



**GRADES 8-9**

**2020-21 HANDBOOK**

## MISSION STATEMENT AND VISION

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

### **PRAIRIEVIEW SCHOOL**

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#### **Associate Superintendents**

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#### **Executive Director of Human Resources**

Roxy Livermore **x2030**

#### **Director of Student Services**

Peg Erke **x5104**

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

Stacie De Haan **x2019**

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

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#### **Executive Director of Communications**

Amy Varcoe **x2002**

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#### **Board of Education**

Wendy Marsh  
Dave Cunningham  
Alex Smith  
Wendy Liskey  
Lori Lyon  
Dan Gelbach  
Mary Scheve

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## **WELCOME**

The staff and administration of our schools extend a welcome to all students for the 2020-21 school year.

This handbook has been developed for both the students and their parents/guardians. Every effort has been made to summarize school policies and regulations so that students and parents/guardians will have a basic understanding of the staff expectations for students attending our school. Each student will be held

accountable for the handbook's content. More detailed regulations can be found in the school board policies located on the district website. The policies printed in this document are subject to change due to the continuous review and revision of board policies.

## **BUILDING SCHEDULE**

### **School Day**

School begins at 8:00 a.m. and ends at 2:50 p.m. at our school. All students should arrive at school between 7:30 a.m. and 7:55 a.m. No student should arrive before 7:30 a.m. unless they have an activity to attend or a pass to see a teacher.

When students arrive, they are to report directly to the assigned area and may visit quietly. Students will be allowed access to their lockers and proceed to first period class after 7:50 a.m. Students who need to stop in the office to get an admittance slip or need to deposit money in their lunch accounts may do so between 7:50 and 8 a.m. Roaming the halls and loitering in the restrooms is not allowed before or after school. Students are expected to exit the building by 3:10 pm daily unless they are with a teacher.

### **Professional Development Day/Early Dismissal Procedure**

Once/twice each month, students are released at 12:50 p.m. in order for the faculty to participate in professional development activities. For their safety, it is recommended that students go to their normal "after school destination" at 12:50 on those Wednesdays. Since there will be no supervision after school during in-service days, Prairieview/Timberline students are required to leave the building by 1:00 p.m. If students are involved in athletics or some other after-school activity, they may return to the building at 3:30 p.m. If the students choose to stay in the vicinity of the school after early dismissal, they need to follow traffic safety procedures when crossing streets and demonstrate appropriate behavior at the local businesses.

## **ACADEMICS (8-9 CURRICULUM)**

### **8<sup>th</sup> Grade Curriculum Offerings**

8th Grade Art  
8th Grade FCS  
Robotics/Engineering  
Band  
Chorus  
ELL Services

German I  
Health  
Instructional Methods  
Language Arts/Advanced Language Arts  
Math: General Math, Basic Algebra I, Algebra I, Algebra II, Geometry  
Physical Education  
Science  
Social Studies  
Spanish I  
Speech & Theater Tech  
Study Hall

Eighth Grade Students enrolled in high school level courses will earn high school P/F credit with a passing grade for the class when meeting the passing requirements of the district high school grading scale. The credit will not be calculated as part of the student's GPA. This applies to PE, Algebra IA, Algebra I, Formal Geometry, Algebra II, Pre-Calculus/Trig, Spanish I, & German I. (Students must still enroll in PE each year of school).

\*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.

### **9<sup>th</sup> Grade Curriculum Offerings**

Band  
Basic Art I  
Child Development II  
Chorus  
Computer Applications  
Culinary Arts  
ELL Services  
English I/Honors English  
German I & German II  
Health  
Instructional Methods  
Introduction to Business  
Introduction to Drafting & Design  
Introduction to Engineering Design  
Introduction to Publications  
Introduction to Woodworking  
Math: General Math, Basic Algebra I, Algebra I, Algebra II, Pre-Calculus/Trigonometry, Geometry  
Modern World History  
Physical Education  
Physical Science  
Spanish I & Spanish II  
Speech

## Change in Class Schedule

At the beginning of each semester, students will have a designated number of days to change their schedule. This timeframe will be communicated to students and families in a timely manner. No student will be permitted to change his/her schedule without collaboration with parents along with permission of school administration, his/her counselor, or Student Service Specialist.

## Graduation Requirements

Ninth grade is considered part of the comprehensive high school experience. All courses designated for high school credit will be entered on the high school transcript. Students must earn a total of 53 credits to graduate from Waukee High School. The current requirements are listed below: Language Arts (8 credits that must include Speech), Math (7 credits that must include Statistics), Science (6 credits), Social Studies (6 credits that must include American History and American Government), Health (1 credit), Physical Education (1 credit issued each year), and Electives (21 credits).

Eighth grade students may earn high school P/F credit in designated courses with a grade of C- or higher. The credit will not be calculated as part of the student's GPA. See course guides for specific courses.

## Guidance and Counseling Program

The role of the Counselor is as follows:

- to facilitate social emotional learning and awareness
- to empower students to resolve conflict and advocate for themselves
- to work with students on attendance and optimize academic achievement
- to make resources available to the individual student so that he/she learns, primarily by his/her own efforts, to make informed decisions, and to solve his/her problems independently.
- to assist students in four year planning, course selection, and post-secondary exploration.
- to serve as a consultant to parents and staff.

# **ACTIVITIES**

## Extracurricular Activities

Student enrolled at Prairieview and Timberline are eligible to practice and participate in a wide variety of extracurricular activities. Under certain conditions, ninth grade students may be given the opportunity to participate in high school (10-12) extra curricular activities.

All athletes must have a physical on file before they can participate in athletics. All athletic physicals are valid for one year from the examination date. All students should also be covered by either school offered insurance or a home accident policy as the school is not responsible for injuries. A participant's eligibility for all extracurricular activities will depend on his/her grades, behavior, attendance at practices, and compliance with state association and local school board policies as well as rules provided by each activity sponsor and the activities director.

## Code of Conduct

### 8th Grade

8th grade students will follow the same Good Conduct Policy as 9th-12th grade students. However, any student who has a violation in 8th grade will start with no violations when entering 9th grade.

