



# **WAUKEE HIGH SCHOOL**

# **HANDBOOK**

Updated 07.08.2019



**MISSION STATEMENT & VISION**

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

**WAUKEE HIGH SCHOOL**

555 SE University Avenue, Waukee, IA 50263  
 Phone: 515.987.5163  
 Attendance: 515.987.2781  
 Fax: 515.987.2784

**Administration:**

Cary Justmann.....[cjustmann@waukeeschools.org](mailto:cjustmann@waukeeschools.org)  
 Judi Roland.....[jroland@waukeeschools.org](mailto:jroland@waukeeschools.org)  
 Nick Ross.....[nross1@waukeeschools.org](mailto:nross1@waukeeschools.org)  
 Gerald Hiesterman.....[ghiesterman@waukeeschools.org](mailto:ghiesterman@waukeeschools.org)  
 Michelle Hill.....[mhill@waukeeschools.org](mailto:mhill@waukeeschools.org)  
 Jim Duea.....[jduea@waukeeschools.org](mailto:jduea@waukeeschools.org)

**Counselors:**

A-C  
 Christian Grandgenett.....[cgrandgenett@waukeeschools.org](mailto:cgrandgenett@waukeeschools.org)  
 D-Hoo  
 Jodi Vogt.....[jvogt@waukeeschools.org](mailto:jvogt@waukeeschools.org)  
 Hop - Mek  
 Megan Curry.....[mcurry@waukeeschools.org](mailto:mcurry@waukeeschools.org)  
 Mel - Sch  
 Jason Sanders.....[jsanders@waukeeschools.org](mailto:jsanders@waukeeschools.org)  
 Sci - Z  
 Beth Streit.....[astreit@waukeeschools.org](mailto:astreit@waukeeschools.org)

<https://blogs.waukeeschools.org/whscounseling/>

**Student Services**

TheresaBest.....[tbest@waukeeschools.org](mailto:tbest@waukeeschools.org)  
 Angela Hunt.....[ahunt@waukeeschools.org](mailto:ahunt@waukeeschools.org)

Main Office, Pam Gehrls.....987.5163  
 Student Services Office, Ashley Fogt.....987.5163  
 Attendance, Lisa Eischen.....987.2781  
 Main Office/Attendance Sarah Taylor.....987.5163  
 Activities Office, Cathy Gray.....987.2782  
 Silver Cord, Sarah Paulson.....987.2726  
 Nurse, Maggie Murrillo .....987.5163  
 Nurse Associate, Carmyn Ferguson.....987.5163

