com/WCSDNutrition](http://www.schoolcafe.com/WCSDNutrition).

## Negative Account Balances

In accordance with state and federal law, the Waukee Community School District adopts the following policy to ensure District employees, families and students have a shared understanding of expectations regarding a la carte meal charges. A la 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.

### KINDERGARTEN – 7<sup>TH</sup> GRADE

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.

### EMPLOYEES

Employees will not be allowed to charge any meals or a la carte items causing their meal account to go into a deficit balance.

### NEGATIVE ACCOUNT BALANCE REPAYMENT

The District will make reasonable efforts to notify families when meal account balances are low. Additionally, the District will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The 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 Business Office for collection. Options for collection may include: collection agencies, small claims court or any other legal method permitted by law.

### Communication of the Policy

The policy and supporting information regarding meal charges shall be provided to:

- All households at or before the start of each school year;
- Students and families who transfer into the District, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.
- Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The Superintendent may develop an administrative process to implement this policy.

## 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 Modification Request Form 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, <https://waukeeschools.org/departments/nutrition/food-allergy-special-need-diet-information/>.

## PARENT/COMMUNITY INVOLVEMENT

### Parental Concerns

During the course of a school year, there may be times when parents have concerns relating to their child and a particular situation with which they are involved. When situations of this nature arise, there is a certain process a parent should follow in attempting to clarify or remediate the situation. **The parent's first contact should be with the teacher, followed by their child's counselor, assistant principal and finally to the building principal.** If resolution is not achieved through this process, the parent has the option of contacting the Superintendent.

### Progress Reporting

#### GUIDING PRINCIPLES FOR MIDDLE SCHOOL GRADING

- Differentiation of instruction is necessary in order for students to grow and progress.
- Behavior is not included in the proficiency indicator and will be reported separately.
- Extra credit will not be given at any time.
- Retakes and revisions will be allowed at teacher discretion. Students will be allowed multiple opportunities to show mastery in various ways.
- Teachers will determine proficiency by considering multiple points of data using the

most recent data and provide evidence to support their determination.

- Independent practice will be meaningful, purposeful, of high quality and aligned with objectives. Students will have multiple opportunities for practice before the objectives are assessed for a proficiency score.
- Students are expected to complete all assigned work. Teachers will allow students opportunities to complete work with no consequence to the proficiency indicator.

Standards-based progress reports will be used to document ongoing progress and proficiency levels of standards specific for each class in 6<sup>th</sup> and 7<sup>th</sup> grade.

- Exceeds Expectations (EE)- Student demonstrates above grade level understanding for the targeted skill or concept.
- Secure (SC) - Student can apply the skill or concept correctly and independently.
- Developing (DV) - Student shows some understanding. Reminders, hints and suggestions are needed to promote understanding to become secure.
- Beginning (BG) - Student shows little understanding of the concept. Additional teacher support is needed to become secure.
- Insufficient Data (ID) – Not enough data to determine proficiency level.

### HIGH SCHOOL CREDIT FOR CORE COURSES IN MIDDLE SCHOOL

Waukee Community School District Board of Education policy states:

Middle School Students enrolled in high school level courses will earn high school P/F credit with a passing grade for the class. The credit will not be calculated as part of the student's GPA. See course guides for specific courses.

\*For the purposes of determining college athletic eligibility with the NCAA Clearinghouse, a P/F grade may be converted upon request to the appropriate letter grade utilizing the achieved percentage within the High School Grading Policy.

### Visitors

Waukee Community School District uses the visitor management system, LobbyGuard at each of our schools. The LobbyGuard visitor management system enables each school building to screen all visitors against sexual offender registries in all 50 states and establish a consistent sign-in process across the District.

Please know this system is not intended to discourage

parents from visiting their children's schools. On the contrary, we welcome visitors and encourage all parents to be an active part of their children's educational experience. The goal is simply to enhance the safety and security of both students and staff by limiting access to those who pose a potential threat.

### 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 LobbyGuard 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.