### 9th Grade

Students who participate in extracurricular and co-curricular activities serve as ambassadors of the Waukee Community School District throughout the calendar year, whether away from school or at school. Students who wish to exercise the privilege of participating in extracurricular or co-curricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, unhealthy or highly inappropriate. Participating in these extracurricular or co-curricular activities is a privilege, conditioned not only upon meeting the eligibility criteria established by the Waukee Community Board of Education, administration and individual activity coaches and sponsors, but also by demonstrating lawful and reasonable conduct. This policy shall be in effect for the entire calendar year (365 days), both during the regular school year, as well as, all vacation periods.

Participation in the following extracurricular and co-curricular activities are subject to the Good Conduct Policy and these rules: Athletics, Instrumental and Vocal Music Contests, Drama Productions, Speech and Debate Contests, State Contests, Performances for Cheerleading and Dance Team and any other activities where the student represents the school district outside the classroom.

It is a violation of this Good Conduct Rule to knowingly engage in the following kinds of conduct:



- Illegally possess, consume, use, sell, purchase or distribute any alcoholic beverages;
- Illegally possess, consume, use, sell, purchase or distribute controlled substances, as they are defined by the Code of Iowa
- Possess consume, use, sell, purchase or distribute tobacco, in any form
- Commit theft, vandalism, assault or any act that would be a violation of the law and grounds for arrest or citations in the criminal or juvenile court system, excluding minor offenses such as traffic offenses, regardless of whether the student was cited, arrested, convicted or adjudicated of the act(s)
- Violate any provision of the district's Student Conduct – Discipline Policy, the district's Weapons Policy or the district's Hazing Policy, where such violation results in a suspension out of school

A student will be found to be in violation of the district's Good Conduct Rule if the violation is (1) observed by a staff member or a law enforcement official, (2) the student admits the violation or (3) the violation is supported by substantial evidence presented to school officials or presented in a judicial or administrative proceeding.

A student who has been found to have violated the Good Conduct Rule shall be penalized as follows:

#### FIRST OFFENSE

Student may be required to undergo an assessment by an evaluation agency approved by the Waukee Community School District. Assessment arrangements are to be made, and fees and expenses are to be paid, by the student and/or parent(s). The student shall be responsible for providing the activities director with written verification that the required assessment has been completed. Students charged with traffic violations or misdemeanors are NOT required to undergo the assessment.

The student will be suspended from competition for 25% of the current extracurricular or co-curricular activity season (including any post season competition). If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity the student is involved in. The before-mentioned

activity's season must be completed in good standing with the coach for the suspension to be served.

A student who self-reports or admits his/her Good Conduct Rule violation in a good-faith and honest manner, prior to being confronted by a school official or within 24 hours after school officials begin questioning other students about the same incident, may receive a reduced penalty for a first offense from suspension of 25% of an activity season to 10% of an activity season.

#### SECOND OFFENSE

Student may be required to undergo an assessment by an evaluation agency approved by the Waukee Community School District. Assessment arrangements are to be made, and fees and expenses are to be paid, by the student and/or parent(s). The student shall be responsible for providing the activities director with written verification that the required assessment has been completed.

The student will be suspended from competition for 100% of the current extracurricular or co-curricular activity season (including any post season competition) or a period not to exceed 6 months. If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity the student is involved in. The before-mentioned activity's season must be completed in good standing with the coach for the suspension to be served.

A student who self-reports or admits his/her Good Conduct Rule violation in a good-faith and honest manner, prior to being confronted by a school official or within 24 hours after school officials begin questioning other students about the same incident, may receive a reduced penalty for a second offense from suspension of 100% of an activity season to 50% of an activity season.

#### THIRD OFFENSE

Student may be required to undergo an assessment by an evaluation agency approved by the Waukee Community School District. Assessment arrangements are to be made and fees and expenses are to be paid, by the student and/or parent(s). The student shall be responsible for providing the activities director with written verification that the required assessment has been completed.

The student will be suspended from competition in all extracurricular or co-curricular activities for a period of one year (including any post season competition), effective immediately. If the student is not competing in an activity at the time of the violation, the penalty will be enforced at the beginning of the next activity the student is involved in. A student who self-reports or admits his/her Good Conduct Rule violation in a good-faith and honest manner, prior to being confronted by a school official or within 24 hours after school officials begin questioning other students about the same incident, may receive a reduced penalty for a third offense from suspension of one year in all extracurricular and co-curricular activities to suspension of 100% of an activity season.

#### FOURTH OFFENSE

The student will be suspended for the remainder of the student's high school career.

#### DETERMINATION & APPEAL PROCESS

A student who has allegedly violated the Good Conduct Rule will be notified of the alleged violation of the Good Conduct Rule, the information that supports the allegations and will be given an opportunity to respond. Upon a review of all the evidence and circumstances, the activities director will make a decision regarding the alleged violation of the Good Conduct Rule. If the activities director determines that the student has violated the Good Conduct Rule, the activities director will then determine a period of ineligibility.

Whenever a student is declared ineligible under the Good Conduct Rule, the following procedures shall apply:

1. A conference will be held with the AD and the student. At that time, the length of the period of ineligibility and a specific explanation of the reasons for ineligibility will be discussed. The offense and the consequences will thereafter be put in writing and sent to the student and parent(s). If the student or parents(s) do not wish to appeal the ineligibility decision, the AD's decision will be in effect and considered final.
2. If the student or parent(s) wish to appeal the AD's decision, they must do so in writing to the superintendent within three (3) business days of the receipt of the AD's decision. The superintendent shall consider the circumstances and evidence of the case and shall make a decision, which will be communicated in writing

to the student, parent(s), activities director and building principal. The decision of the superintendent shall be made within fourteen business days following the date on which the appeal was received.

3. If the student or parent(s) wish to appeal the superintendent's decision, they must do so in writing to the board of Education within three (3) business days of the receipt of the superintendent's decision. The appeal shall be heard by the board at the earliest feasible opportunity.
4. The district school board shall schedule a special meeting for the purpose of reviewing the matter with all individuals involved. At the board meeting, both the student and his/her parent(s) and the administration will have an opportunity present evidence and information in support of their position. The meeting will be conducted in closed session, unless the student or parent(s) request that it be conducted in open session. However, any formal action by the Board of Education must be taken at an open meeting. The district school board shall issue a written decision, which includes finding of fact and conclusions.
5. During the appeal procedure the student will be ineligible from participating in any extracurricular or co-curricular activities.