**DISTRICT ADMINISTRATION OFFICE**

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

**Transportation**

Phone: 515.987.2788  
 Fax: 515.987.2701

**Superintendent**

Dr. Brad Buck **x4531**

**Associate Superintendents**

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

**Chief Financial Officer**

Sarah Kautz **x2081**

**Executive Director of Human Resources**

Roxy Livermore **x2030**

**Director of Student Services**

Peg Erke **x5104**

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

Stacie De Haan **x2019**

**Director of Student Information Systems**

Darryl Downs **x4516**

**Director of Nutrition**

Jeannie Allgood **x4512**

**Director of Communications**

Amy Varcoe **x2002**

**Board of Education**

Susan Bunz  
 Dave Cunningham  
 Ethan Huisman  
 Wendy Liskey

Lori Lyon  
 Jerry Ripperger  
 Mary Scheve

# **TABLE OF CONTENTS**

To the Students of Waukee High School.....	6
<b>BUILDING SCHEDULE.....</b>	<b>6</b>
<b>ACADEMICS.....</b>	<b>6</b>
Academic Letter Requirements.....	6
Correspondence Courses.....	6
Counselors.....	6
English as a Second Language (ESL).....	7
Grading Policy.....	7
Graduation Requirements.....	7
Guiding Principles.....	7
Honor Roll.....	7
International Transcripts.....	7
Music Lessons.....	8
National Honor Society Membership.....	8
New Students.....	8
Post-Secondary Enrollment Option.....	8
Repeating a Course for a Higher Grade.....	9
Schedule Changes.....	9
Vocational Education Articulation Agreements.....	9
<b>ACADEMIC EXPECTATIONS.....</b>	<b>9</b>
Academic Honesty.....	9
End of Term Tests.....	10
Incomplete Work.....	10
Make-Up Work.....	10
Test Makeup Policy.....	10
<b>ACTIVITIES.....</b>	<b>11</b>
Class Organization & Meetings.....	11
Extracurricular Activities.....	11
Financial Transactions.....	11
Participation in Non-School Sponsored Sports.....	11
Student Council.....	11
Student Good Conduct Policy.....	11
Student Academic Eligibility Standards.....	14
Sportsmanship.....	14
<b>ATTENDANCE.....</b>	<b>14</b>
Attendance Policy.....	14
Family Vacations.....	15
Procedures to Follow When Absent.....	15
Tardiness – Per Term.....	15
<b>COMMUNICATION.....</b>	<b>16</b>
Announcements.....	16
Bulletin Boards & Signs.....	16
Flyer Distribution.....	16
Student Messages.....	16
<b>DISTRICT POLICIES.....</b>	<b>16</b>
Abuse of Students by District Personnel.....	16
Anti-Bullying/Harassment Policy.....	17
Chapter 103 Annual Notification Statement.....	18
Citizen Complaints.....	18
Continuous Notice of Non-Discrimination.....	18
Federal Section 504.....	19
Field Trips.....	19
Gambling.....	19
Gang Activities.....	19

Hazing.....	20
Internet Appropriate Use.....	20
Limitation of Liability.....	21
Messages & Deliveries to Students During the School Day.....	21
Non-Custodial Parents.....	21
Release of Student Photographs.....	21
Request for Reconsideration of Instructional Materials .....	21
Search & Seizure.....	22
Statement Regarding the Homeless.....	22
Student Fees.....	22
Threats of Violence.....	22
Weapons Policy .....	22
Weather-Related Cancellation or Early Dismissal Procedures.....	22
<b>DIVERSITY &amp; INCLUSION.....</b>	<b>23</b>
Diversity Definition.....	23
Inclusion Definition.....	23
Our Commitment.....	23
Philosophy Statement & Guiding Principles of the Diversity & Inclusion Leadership Team.....	23
<b>HEALTH &amp; SAFETY.....</b>	<b>24</b>
Accidents at School.....	24
Illness.....	24
Life-Threatening Allergies.....	24
Emergency Drills.....	25
Hawk-I Insurance for Children.....	25
Insurance Claims.....	25
Personal Messages.....	25
Safety Notice.....	25
Student Assistance Program.....	25
Student Medication.....	25
School Resource Officer.....	26
<b>NUTRITION SERVICES.....</b>	<b>26</b>
Breakfast & Lunch.....	26
Negative Account Balances.....	27
Special Diet Accommodations.....	27
<b>PARENT/COMMUNITY INVOLVEMENT.....</b>	<b>28</b>
Parental Concerns.....	28
Visitors to Waukee High School.....	28
<b>SENIOR INFORMATION.....</b>	<b>28</b>
College Visits.....	28
Senior Release.....	29
Early Graduation.....	29
Student Transcript Requests.....	29
Central Campus/Academy Enrollment Criteria.....	29
<b>STUDENT DISCIPLINE.....</b>	<b>29</b>
Disciplinary Sanctions.....	29
Due Process.....	29
Student Rights.....	29
Student Responsibilities.....	30
Waukee High School Progressive Discipline Procedure.....	30
General Rules/Violations Summary.....	31
Removal Policy.....	31
Truancy Per Term.....	32
Suspensions.....	32
Student Suspension/Expulsion Guidelines.....	32
In-School Suspension Rules.....	33
<b>STUDENT EXPECTATIONS.....</b>	<b>33</b>
Library.....	33