## **STUDENT DISCIPLINE**

### **Consequences for Violation of the Regulations, Rules & Policies of the School District**

Students who violate policies, rules or regulations of the District or who have documented cases of conduct detrimental to the best interest of the District, may be suspended or expelled from school or otherwise punished as provided by this policy. The principal or designee(s) shall have the authority to suspend students temporarily. Such suspension may be for a period not to exceed ten (10) school days. A suspended student shall be given opportunity to make up work and receive credit on the same basis as other absentees. A day of suspension shall be counted as an absence. The initiative to make up work must be made by the student.



The principal or designee(s) may impose a range of penalties based upon professional judgment and the facts and circumstances of each situation. Consequences may range from warning, counseling, reprimand, detention, in-school suspension, loss of privileges, suspension from school, suspension from participation in activities or recommendation for expulsion.

The Board, upon recommendation of the building principal or designee, may expel a student from school for violation of the policies, rules or regulations of the District or for documented cases of misconduct detrimental to the best interest of the District. Any student who possesses a weapon or dangerous object while on school property will be suspended and recommended for expulsion to the Waukee Community School District Board of Education. The District School Board may expel any incorrigible child or any child whose presence in school may be injurious to the health or morals of other students or to the welfare of the school.

If it becomes necessary to discipline a child who is eligible for special education services and the disciplinary action would result in a change in placement, the District will observe all procedural safeguards and due process procedures required by state and federal laws. The District remains responsible to offer an appropriate instructional program to the child by establishing the necessary program in accordance with state and federal laws and rules.

A child with a disability in this District is entitled to an appropriate instructional program through 21 years of age or graduation after the satisfactory completion of the appropriate course of study.

## Student Conduct/Discipline

Refer to [Board Policy 502.1](#) for information on student conduct and discipline.

The students served in the Waukee Community School District are highly motivated and respectful of the rights of others. They recognize the importance of education and display this through their compliance with necessary rules and policies relative to their behavior while in the school.

However, in any school setting, it is realistic to acknowledge that situations will arise which are in conflict with established rules and policies. In that event, students may be disciplined for conduct, acts of behavior which disrupt the orderly and efficient operation of the school or school activity, conduct which disrupts the rights of other students to obtain their education or participate or conduct which interrupts the maintenance

of a scholarly, disciplined atmosphere.

Breach of discipline may include, without limitations:

- Refusal to conform to school policies, rules or regulations.
- Conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school-related activity.
- Refusal to comply with directions from teachers, administrators or other school personnel.
- Physical attack or threats of physical attack to students, teachers, administrators or other school personnel.
- Possession of weapons, contraband or dangerous objects.
- Extortion.
- Criminal or illegal behavior.
- Theft or robbery.
- Damaging, altering, injuring, defacing or destruction of any building, fixture or tangible property.
- Causing a fire or explosion or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any school property, whether or not any such property is actually damaged or destroyed.
- Threatening to place or attempting to place any incendiary or explosive device or material or any destructive substance or device, in or about the school premises or premises where a school-sponsored activity will be held.
- Fighting or engaging in disruptive or violent behavior at school or at school events.
- Making noise in the vicinity of the school or school-sponsored activities which disrupt the orderly, efficient and disciplined atmosphere of the school or the school-sponsored activity.
- Abusive epithets, threatening gestures or harassing behaviors to other students, teachers, administrators or other school personnel.
- By words or action initiating or circulating a report or warning of fire, epidemic or other catastrophe knowing such report to be false or such warning to be baseless.
- Obstructing school premises or access to school premises or premises where a school activity is being held.
- Possessing or consuming alcoholic liquors or beer on school property or while attending a school activity.
- Possession of a controlled substance or controlled substance look-alike.
- Use of tobacco or any controlled substance.
- Gambling.
- Documented conduct detrimental to the best interest of the school District.

This discipline policy shall govern students while on

school premises; while on school-owned and/or operated school or chartered buses; while attending or engaged in school activities; while away from school grounds if misconduct will directly affect the good order, efficiency, management and welfare of the school.