### Student Academic Eligibility Standards

In order to be eligible for extracurricular and co-curricular activities, students must have passed all credited subjects the previous term.

Waukee will adhere to guidelines on the "Scholarship Rule" 36.15(2) developed by the Iowa Department of Education, the Iowa High School Athletic Association, the Iowa High School Music Association and the Iowa High School Speech Association.

**If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded (including PSEO, Career Advantage, Correspondence, etc.) the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.**

For determining eligibility there are two grading periods as follows:

- (1) First Semester
- (2) Second Semester

## Student Academic Eligibility Standards

### 8<sup>TH</sup> GRADE

Students must maintain a minimum academic performance to be eligible to participate in interscholastic activities and contests. Individual coaches determine when a student becomes academically ineligible.

It is the philosophy of the our staff and administration that participation in extracurricular activities is an integral part of the educational experience. Students are encouraged to get involved. When you become affiliated with an organization, do your utmost to make that organization better because you are a part of it. Be a working member, whether you are a reserve on the football squad or have the lead in the school play. Sometimes students become members of too many groups and as a result their academic work begins to suffer. **Make sure your academics remain your top priority.**

### 9<sup>TH</sup> GRADE

In order to be eligible for extracurricular and co-curricular activities, students must have passed all credited subjects the previous term. Waukee will adhere to guidelines on the "Scholarship Rule" 36.15(2) developed by the Iowa Department of Education, the Iowa High School Athletic Association, the Iowa High School Music Association, and the Iowa High School Speech Association. If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded (including PSEO, Career Advantage, Correspondence, etc.) the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.

## ATTENDANCE

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 education 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 1,080 hours per academic year.

Exceptions to this principle of 1,080 hours are explained later in the section on absences.

If a student's absences indicate to school staff that they are affecting 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.

## 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 attendance clerk 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 re-admitted. Failure to receive absenteeism information within 24 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 or there is some unfortunate occurrence within the immediate family. Feeling a bit uneasy, nervous, or tired are generally not reasons to keep a student home. A student who attends school regularly generally does better in school than one who does not.

After five 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 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.

The school will request a parent meeting. During the meeting a contract will be established, outlining attendance expectations moving forward.

If the intervention 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 the one-half day on the day of the event in order to participate in a school activity.

Students who are absent have two days for each day absent to make up work that was missed, unless alternate arrangements are made with school staff.

### **Tardies**

Students who arrive after the school day has begun must check in with the attendance clerk in the office and have parent permission (phone call, note, email or in person) 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 school administration and/or school counselor. After five unexcused tardies per quarter, the school may mail a notice to the parent/guardian and a referral will be made to the student's counselor. After eight unexcused tardies per quarter, the school 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. Tardies are cumulative for all classes, not for individual classes.

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. Excessive tardies will result in detention.

Students who arrive to class more than 15 minutes late to first period or 5 minutes to any other period will be reported as "truant" in the attendance system.

### **Absence for School-Related Activities**

Students who will be missing school for school-related activities are expected to make up all work before the absence. If this is not possible, the teacher will decide on the makeup procedure. All assignments due or tests to be taken must be fulfilled immediately upon the return of the student. The two-day rule for absences does not apply. Any assignment given during the student's absence will be given special consideration unless advance arrangements were not made.

### **Activity Participation When Absent**

Students who are not in class all day because of illness, suspensions, or unexcused absences cannot practice or participate in any after school or evening activity but may attend. Students must be in class the last 50% of the day in order to participate, unless a note from a doctor is provided.

### **Leaving for Appointments**

Students leaving school must sign out through the attendance clerk in the office. Students who have appointments that require missing school time will be given an appropriate amount of time to get to the appointment and return to school. Students who have early appointments before 9:00 a.m. are not expected to come to school first. Students who cannot return for medical reasons should have a note from the doctor who treated them. Please make your arrangements in advance if at all possible with the attendance secretary or call the morning of the appointment before school begins.

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

Students who need to leave school during the school day must receive a pass from the office before school and have a note signed by their parents or have their parents telephone/email the office. Students must sign in with the attendance office when they arrive after the school day has begun. Students are not released to anyone other than their parents during the school day unless there is parent approval or 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 suspension. The school must have parent/guardian permission for students to drive, bike, or walk from campus to an appointment. Students are not allowed to drive, bike, or walk home for any reason during the school day.

## **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.

## Blogs & Email Addresses

Each subject area maintains a blog where a variety of information is kept. To access the blogs, go to the Waukee Community School District website, click on Schools. Next find Prairieview or Timberline. On the left hand side of the page, click on Staff. You will then be able to access each teacher's blog.

**Communication with school employees by email is encouraged. These email addresses are linked directly from the school staff's list. Most follow this pattern: the staff member's first initial followed by their last name, followed by @waukeeschools.org.**

### Examples:

John Doe            [jdoe@waukeeschools.org](mailto:jdoe@waukeeschools.org)

## District eNewsletter

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

## Flyer Distribution

Waukee Backpack 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 at the District Administration Office. The complete Distribution Guidelines are located in [Board Policy 1003.6-R\(0\)](#). Waukee Backpack can be accessed by visiting: <http://blogs.waukeeschools.org/waukeebackpack>.

Posting of Information in the Building: The hanging of posters and/or informational material is limited to teams, clubs, groups or organizations affiliated with Waukee Community School District. These items should be vetted through the adult in charge of the organization and/or building administration. Individual students and/or groups that are expressly connected to Waukee Community School District are not allowed to post or remove informational materials or posters in the building.

## SchoolMessenger

Waukee Community School District uses a notification system called SchoolMessenger. SchoolMessenger is a

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

### How to "opt-in" and receive SMS text notifications

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

## Website

Waukee Community School District's website contains detailed information about academics, enrollment, departments, events and much more. This can be accessed at [www.waukeeschools.org](http://www.waukeeschools.org)

# EXPECTATIONS OF STUDENTS

## Assemblies

Each student is expected to:

- Become quiet upon the entrance of the master of ceremony or performer.
- Remain quiet throughout the assembly.
- Show his/her appreciation by clapping. No whistling or other noises will be tolerated.
- Wait and listen for instructions prior to dismissal for returning to the proper class.