Student Lockers .....	34
Locker Room Locks.....	34
Social Activities.....	34
Cell Phones & Electronic Devices.....	34
Backpacks/Book Bags.....	34
Dress Code.....	34
Gambling.....	35
<b>STUDENT RECORDS.....</b>	<b>35</b>
<b>TRANSPORTATION.....</b>	<b>35</b>
Parking Guidelines.....	35
School Bus Transportation.....	36
<b>APPENDIX A- SCHOOL CALENDAR.....</b>	<b>39</b>
<b>APPENDIX B- GRADING POLICY.....</b>	<b>40</b>
<b>APPENDIX C- GRADUATION REQUIREMENTS.....</b>	<b>41</b>
<b>APPENDIX D - REQUEST FOR MEDICINE AT SCHOOL.....</b>	<b>42</b>
<b>APPENDIX E - BELL SCHEDULES.....</b>	<b>44</b>
<b>DEFINITIONS.....</b>	<b>45</b>

## To the Students of Waukee High School

This handbook has been prepared to serve as a useful guide for all Waukee High School students and parents. Students are expected to know the provisions of this handbook, which includes a description of the policies and procedures under which your high school operates. This is essential if our school is to function smoothly and efficiently for the benefit of all.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school, which will prepare you to live a better life and eventually take your place in this complex society. Remember that your success in Waukee High School will be directly proportional to your efforts.

This school will be whatever you/we make it. Let us always have the spirit to do things which will make it outstanding.

### School Song

To our Waukee we'll loyal be  
And fight for victory  
Our colors will be carried high  
The purple and the gold shall ever fly  
Our spirit and our unity  
In battle all shall see  
We're out to win this fight,  
we shall use all our might,  
As we fight for victory.

## **BUILDING SCHEDULE**

The normal school day will begin with first block class at 8:10 a.m. and end with dismissal at 3:10 p.m. A full listing of all bell schedules can be found in the appendix.

**Bell Schedules (see Appendix E).**

## **ACADEMICS**

### Academic Letter Requirements

Students will receive their Academic Letter in the Fall of each year. The student must be on the high school academic honor roll (3.50 weighted GPA per term) for the entire preceding academic year. For each additional year of academic honor that the student meets the requirements for the academic letter, he/she will receive an academic bar.

### Correspondence Courses

Students may take correspondence courses from a post-secondary educational institution. Prior to taking the correspondence course, students must receive administrative approval to receive credit toward the graduation requirements established by the district school board. The student/parent will be responsible for all course fees.

### Counselors

The Waukee Schools counseling program strives to implement a comprehensive and accountable school counseling program that is considered "best practice" for the profession. The Waukee Counseling program is an articulated, sequential K-12 program that is comprehensive in scope, preventative in design, developmental in nature, driven by data and integral to the school district's curricula and instructional program. The counseling program reflects a comprehensive approach to program foundation, delivery, management and accountability. Our program provides a system that encourages and promotes each student's academic, career and personal/social development in preparation for the challenges of the 21st century.

We believe that each and every student is a worthwhile individual deserving to be treated with dignity, equality and respect. Our program is systematically planned and implemented through the guidance curriculum and specialized approaches. The developmental guidance program is an integral part of the total educational program and affirms the belief that guidance is for all students and its purpose is to facilitate personal growth in education and career while supporting students' personal and social development. The district's professionally licensed school counselors receive continual training and provide professional guidance that

specifically addresses the needs and challenges of students.

Waukee High School has five counselors. Every student in our school is assigned to a counselor by last name and alphabet. We will make every effort to have your counselor remain the same for your high school career. However, due to growing enrollment and/or other factors, this may not always be possible. The counseling staff will address a full range of guidance activities with students, including four-year planning, course selection, evaluation of student progress as it relates to graduation, post-secondary exploration, counseling needs personal/social, academic and career, referrals to outside agencies and a wide variety of additional student-centered services. Students and parents are encouraged to communicate with their counselor on a regular and ongoing basis.

### **STUDENT SERVICES SPECIALISTS**

Waukee High School has two Student Services Specialists (SSS). They will work collaboratively with school counselors, teachers, family members, outside agencies and other personnel to identify students and to ensure that their needs are met academically, socially and emotionally. Through the implementation and facilitation of student interventions, students will have another avenue to assist in their achievement.