## **STUDENT RECORDS**

### **POLICY 505.1**

The Waukee Community Board of Education recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages. Student records shall be maintained and housed by the building in which the student last attended. Student is defined as an enrolled individual, PK-12 including children in District sponsored child-care programs.

Parents and eligible students shall have access to the student's records during the regular business hours of the District. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education. Parents of an eligible student shall be provided access to the student records only with the written permission of the eligible student. Parents of an eligible student who is defined by the Internal Revenue Code as a dependent student may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's student records. Parents, other than parents of an eligible student, may be denied access to a student's records if the District has a court order stating such or when the District has been advised under the appropriate laws that the parents may not access the student records.

A student record may contain information on more than one student. Parents shall have the right to access the information relating to their student or to be informed of the information. Eligible students shall also have the right to access the information relating to themselves or be informed of the information.

Parents and eligible students shall have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five (45) days after the request is made. Parents, an eligible student or an authorized representative shall have the right to access the student's records prior to an Individual Education Program (IEP) meeting or hearing.

Copies of student records will only be provided if failure

to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records shall be waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the District shall provide an explanation and interpretation of the student record and a list of the types and locations of student records collected, maintained or used.

If the parents or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the District amend the student records. If the District determines an amendment shall be made to the student record, the District shall make the amendment and inform the parents or the eligible student of the decision in writing.

If the District refuses to amend the student record, it shall inform the parents or the eligible student of their right to a hearing before the District. If the parents' and the eligible student's request to amend the student record is further denied, the parents or the eligible student shall have the opportunity to place an explanatory letter in the student record commenting on the District's decision and setting forth the reasoning for disagreeing with the District. Additions to the student's records shall become a part of the student record and be maintained like other student records. If the District discloses the student records, the explanation by the parents shall also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- to school officials within the District whom the Superintendent has determined have a legitimate educational interest;
- to officials of another school District in which the student wishes to enroll, provided the other District notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records;
- to the U.S. Comptroller General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the

student has applied or which the student has received if the information is necessary to receive the financial aid;

- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- in connection with a health or safety emergency; or,
- as directory information.

Individuals not listed are not allowed access without parental or an eligible student's written permission. The Superintendent shall keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. This list must be available for public inspection and updated as changes occur.

The Superintendent shall also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they are authorized to view the records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed shall be maintained without time limitation. Permanent student records must be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the District to provide educational services to the special education student, the parents or eligible student shall be notified. If the parents or eligible student request that the records be destroyed, the District must destroy the records. Prior to the destruction of the records, the District must inform the parents or eligible student of the reasons for which they may want the records maintained.

Waukee Community School District will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The District will enter into an interagency

agreement with the juvenile justice agencies involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the District and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension and expulsions and to support students in successfully completing their education.

The District may share any information with the agencies contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the District to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the District to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

It shall be the responsibility of the Superintendent to inform the employees about parents' and eligible students' rights under this policy. Employees shall also be informed about the procedures for carrying out this policy.

It shall be the responsibility of the Superintendent to annually notify parents and eligible students of their right to view the student's records. The notice shall be given in a parent or eligible student's native language.

## **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.

## **TRANSPORTATION**

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 destinations 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 the transportation company 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 parents 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 riding the bus for five (5) consecutive school days. A School Bus Incident Report will be filed with the appropriate school administrator and sent to the parents. School bus riding privileges will be resumed only after a meeting involving the student, parent, bus driver, a Durham School Services 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, a Durham School Services 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 Operating Officer 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 Operating Officer will also be notified.**

## **School Bus Rules & Regulations**

Students should be at the designated loading points five minutes prior to the bus arrival time.

Students must depart from the bus at their designated point unless written permission from the parent has been received by the school administration who, in turn, will notify the bus driver.

Good conduct is to be observed at all times. Good conduct involves remaining seated while the bus is in motion, no excessively loud talking, no yelling, keeping hands and feet to oneself, etc.