## Bags

Gym bags, backpacks, equipment bags, purses that are larger than class textbook size and other similar bags, are to be used only to transport needed materials and supplies to and from school. These bags are to be stored in the student's locker during the school day. They should not be left in hallways or common areas. Bags may be used between PE and locker.

## Cell Phones and Electronic Devices

Laser pointers, or other distracting devices should not be brought to school. Electronic devices are allowed in the classroom by teacher discretion. Confiscation, detention and/or suspension may result from violations.

Cell phones are allowed at our school. Students are free to use their phones before and after school, during passing periods and lunch. Phone use in the classroom is permissible at teacher discretion. If a student fails to comply, the phone may be confiscated. The school is not responsible for lost or stolen electronic devices.

For each semester, if a student's cell phone or other electronic device is confiscated the following steps will be followed:

**1<sup>st</sup> offense:** warning

**2<sup>nd</sup> offense:** teacher keeps phone for remainder of period. Teacher issues 15 minute detention and parent contact.

**3<sup>rd</sup> offense:** Student may pick up phone from the office at the end of the school day, office staff contacts home, and a letter will be sent home.

**4<sup>th</sup> offense:** A Parent/Guardian must pick up the phone from the office. Office staff will contact home.

**5<sup>th</sup> offense:** A Parent/Guardian must pick up the phone from the office. Office staff will contact home and a student detention will be issued.

**Additional offenses:** A Parent/Guardian must pick up the phone from the office and additional consequences may apply.

## Cheating

Cheating includes copying answers on tests or assignments, looking at nearby test papers, swapping papers, stealing, plagiarizing, and illicitly giving or receiving help on exams or assignments—in short, presenting another's work or ideas as your own. You are expected to conduct yourself with integrity. When you cheat, or aid someone else in cheating, you violate a trust.

If you cheat, the following actions will be taken:

- Your plagiarized work will not be accepted. You will have to complete the work that was

assigned in a timely fashion designated by your teacher

- A report of the incident will be sent to the administration or counselor, who may take further disciplinary action.

## Dance Policy

School sponsored dances may be held periodically throughout the school year. The following rules will apply at all dances:

- You may only attend dances at your school of designated attendance. Visitors will not be allowed to attend.
- If a student needs to leave, s/he will not be allowed to return.
- All school rules apply at dances.
- Students are not to be in locker area, or in any part of the building outside of the area where the dance is held.
- Moshing, grinding or slam dancing at school dances is prohibited.

Violators will be asked and expected to leave. Additional consequences may apply.

## Dismissal of Student From Class for Disciplinary Reasons

Students who become disruptive or disrespectful in class may be removed by the teacher. If a student is sent to the principal's office, appropriate consequences will be administered.

## Displays of Affection

It will be a violation of conduct for students to demonstrate overt displays of affection at school or school activities, at home or away. This includes prolonged embraces, kissing, fondling or other inappropriate physical contact.

## Dress Code

### OUR VALUES:

1. All students should be able to dress comfortably for school without fear of or actual unneccess discipline or body shaming.
2. Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
3. Students should not face unnecessary barriers to school attendance.

4. 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:

1. 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).
2. Allow students to wear clothing of their choice that is comfortable.
3. Allow students to wear clothing that expresses their self-identified gender.
4. Allow students to wear religious attire without fear of discipline or discrimination.
5. Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
6. Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
7. 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**

3. Students must wear clothing including both a shirt with pants, shorts, or skirt, or the equivalent and shoes.
4. Shirts and dresses must have fabric in the front and on the sides.
5. Clothing must cover undergarments. Waistbands and bra straps excluded.
6. Fabric covering all private parts must not be see through.
7. 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.

8. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
9. Specialized courses may require specialized attire, such as athletic clothing, safety gear or professional/business attire.

### **Non-Allowable Dress & Grooming**

1. Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict pornography, nudity or sexual acts.
3. 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.
4. Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
  - a. 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.

### **False Alarms of Fire**

The Code of Iowa discussion of false alarms of fires is as follows:

714.31: FALSE ALARMS OF FIRE. No person or persons shall cause or give a false alarm of fire, by setting fire to any combustible material, or by crying or sounding an alarm, or by any other means, without cause.

714.32: PUNISHMENT. Any person violating the provisions of section 714.31 shall be guilty of a misdemeanor and shall be punished by a fine not exceeding one hundred dollars or by imprisonment in the

county jail not exceeding thirty days.

## Food and Beverage Outside the Lunchroom

Only water will be allowed outside of the lunchroom/commons without written permission from the school nurse or principal. Open food and candy containers are not to be stored in lockers or carried in the hallways. Students will be expected to dispose of these open containers immediately in a trashcan. Failure to comply with a staff member's request for disposal will be considered insubordination. Students may not order food to be delivered during the school day.

## Gum

Teachers decide whether or not they will allow gum in their respective classes. If a teacher determines that they do not want students chewing gum, consequences will be given if students do not comply.

## Signing out/in of Class

When leaving the class during a class period, students are expected to sign in or out as appropriate. (i.e. restroom, locker, library, lessons, arriving late to school, or leaving early, etc.) Students who do not honor their teacher's sign-out expectations may have limitations placed on their movement during the day.

## Internet & Technology

Students are given the opportunity to use technology within their education. It is an exciting way to learn, but with it comes responsibility. Each student must agree to follow the rules and procedures for using technology as required by the Waukee Community School District.

### DOWNLOADS

Users should not download or attempt to download or run programs over the school network or onto school resources without express permission from IT staff. For the security of our network, download such files only from reputable sites, and only for educational purposes.

### EMAIL

The Waukee Community School District may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### INTERNET APPROPRIATE USE

WAUKEE COMMUNITY SCHOOL DISTRICT recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student use. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
- Users of the network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

### MOBILE DEVICES POLICY

The Waukee Community School District may provide users with mobile computers or other devices to promote learning both inside and outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices, including use of the school network, may be monitored.