The SSS will address the full range of activities with students including four-year planning, course selection, evaluation of student progress as it relates to graduation, referrals to outside agencies and a wide variety of additional student-centered services. The SSS will also work with students on attendance and discipline issues.

### **English as a Second Language (ESL)**

In the Waukee Community School District we serve our English language learners through the ESL program. Students receive comprehensible input through one on one and small group pull-out or 8 grade level collaborative instruction. Our program provides specialized and specific instruction in listening, speaking, reading and writing while honoring our students' languages and cultures.

### **Grading Policy**

The grading structure and scale identified is the practice that will be followed by all staff at Waukee High School

and will be used for calculating grade point averages (See Appendix B).

### **Graduation Requirements**

Waukee High School requires 53 credits for high school graduation, as adopted by the Waukee Community Board of Education. A credit is defined as a passing grade in a term (9 weeks) of a given course (See Appendix C).

In accordance with board policy, all students will be required to take one credit of PE per year. If for medical or religious reasons you are requesting a waiver from PE, you must receive permission from your counselor and administration. Waukee High School will follow the rules as established by the State of Iowa when reviewing each case. Documentation will be required in each situation.

### **Guiding Principles**

The following are the principles at Waukee High School that teachers will use when assessing and reporting student progress:

- Differentiation of instruction & assessment is necessary for students to grow and progress
- Multiple data points are used to determine the summative grade
- Course grades accurately communicate only academic achievement of the standards
- Independent practice is meaningful, purposeful and tied to standards
- Students are given multiple opportunities to show proficiency through ongoing assessment.

### **Honor Roll**

The academic honor roll will be computed at the completion of each term. A student must maintain a grade point average of 3.50 weighted GPA or higher to qualify for the honor roll.

### **International Transcripts**

When reviewing transcripts from international parties, every effort will be made to register students for the appropriate coursework, after reviewing all available student records. Credits will be issued accordingly. However, international grades will be transferred as pass/fail.

## Music Lessons

Music lessons will be scheduled during the school day. All lessons will be 25 minutes long. A rotation schedule will be implemented to assure students are not pulled out of the same class on an ongoing basis. Each student will receive four lessons per term for instrumental music and four lessons per term for vocal music. Lessons are scheduled by the student and instructor at a time agreed upon by both parties. It is the responsibility of the student to ensure the minimum requirement is being met before the end of each term.

## National Honor Society Membership

The National Honor Society chapter of Waukee High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a faculty council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year.

Students in the 11<sup>th</sup> or 12<sup>th</sup> grades are eligible for membership. For the scholarship criterion, a student must have a cumulative 3.5 GPA or better. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required.

To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character and leadership. These forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Faculty Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all

four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year and participation in the chapter service projects.

Local bylaws and a procedure for following our Good Conduct policy as it pertains to NHS have been adopted. A NHS member that is referred to an assistant principal for a minor disciplinary infraction may be subject to written reprimand by NHS. A NHS member that breaks our academic integrity policy and/or our Good Conduct policy (AP's & AD monitor) is subject to action as outlined in our procedures.

A full explanation of the Waukee NHS Bylaws can be found on the Waukee District website [www.waukeeschools.org](http://www.waukeeschools.org).

## New Students

Every attempt will be made to place new students in the appropriate course at the appropriate level. In the event this is not possible, alternate arrangements will be made. Move-in students will not be expected to make-up all work assigned in the class prior to their enrollment.