Students crossing the roadway to board or depart from the bus will pass in front of the bus no closer than ten (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 strictly prohibited on the bus. No food or drink shall be brought onto or consumed while riding the bus.

The driver is in charge of the students on the bus and is to be obeyed promptly.

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 to do so by the driver.

Students damaging seats or equipment will be required to pay for the cost of the repairs. Students are allowed to ride only at their assigned times and on their assigned bus. Friends or relatives may not ride due to limited space.

Violations of bus rules and regulations will be documented on a School Bus Incident Report form. The form will be distributed per the bus discipline section.

No additional students may ride buses on early dismissal days.

For safety reasons, students may not bring skateboards, rollerblades or scooters onto the bus.

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

# APPENDIX A - 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 |    |

| 2021-2022 Calendar |       |   |
|--------------------|-------|---|
| Aug.               | 19    | All School Open House                               |
|                    | 24    | First Day of School                                 |
|                    | 24-25 | Kindergarten Transition Days                        |
| Sept.              | 3     | No School - Prof Dev/ Work                          |
|                    | 6     | Labor Day   |
|                    | 7     | Classes Resume                                      |
|                    | 7     | First Day of Pre-School                             |
|                    | 27    | HS P-T Conferences                                  |
| Oct.               | 26-28 | SMS & WMS P-T Conferences                           |
|                    | 26-28 | PVS & TLS P-T Conferences                           |
|                    | 28    | End 1st Term  |
|                    | 29    | No School - Teacher Work Day                        |
| Nov.               | 1     | Begin 2 <sup>nd</sup> Term                          |
|                    | 8-12  | HS SPA Conferences                                  |
|                    | 12-19 | Elementary P-T Conferences                          |
|                    | 24-26 | Thanksgiving Break                                  |
|                    | 29    | Classes Resume                                      |
| Dec.               | 2     | HS P-T Conferences                                  |
|                    | 23-31 | Winter Break  |
| Jan.               | 3     | Classes Resume                                      |
|                    | 3     | KDG Pre-Registration Begins                         |
|                    | 13    | End 2 <sup>nd</sup> Term/1 <sup>st</sup> Semester   |
|                    | 14    | No School - Teacher Work Day                        |
|                    | 17    | Martin Luther King Holiday                          |
|                    | 18    | Begin 3 <sup>rd</sup> Term/2 <sup>nd</sup> Semester |
| Feb.               | 17    | HS P-T Conferences                                  |
|                    | 22-24 | SMS & WMS P-T Conferences                           |
|                    | 22-24 | PVS & TLS P-T Conferences                           |
|                    | 25    | No School - Teacher Work Day                        |
| Mar.               | 1     | Kindergarten Enrollment Opens                       |
|                    | 4-11  | Elementary P-T Conferences                          |
|                    | 14-18 | Spring Break  |
|                    | 21    | Classes Resume                                      |
|                    | 29    | End 3 <sup>rd</sup> Term                            |
|                    | 30    | Begin 4 <sup>th</sup> Term                          |
| Apr                | 25    | HS P-T Conferences                                  |
| May                | TBD   | Graduation  |
|                    | 27    | Last Student Day                                    |
|                    | 27    | End 4 <sup>th</sup> Term /2 <sup>nd</sup> Semester  |
|                    | 30    | Memorial Day  |

|   |
|---|
| No School/Teacher Work Day                  |
| Beginning/End of Term                       |
| 2 Hour Early Dismissal/PD                   |
| Elem 1:40- MS 12:58 - PV/TL 12:50 - HS 1:00 |
| No School/Holiday                           |