## NETIQUETTE

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content.
- Users should use trusted sources when conducting research via the Internet.
- Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

## PERSONALLY-OWNED DEVICES

Students may use personally-owned devices (including laptops, tablets, smartphones, and cell phones) at any time during school hours—unless such use interferes with the delivery of instruction by a teacher or staff or creates a disturbance in the educational environment. Any misuse of personally-owned devices may result in disciplinary action. Therefore, proper netiquette and adherence to the acceptable use policy should always be used. In some cases, a separate network may be provided for personally-owned devices.

## RECORDING OF STUDENTS AND STAFF

Due to privacy and safety concerns, students should not capture audio, video, or images of peers or adults without expressed consent.

## SOCIAL / WEB 2.0 / COLLABORATIVE CONTENT

Recognizing that collaboration is essential to education, WAUKEE COMMUNITY SCHOOL DISTRICT may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

## SECURITY

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

## USAGE POLICIES

All technologies provided by the Waukee Community School District are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

## WEB ACCESS

The Waukee Community School District provides its users with access to the Internet, including web sites, resources, content and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow protocol to alert an IT staff member or submit the site for review.

## Intolerance

Display of bigotry or intolerance based on age, race, creed, color, sex, marital status, national origin, religion, disability or sexual orientation toward teachers, students, school personnel, or guests of the school will not be allowed. Appropriate action will be taken to discourage and/or penalize those whose conduct violates the laws of common civility.

## Locker Policy

Lockers are the property of the school and are provided for your convenience at no cost. They are subject to inspection by school officials. Students will be charged for any damage to lockers. Student access to each locker is limited to the use of a combination lock. Students are not allowed to jam their lockers for easy access. Students must clean out lockers at the end of the school year. It is also recommended that lockers be cleaned out several times during the year. Students are to only use the locker they are assigned. Any change must be approved at the front desk through the secretary in charge of lockers. Refer to [Board Policy 502.5](#)- Searches/Seizures.

## Lost and Found

Students are encouraged to lock all possessions in lockers at all times. However, if a student does lose something, please check with the school office. Any student finding any item that does not belong to them should return it to the school office.

## Lunchroom Conduct

All students are expected to display acceptable behavior in the lunchroom. This includes following all lunchroom rules. Students are expected to keep their lunch table clean, return all trays and silverware, and pick up any products on the floor near their table. Students are to treat lunchroom supervisors, food service personnel and fellow classmates with respect.

Failure to follow these procedures may result in a period of suspension from the lunchroom and/or assigned seating within the lunchroom.

## Noon Hour Policy

All students are expected to remain in school during the noon hour and eat school lunch or bring a lunch. Students are not allowed to have food or other items delivered to school. Students may not order lunch from local restaurants and have it delivered to the school. All food is to be eaten in the cafeteria. For safety reasons, only students and staff will be allowed in the lunchroom. Individual students may leave the school only with their parent/guardian over their lunch period. Groups will not be allowed to leave the building accompanied by another student's parent. Students cannot leave until their lunch period begins and must return on time to the period immediately following their lunch period. Any exceptions must be approved in advance by the office.

## Office Phone

Permission must be granted to use the attendance office phone at any time. Students are expected to take proper care of the phone and demonstrate appropriate behavior when waiting to use it. Only one or two minute local calls are to be made. The classroom and office phones are not for student use.

## Out-of-School Conduct

Any action which can be defined as harassment against a teacher/administrator/staff member by any present student outside of school or school hours will be dealt with by school authorities in accordance with board policy. The necessary disciplinary action will be taken by the principal or designee.

All students, whether they are participants or spectators, are responsible for their behavior both at home and away from Prairieview/Timberline at all school sponsored activities. All school rules and codes of conduct apply at all school activities, home and away.

## Physical Education Padlocks

Combination padlocks will be issued to all students for their physical education lockers. Students are expected to use their padlocks at all times. Students who have

been issued padlock/s will be expected to turn them in at the end of the school year, properly tagged with serial number, combination, and locker number. If a padlock is not turned in, the student will be charged \$7.00.

## Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet.

Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

## Roller Blades/Skateboards/Scooters

Rollerblades, skateboards, and scooters are not to be ridden on school property. To ensure the safety of all students, those using rollerblades/skateboards/scooters need to obey the following rules: these items are not to be worn or used in the school. Outside the building, they are not to be used on the school sidewalks or grounds. If these items are used as transportation to school, they need to be removed/picked up on the edge of school property and placed in the locker of the student during the school day.

## School Grounds

To preserve the neat appearance of our grounds and school building, always use the sidewalks and place any trash in waste cans. Litter only detracts from the beauty of the grounds and building that the community has provided for your education. Take pride in your school.

## School Sponsored Trips and Activities

As a part of the educational program the school sponsors occasional lengthy trips and overnight activities to compete or to further a student's educational experience. Any time the return to Waukee is late in the evening for a variety of reasons, it is the expectation of the school that the students be in school the next day after such trips. Only those students who went to a doctor and who were diagnosed as ill will be excused. Those students who are not in school the day after an activity are not eligible to practice or participate for that day. This policy applies to all school activities.

## Silver Cord

Ninth grade students become eligible to earn Silver Cord hours in November of their ninth grade year.

## Textbook Fines

Good care of textbooks is each student's responsibility. Students may be assessed fines for any of the following:

- Ink on a page, torn pages, pencil marks not erased.
- Dirty and/or marked edges or covers.
- Any cause for rebinding the book.
- Missing page or pages requiring a new book.
- Lost or destroyed book.
- Fines will be levied for unnecessary damage to all books.

## Theft/Vandalism

All theft or vandalism is to be reported to the principal's office at once. Do not assume that your locker is a safe place. Keep all items of value and cash with you at all times. Keep your lockers locked! This locker policy also pertains to lockers used in physical education.

## Traffic in Halls

Students are not to loiter or congregate in the halls before 7:50 a.m. If students arrive before 7:50 a.m., they should report to the designated areas. Sit down and talk in a quiet voice. Exceptions to this rule are as follows:

- Students serving morning detention with a teacher or the office.
- Before school band or chorus practice.
- Students with a pass to see a teacher, work in the media center or computer center.