## Post-Secondary Enrollment Option

The Post Secondary Enrollment Act permits eligible high school students to take and receive college credit for courses at any public, private or community college. Students in grades 11-12 who are proficient on district assessments are eligible to receive college credits that can also be applied toward graduation requirements at Waukee High School. Cost for tuition, textbooks, materials and fees will be reimbursed for each course successfully completed. **If a student fails or drops a course, the student will be responsible for paying all expenses incurred. Students must return the textbooks at the end of the course to avoid being charged.**

- Students must be proficient on the Iowa Assessments.
- Students must be in grades 11-12 and enrolled at Waukee High School. Some post secondary institutions have grade point and test score requirements. Juniors wishing to take a post-secondary course during the regular school day must receive permission from their counselor and administration.
- Students will not be permitted to enroll in a post secondary course when a comparable course is



offered at Waukee High School. The administration reserves the right to determine the acceptability of courses as provided under this act.

- Students may enroll in no more than 11 college credit hours per semester.
- Students will be granted 1 high school credit for every 3 hours of college credit earned. Grades and credits earned will be recorded on the individual's transcript and will be included in the cumulative grade point average.
- The student will be responsible for furnishing transportation to and from the eligible postsecondary institution.
- Please refer to the Iowa Department of Education's current "Post Secondary Enrollment Options Handbook" for all program requirements.

**Junior students participating in PSEO are required to maintain a full schedule at Waukee High School during that semester. Any exceptions need to be reviewed by your counselor and administration.**

### Repeating a Course for a Higher Grade

High School students may repeat any course in an attempt to achieve a higher grade under the following conditions:

- the course must have been taken at Waukee High School.
- the course may be repeated once
- the higher of the two grades will replace the lower grade on the grade point average calculation
- both courses will be listed on the transcript
- enrollment in the repeated course will be on a space-available basis
- failing the repeated class will result in academic ineligibility.
- When retaking a course that was originally pass/fail (i.e. middle school math course), the most recent course grade will be included in GPA calculation.

### Schedule Changes

All students of Waukee High School are to be full time students unless special permission has been granted by administration. Students must take a full schedule if lacking minimum number of credits to graduate on time with peers. (Full time students are registered for four

blocks.) Students will use the online submission form for any schedule change request. This form can be found on the counseling blog (<https://blogs.waukeeschools.org/whscounseling/>).

They must complete the form, including a parent/guardian electronic signature, and click submit before a change will be considered. The entire process for a schedule change must be completed with the counselor prior to the beginning of a term. Once the term begins, schedule changes must be approved by the building principal according to the following criteria:

- Course level changes
- Course failure in the preceding term
- Computer and/or clerical error. Students may check their original registration forms in the office to assist in determining if a clerical error has occurred
- Special education placement
- Failure to meet a course requirement
- Seniors who must enroll in a course to meet graduation requirements
- Wanting to add a course without disturbing the rest of the schedule (this applies to seniors only and must be within the first two days of the term).

Approval by parent and counselor/principal is necessary for an addition/deletion of a course.

### Vocational Education Articulation Agreements

The Waukee Community School District has developed articulation agreements with the Des Moines Area Community College (DMACC) in the area of vocational education. Articulation refers to the process of receiving DMACC credit for specific classes taken at Waukee High School. Certain conditions must be met before credit can be awarded. Check with your vocation education instructor for more information.

## ACADEMIC EXPECTATIONS

### Academic Honesty

One of the most essential elements to successful learning is the atmosphere of trust among students between a teacher and a class. Academic dishonesty -- cheating and plagiarism -- destroys that trust, prevents effective

learning and is wrong. It is therefore essential that each student make a commitment to high standards of honesty. Students are expected to complete their own work as well as allow other students the opportunity to learn by completing their own work. Below are examples of copying, cheating or plagiarism that will not be accepted.

**You are plagiarizing or cheating if you:**

- present ideas of others as your own without giving credit to the source
- use direct quotations without quotation marks and without giving credit to the source
- paraphrase without crediting the source
- participate in a group project that presents plagiarized materials
- fail to provide adequate citations from materials obtained through electronic sources
- download and submit work from electronic databases without citation
- submit materials written by someone else as your own. This includes purchasing a term or research paper.
- allow someone else to copy or submit your work as his/her own.
- copy someone else's exam, graded homework or laboratory work.
- submit the same paper in more than one course without the knowledge and approval of the instructors.
- use notes, other materials or technology during a test or exam without authorization.