## **APPENDIX B - COMMUNICABLE DISEASE CHART**

| <b>Disease<br/>*Immunization is<br/>Available</b> | <b>Usual Interval<br/>Between Exposure &amp;<br/>Final Symptoms of<br/>Disease</b> | <b>Main Symptoms</b>  | <b>Minimum Exclusion From School</b>   |
|---|--|---|--|
| *Chicken Pox                                      | 13-17 days   | Mild symptoms and fever<br>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<br>(Pink Eye)                      | 24-72 hours  | Tearing, redness & puffy eyelids<br>Eye Discharge   | Until treatment begins or physician approves readmission                         |
| Fifth Disease                                     | 4-20 days<br>Unusual in adults   | Usual age 5 to 14 years<br>Low grade fever followed by slapped cheek appearance on cheek<br>A lace like rash on extremities lasting a few days to 5 weeks<br>Rash seems to reappear |  |
| *German Measles                                   | 14-21 days   | Usually mild<br>Enlarged glands, neck & behind ears, red rash   | 7 days from onset of rash.<br>Keep away from pregnant women                      |
| Hand, Foot and Mouth Disease                      | 3-5 days   | Rash on cheeks, gums & tongue<br>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.<br>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<br>Scarletina<br>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 C - REQUEST FOR MEDICINE AT SCHOOL**

### **WAUKEE COMMUNITY SCHOOL DISTRICT PERMISSION FOR ADMINISTRATION OF MEDICATION 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

\*\*\*\*\*

Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Teacher (elementary only) \_\_\_\_\_ Grade \_\_\_\_\_

\*Medication \_\_\_\_\_ \*Dosage \_\_\_\_\_ \*Time \_\_\_\_\_

\*Start Date \_\_\_\_\_ \*Stop Date \_\_\_\_\_ or End of school year

Allergy to Medication/s (circle one) No Yes \_\_\_\_\_

Special instructions? (use back of form if necessary)

---

#### **When medication complete or at the end of the school year:**

\_\_\_\_\_ Send medication home with student

\_\_\_\_\_ Parent will pick medication up

\_\_\_\_\_ Dispose of medication

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Additional forms may be obtained in the health office.



**WAUKEE COMMUNITY SCHOOL DISTRICT  
 PERMISSION FOR ADMINISTRATION OF IBUPROFEN AND ACETAMINOPHEN AT SCHOOL  
SECONDARY SCHOOLS ONLY**

Student \_\_\_\_\_ Birthdate \_\_\_\_\_

Grade (circle one)    6    7    8    9    10    11    12

I request and authorize school personnel to administer the following recommended nonprescription medication in the manufacturers recommended dose, when the school nurse deems it appropriate. **NOT TO EXCEED 6 SEPARATE ADMINISTRATIONS EACH SCHOOL YEAR.**

**Please mark one or both types of medication.**

\_\_\_\_\_ Ibuprofen (Advil / Motrin)  
 \_\_\_\_\_ Acetaminophen ( Tylenol )

My signature below indicates that the information for Over-The-Counter medication is factually correct and complete.

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

| Date | Time | Medication (Circle One)      | Dosage | Reason | Initials |
|------|------|------------------------------|--------|--------|----------|
|      |      | Ibuprofen      Acetaminophen |        |        |          |
|      |      | Ibuprofen      Acetaminophen |        |        |          |
|      |      | Ibuprofen      Acetaminophen |        |        |          |
|      |      | Ibuprofen      Acetaminophen |        |        |          |
|      |      | Ibuprofen      Acetaminophen |        |        |          |
|      |      | Ibuprofen      Acetaminophen |        |        |          |

**Nurse/Medication Administrator**  
 Signature/Title \_\_\_\_\_ Initials \_\_\_\_\_  
 Signature/Title \_\_\_\_\_ Initials \_\_\_\_\_  
 Signature/Title \_\_\_\_\_ Initials \_\_\_\_\_

## **DEFINITIONS**

- **parent**-also means “guardian” unless otherwise stated.
- **An administrator’s title** (such as **Superintendent** or **principal**)-also means that individual’s designee unless otherwise stated.
- **school grounds**-includes the District facilities, District property, property within the jurisdiction of the District or District premises, school-owned or school operated buses or vehicles and chartered buses.
- **school facilities**-includes District buildings and vehicles.
- **school activities**-means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.