You have four minutes between classes for passing from one room to another. Please keep to the right and do not congregate in the halls. Do not run. Keep your hands to yourself. Talk quietly. After school, students who do not have school business are asked to leave the building by 3:10 p.m.

## HEALTH & SAFETY

### Fire Drills

Emergency and Fire Drills will be held at various intervals during the school year in accordance with state laws. Students will be notified by the communication system of the school or by a runner. Instructions for leaving each classroom will be given by your instructor and instructions will also be posted in each classroom. Make sure you are familiar with these instructions to help eliminate any confusion that would prevent an orderly exit. Please walk quickly and do not talk. Once outside the building, students should proceed in an orderly fashion to a safe distance from the school.

### Illness

Students with the following symptoms will be sent home:

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

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

### PARENT/GUARDIAN RESPONSIBILITY RESPONSIBILITY

Parents will be responsible for communicating information to the office staff regarding illnesses, accidents, medication, physical education restriction, 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 / ACTIVITY PARTICIPATION

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.

### **Hawk-I Insurance for Children**

Parents can apply for low-or-no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet the certain criteria are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1.800.257.8563 or go to the website at [www.hawk-i.org](http://www.hawk-i.org) for more information.

### **Medication Administration**

If medication is to be administered at school, a school form must be filled out and signed by the parent/guardian (see Appendix B). Additional forms may be obtained at the school's health office. The medication must be in the original container that is labeled by the pharmacy or the manufacturer with the name of the student, name of the medication, time of day that it is to be given, dosage and duration. Over-the-counter medication as provided by parent/guardian such as acetaminophen, ibuprofen, cough drops, etc. requires parent/guardian's written permission and must be brought in the original labeled container with specific directions. For any ongoing medication, longer than ten days, a physician must sign this request. The school nurse may determine that an over-the-counter medication--including food supplements and herbals, ordered by a parent--could be detrimental to the student, and thus may refuse to administer it.

**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 on the district's website under the forms section above or in the Health Offices.

### **Personal Safety**

If you see a message, comment, image, or anything else

online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.

### **Threats of Violence**

Any threat, verbal or otherwise, to staff members or other students is strictly prohibited. Threats intended as a joke will be treated with complete seriousness. Consequences, including suspension and/or exclusion may be imposed at the discretion of the school administration or Board of Education. Legal authorities may also be asked to assist in some cases.

### **Tornado Drills**

The warning system will consist of voice instructions and warning sounds over the intercom or by runners. In general, the following basic directions should be followed in all tornado drills.

- All windows should be opened slightly.
- All corridor doors should be closed.
- Faculty and students should stay away from outside doors, glass and large rooms, and report immediately to the first floor.
- During a drill, students should report to the designated areas as posted in the classrooms.
- Students should sit on the floor facing the wall and cover their heads with a book or arms.

## **DISTRICT POLICIES**

### **Abuse of Students by District Personnel**

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 Mary Jo Hromatka, Waukee Middle School nurse and level one investigator (515.987.5177).

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

### **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 school district.

Harassment, sexual harassment, and bullying may include, but are not limited to, the following behaviors and circumstances:

Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the effect of causing injury, discomfort, fear, or suffering to the victim;

Repeated remarks of demeaning nature that have the effect of causing injury, discomfort, fear, or suffering to the victim;

Implied or explicit threats concerning one's grades, achievements, property, etc. That have the effect of causing injury, discomfort, fear, or suffering to the victim;

Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or

Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature

Individuals who feel that they have been harassed should:

Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.

If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

- tell a teacher, counselor or principal; and
- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
  - 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 principal will notify the primary investigator, human resources manager, or designee, if further exploration is needed. The investigator will request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The investigator will interview the complainant and the alleged harasser and other witnesses as deemed appropriate. The alleged harasser may file a written statement in response to the complaint. The school or school district will promptly and reasonably investigate allegations of bullying or harassment. Information received during the investigation is kept confidential to the extent possible. The investigator, with the approval of the principal or the principal has the authority to initiate an investigation in the absence of a written complaint.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person



who is found to have retaliated against another in violation of this policy. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. ([Board Policy 103](#) & [103-E](#))

## 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's 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 1003.3](#).

## Continuous Notice of Non-Discrimination

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

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

**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 school district, he/she has 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 school 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 school 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 school 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 or about 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 other 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 school 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

Policy Title Hazing Prohibition Code No. 502.11

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 school 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 will 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 Human Resources Manager.

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.

Date of Adoption: September 12, 2006

Note: Waukee School District’s Board Policy on hazing

can be found in [Board Policy 502.11](#).

#### Internet Appropriate Use

Computer 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 will be under teacher supervision while on the network, it is not possible to constantly monitor individual students, and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. The school 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 school 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\(0\)](#), Internet Appropriate Use.

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

### 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 party or any other type of invitations at school. **It is the policy of the District that we cannot give out addresses, phone numbers or email addresses of our students for any reason, including party invitations.**

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

### 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 students 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, some handwriting paper, textbooks and computer disks for the year. If a child moves out of the district during the

school year, a refund will be made on a prorated basis at the written request of the parent or guardian. For further information regarding fees, please visit, [www.waukeeschools.org](http://www.waukeeschools.org).

- Grades 6-9 Book Rental: \$60.00

### 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 operation team drive the district routes to determine safety of transportation.
3. Consultation occurs with Des Moines and other neighboring school systems.
4. In consultation with the COO and /or the Superintendent, a decision is normally made by no later than 5:30 a.m. to delay the beginning of the school day by one hour or two hours or to cancel school.
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 SchoolMessenger. SchoolMessenger is a fully hosted notification platform used to connect parents, students and staff through voice, SMS text, email and social media.

Waukee Community School District will be using SchoolMessenger for emergency notifications. This includes notifications like inclement weather, late starts or other emergency situations that may arise during school hours. SchoolMessenger fully integrates with PowerSchool, so there is no list for parents to sign up for, however, in order for parents to receive an SMS text, parents must complete the “opt in “ process.