Adapted from: University of Iowa. Undergraduate Handbook . 2000-01. Pages 26-27.

Academic honesty is one of the basic values of Waukee High School. It is important to keep standards high. WHS offers a variety of sources in aiding students to avoid plagiarism. Students may also look at their essays on TurnItIn.com to check for plagiarism. All students are instructed to use correct methods when documenting resources. The school will not tolerate cheating. Each teacher will establish classroom procedures regarding cheating/plagiarism that fall within the framework established by our guiding principles. Infractions may become part of the student's disciplinary record. Disciplinary action could include action in accordance with the bylaws of National Honor Society.

## End of Term Tests

Final tests will be administered at the conclusion of each term. The last two days of each term will be abbreviated days to accommodate test taking and student preparation for the end of term tests. All students will be required to take end of term tests. Parents and students should note that although high school students are dismissed early busses run immediately following the testing period.

## Incomplete Work

When a student, due to cause out of his/her control, has failed to complete minimum requirements or those set up by the teacher by the end of the term, the letter "I" shall be entered on the report card and in the teachers record. The student has ten school days to complete the minimum requirements. If not completed by that time, the teacher will report the student's grade based on the evidence collected. In case of illness or a doctor's recommendation, special consideration may be given. The teacher(s) and the student will create an action plan for completing the work. The teacher will communicate the plan to the student's parent and counselor.

## Make-Up Work

Students who are absent from class are expected to make up the work missed. It is the responsibility of the student and the teacher to arrange for the completion of make-up work. It shall be the student's responsibility to secure make-up work from the teacher prior to leaving for a school-related activity. Work may be completed outside the school day or during class time if such arrangements can be made. The teacher and student will come up with a timeline for completion of the work necessary to properly assess the student on the expected learning target per our guiding principles. Extenuating circumstances, such as a long-term illness, will be addressed on an individual basis with a possible extension made in the number of make-up work days allowed.

## Test Makeup Policy

All students will be expected to make up announced tests, which have been missed because of an absence. Arrangements for making up tests will be at the discretion of the teacher. It is the student's responsibility to communicate with the teacher relating to making-up tests and to be aware of the class test make up policy.

# **ACTIVITIES**

## **Class Organization & Meetings**

Each class shall elect a president, vice-president and secretary-treasurer. Class meetings must never be held without the class sponsor being present. All class meetings are to be conducted in a business-like manner. The class president should never call a class meeting without first discussing with the sponsor the need for the meeting.

## **Extracurricular Activities**

### **ACTIVITIES**

Waukee Community School District students are encouraged to participate in the non-academic activities sponsored by the school. Only those students in a supervised after school activity are to be in the building after the end of the school day.

### **ACTIVELY PARTICIPATING**

Extracurricular activities are to provide opportunities for students. A student must be in attendance a minimum of two blocks to participate in afterschool or evening extracurricular activities. The nature of the absence will be the determining factor in these situations.

## **Financial Transactions**

The high school principal or activities director must first approve all activities requiring a money transaction. Application in writing should state the project as well as the purposes for which the money is to be raised. Individual assessments (class dues) are not acceptable money raising projects.

## **Participation in Non-School Sponsored Sports**

A high school student who participates in school-sponsored athletics may participate in a non-school sponsored same sport during the same season with approval of the activities director. Such outside participation shall not conflict with the school sponsored athletic activity including practices and games.

Failure to obtain approval may result in one-year ineligibility of student/athlete to participate in any school activity.

The district school board allows for a due process procedure in the event of a grievance. The purpose of this procedure is to resolve all complaints at the lowest possible administrative level.

## **Student Council**

Student Council members for the next school year will be elected in the spring by grades nine through eleven. Each class elects four representatives to the council.

Additionally, a council president, vice president and a secretary-treasurer shall be elected.