#### How to “opt in” and receive SMS text notifications

- Parents/guardians/students/staff can subscribe by texting one of the key words: “Y”, “Yes”, “Subscribe”, “Optin” or “Opt In” to 68453. The cell phone numbers used must be in PowerSchool to receive a notification.
- Parents/guardians/students/staff can unsubscribe at any time by texting one of the keywords: “Quit”, “Remove” or “Unsubscribe” to 68453. Parents/guardians/students/staff can opt in and opt out as many times as necessary.
- Opting in does not mean that you will immediately start receiving text messages. It simply means that you have indicated your willingness to receive messages from the SchoolMessenger service. Cell phones must be

in PowerSchool to receive a notification from the Waukee Community School District.

- If you would like to add a new cell phone number to your contact information in PowerSchool, please contact your building secretary.

## NUTRITION SERVICES

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

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

### Breakfast & Lunch

Students will enter their district issued student I.D.# when checking out at the cash register via a secured keypad. Breakfast and lunch is served each day in our schools.

### NUTRITION PRICING AND 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.

#### Breakfast Prices

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

#### Lunch Prices

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

### FREE/REDUCED PRICED MEALS

Information concerning free or reduced priced meals is available on the district’s website under

the nutrition link by selecting Free or Reduced Priced Meals or by visiting:  
<https://www.schoolcafe.com/>

#### **MENUS & MONITORING NUTRITION ACCOUNTS**

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

The 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 school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

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

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

[Deposits can be made online in RevTrak](#) or money can be brought to the school office. Low and negative balance email alerts and text messages can be set up in SchoolCafe. Low and negative balance email alerts can be set up in RevTrak online payment system.

Ala carte items are not part of the USDA program and are not allowed to be charged or purchased if a student has a negative balance.

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

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

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

#### **GRADES 8-12**

All meal purchases are to be prepaid before meal service begins. [Deposits can be made online in RevTrak](#) or money can be brought to cafeteria cashier, point of sale for deposit. Students who do not have sufficient funds shall not be allowed to charge meals or a la carte items until additional money is deposited in the student account.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

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

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

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

#### **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 Order Form and Food Allergy Action Plan by calling the Nurse or Health Associate of the school your child attends or Waukee Nutrition Services at 515.987.2719. Forms also available on the district website, [www.waukeeschools.org](http://www.waukeeschools.org).

### 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 [504.2](#), [504.12](#) & [504.12-R](#)

## **PARENT/COMMUNITY INVOLVEMENT**

### Report Cards and Grading System

Final report cards are accessible through PowerSchool. Parent/teacher/student conferences are available throughout the year to discuss student progress. Multiple forms of assessment are used to determine grades. Student grades are accessible on PowerSchool to parents and students at all times. Semester reports are available for viewing on the same site. Paper copies may be requested if needed. Information about score codes and guiding principles are available on the website <http://www.waukeeschools.org/our-district/school-improvement/assessment/scoring-codes/>

### Visitors or Guests

Student guests (relatives, former students, etc.) are not allowed to attend Prairieview/Timberline classes. With advance permission from the office, same age guests

may be allowed to visit over the lunch period. Under most conditions, the Prairieview/Timberline lunch period is limited to Prairieview/Timberline students and employee supervisors.

Waukee Community School District uses the visitor management system, Raptor, at each of our schools. The Raptor 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:

1. 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.
2. The barcode on their ID is scanned electronically and the LobbyGuard system looks for a match on state sexual offender databases.
3. If a match is identified, the building principal or designated school representative will immediately be notified and respond according to district procedures.
4. 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.
5. 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.
6. 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 INFORMATION**

The PV/TL Discipline Procedure has three intended outcomes:

- to provide a safe and orderly school environment



conducive to optimal learning

- to modify the behavior of students who are habitually disruptive to the learning process
- to set boundaries and expectations for student behavior

If a student violates a classroom, school, or district procedure and is referred to the office, the building principal or designee will determine the level of discipline. The disciplinary consequences assigned to the student will be determined by the policy or procedure that the student has violated. Consequences may increase depending upon the frequency, intensity and latency.

The recommendation of exclusion/expulsion by the building administration will be made for the student's violation of the School [Board Policy 502.3-R\(0\)](#)—Student Discipline Policy.

#### Documented Behaviors might include: (“minors”)

Incomplete work  
Not following directions  
Excessive Talking  
Bother others Physically or Verbally  
Disruptive  
Being Disrespectful  
Inappropriate Language

#### Office Referrals might include: (“majors”)

Abusive Language  
Fighting/Physical aggression  
Harassment, teasing, taunting  
Disruption leading to interruption in instruction or safety  
Theft  
Vandalism  
Possession of firearm, alcohol and/or tobacco  
Gambling

Consequences of such behaviors will be determined by building administration based on severity and context.

### Detention

Detention should be completed within 3 days of being assigned unless alternate arrangements have been made with school personnel. Reporting late for detention will not be allowed. Failure to serve detention in the allotted time may result in additional consequences. Students will be expected to read or work on assignments while serving detention. Electronic devices may not be used during detention without permission.

### Guidelines for Early Out School

Students may be assigned to Saturday School/Early Out Detention for excessive tardiness to class, repeated violations of the discipline policy, failure to complete

assigned detention, or as a component of or fulfillment of administrative action taken in a discipline incident.

Early Out School will be held from 1:00 p.m. to 3:00 p.m.

Students arriving after the designated start time may not be able to serve detention that day.

Students will bring assignments to work on during each session. Students will be working under the supervision of school personnel.

Parents will be responsible for bringing and picking up students from Early Out School.

Students are expected to be respectful to the teacher(s) assigned to monitor the Early Out School/ and of school property. Students will be expected to behave and dress in accordance to what is required for regular school days.

### VIOLATIONS OF EARLY OUT SCHOOL

If a student cannot attend Early Out School because of a medical or family emergency, they should notify the school, and they will make up the entire session. If a student leaves early, for other than family or medical emergency, they will make up the entire session. If a student becomes ill during Early Out School, they will be expected to make up the time remaining at the next Early Out session.

If a student does not comply with the Guidelines for Early Out School, the supervising teacher has the authority to ask them to leave, and the student will be required to complete the original period of Early Out suspension.

If a student assigned to a Saturday School session does not report, the student will be required to complete the original period of Saturday suspension and may be assigned one additional Saturday or other disciplinary measures. The principal will contact the student's parents at this time to discuss the missed session and any additional consequences.

### Positive Behavior Instructional Support (PBIS)

Our goal is to create a predictable and safe environment for students. We will work on prevention through teaching, monitoring and rewarding students.

### Suspensions/Expulsion

Students may be suspended from class from one to ten days for a variety of reasons. They may include:

- Habitual violation of one or more rules.
- Possession or smoking of cigarettes, tobacco, and/or e-cigarettes, vapor pens and look alike.
- Possession or use of alcoholic beverages, drugs and/or look alike-including prescription drugs.

All prescription drugs must be checked in with school nurse.

- Insubordination and/or profanity.
- Failure to make up detention time.
- Fighting/Physical Aggression
- Disrespect to property, adults, and fellow students.
- Theft
- Truancy
- Harassment/Bullying
- Violation of weapons policy
- Indecent Exposure
- Arson/Possession or use of Incendiary devices
- Inappropriate Use of Technology
- Vandalism
- Other items as determined by the administration/board policy

### IN-SCHOOL SUSPENSION (ISS) RULES

- Bring all books and materials with you when you report to the office for ISS.
- Use the restroom for the one morning and afternoon break.
- Teachers will send assignments to you. Many students finish work early. You will bring additional reading materials.
- At no time is sleeping allowed.
- You are responsible for the appearance and condition of the furniture, carpet, and walls in the ISS room. You will be held accountable for any damage.
- If you are in ISS, you may not participate in any school activity that day.
- Failure to follow the above rules may result in additional suspension time.
- Cell phones/technology are not permitted unless necessary for academic purposes.

## **STUDENT RECORDS**

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

The following persons, agencies, and organizations may have restricted access to student records without prior

written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- Parents and legal guardians of dependent children, regardless of child's age.
- School officials, teachers, and AEA personnel with a legitimate educational interest.
- Officials of other schools in which the student proposes to enroll.
- Representatives of state and local government when auditing and evaluating Federal education programs.
- Officials connected with a student's educational financial aid applications.
- Government officials to which information is to be reported under state law adopted prior to November 19, 1974.
- Organizations which process and evaluate standardized tests.
- Accrediting organizations for accrediting purposes.
- Appropriate parties in a health or safety emergency.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level and from middle school to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained.

### **Change of Address or Phone Numbers**

The school keeps accurate records of all students' phone numbers and addresses. The student should notify the building office or District Administration Office of any changes during the school year. Change of primary residence must be handled at the District Administration Office.

## **TRANSPORTATION & STUDENT PARKING**

### **Driving & School Permits**

School Permits are only issued through the District

Administration Office located at 560 S.E. University.

## Driving & Parking

### PRAIRIEVIEW PARKING INFORMATION

Student parking is not available at Prairieview.

Prairieview students must park in designated open lots west of the high school or in a legal off-campus location. Please note that this is a first come, first served lot.

### TIMBERLINE PARKING INFORMATION:

Students are permitted to park on school premises as a matter of privilege, not as a right. Only licensed freshmen students who have a valid and documented school permit have parking privileges at Timberline School. Students driving cars or other licensed vehicles are permitted to park their vehicles in the **student parking area only**, which is designated by signage, and can be viewed on a school-provided parking map. All vehicles should be parked within stall markers (lines); vehicles must have a line on both sides of the car. Parking is not permitted on curbs, bus lanes, fire lanes, driving or drop-off lanes, visitor parking, handicapped parking, staff areas, walkways, sidewalks, medians, on grass, on snow piles (in winter) or in driveway areas. Parking in these areas may result in the loss of on-campus parking privileges. The district reserves the right to tow a parked vehicle when it is improperly or illegally parked and poses a traffic hazard or an obstruction to the normal movement of traffic or is in violation of said regulations, without prior notification, at the subject's expense. Responsibility for finding an authorized parking space rests with the operator. Lack of space in the student parking area is not considered a valid excuse for violation of these regulations.

Timberline School has the authority to deny use of the Timberline School parking facilities to parking violators. Other limitations may be established by the school.

Students may not drive off campus to appointments during the school day without parent approval. Students may not drive home during the school day, unless they are leaving for the remainder of the day.

## School Bus Rules and 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 one's 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 buses. 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 the appropriate school administrator.

## School Bus Violations

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, 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, 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 Operation 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 School Services 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 Operation Officer will also be notified.**

# 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						

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			

2020-2021 Calendar		
Aug	12-13	New Teacher In-Service Days
	14	Teacher Quality Day
	17-21	Teacher In-Service Days
	20	All School Open House
	24	First Day of School
	24, 25, 26	Kindergarten Transition Days
Sep	7	Labor Day
	8	Classes Resume
	8	First Day of Pre-School
	10	SMS & WMS Parent Night
	21	HS P-T Conferences
Oct	20, 22	SMS & WMS P-T Conferences
	20, 21, 22	PVS & TLS P-T Conferences
	23	End 1st Term (44 Days)
	26	Teacher Work Day
	27	Begin 2nd Term
Nov	2-6	HS SPA Conferences
	14-20	Elementary P-T Conferences
	25-29	Thanksgiving Break
	30	Classes Resume
Dec	3	HS P-T Conferences
	23-31	Winter Break
Jan	1-3	Winter Break
	4	Classes Resume
	4	KDG Pre-Registration Begins
	8	End 2nd Term (43 Days)
	8	End 1st Semester (87 Days)
	11	Teacher Work Day
	12	Begin 3rd Term/2nd Semester
	18	Martin Luther King Holiday
Feb	18	HS P-T Conferences
	23, 24, 25	TLS & PVS P-T Conferences
	24, 25	SMS & WMS P-T Conferences
	26	Teacher Work Day
Mar	23	Kindergarten Enrollment Opens
	6-12	Elementary P-T Conferences
	13-21	Spring Break
	22	Classes Resume
	25	End 3rd Term (46 Days)
	26	Begin 4th Term
Apr	19	HS P-T Conferences
May	TBD	Graduation
	28	End 4th Term (46 Days)
	28	End 2nd Semester (92 Days)
	31	Memorial Day
June	1	Teacher Work Day

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

## **APPENDIX B - 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 school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school operated buses or vehicles and chartered buses.
- **school facilities**-includes school 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.