### **STUDENT COUNCIL ELECTION ORGANIZATION**

- Officer to be elected
  - President
  - Vice-President
  - Secretary-Treasurer
- All candidates must pick up nomination forms from the office.
- Nomination papers for all candidates with the proper number of signatures must be turned into the office.
- During the week of the election, candidates may place campaign posters in the school.
- All posters must be taken down by the end of the school day following the election.
- A forum will be created to allow candidates to deliver Speeches.
- The election will be conducted on the designated election day.
- Votes will be counted by a person or persons designated by the Student Council.

## **Student Good Conduct Policy**

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.

If the first offense does not involve an illegal substance, a weapon violation or assault after one year of no violations, the first offense will be removed from the student's record.

#### **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 14 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 to 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 four grading periods as follows:

- (1) First term
- (2) Second term
- (3) Third term
- (4) Fourth term

## Sportsmanship

Waukee High School expects a high level of sportsmanship from fans and student athletes.

Any student, fan or athlete disqualified from an interscholastic contest by the administration or game officials for flagrant, violent or verbal misconduct will be ineligible for the next two scheduled games/meets at that level of competition and all other games/meets in the interim at any level. The IHSAA, IGHSAA or the school may assess additional penalties.

The second violation carries an eight regularly scheduled game/meet ineligibility.

If penalties are imposed at the end of the sport season and no contest remains, the athlete’s penalty is carried over in that particular sport until the next school year. The penalty is not imposed from one sport program to the next sport program. Exception: If a senior (12th grade) is ejected from the last contest of the season in a given sport, the penalty is carried over to the next sport program the athlete participates in.

# ATTENDANCE

## Attendance Policy

### PHILOSOPHY

It is the educational philosophy of the Waukee Community School District that regular attendance by all students is essential and cannot be duplicated by other methods. Students are unable to obtain maximum opportunities from educational programs offered without attending classes. Consequently, students are expected to be in attendance at scheduled classes for one hundred and eighty (180) days per academic year. Exceptions to the principle of one hundred and eighty (180) days are explained later in the section on excused absences.

### GENERAL STATEMENTS

- If a student cannot report to school, it is the responsibility of the parents to report that absence by 8:00 a.m. on the day of the absence by calling the attendance office at 987.2781.
- Should a call not be received, the school will attempt to telephone the student’s parents to verify the absence. In addition, the school resource officer or counselor may make contact to check on the status of the student. Failure to receive absenteeism information shall cause the student to be considered truant until a call or note has been received from the parent.
- Students leaving school during the school day must receive permission from a school official/parent prior to leaving and the student must sign out at the attendance office.
- Students returning to school after the school day has started must sign in at the attendance office upon their return.
- A student who is under sixteen (16) years of age by September 15, in proper physical and mental condition to attend school, and who fails to attend school regularly without reasonable excuse for absence is in violation of the state compulsory attendance laws.
- A student who is considered to have excessive absenteeism may require a parent and student conference with the assistant principal / counselor.
- If a student is going to be absent due to a school activity or trip, the student will be responsible for notifying his/her instructors.

## ABSENCES

Students are expected to attend school every day unless they are ill or there is another legitimate reason for not attending. Absences are either excused or unexcused.

**Excused Absences** - An excused absence is an absence approved by parents and school administration. The administration may reject a parent excused absence if it is deemed unreasonable or excessive. Students will receive full credit for schoolwork made up to the satisfaction of each teacher because of an excused absence. Listed below are examples of excused absences.

- Personal illness
- Death or serious illness in the immediate family
- Medical or dental appointments, which cannot be made other than during school time.
- Work for parents (in emergency situations)
- Attendance at state sponsored tournaments will be excused if a Waukee team or individual is participating. All work must be made up in advance and prior parental consent must be granted. A student who has been a season long participant in an extracurricular activity will be permitted to miss ½ day of school to attend the activity's state sponsored tournament regardless of Waukee's participation in that tournament.
- Family vacations
- Court appearances
- Absence for an authorized religious holiday
- Other reasons which can be justified from an educational perspective

**Unexcused Absences (Truancy)**- An unexcused absence is an absence not approved by parents and/or the school. The parents or head of household of any student with an unexcused absence will be notified of the absence and of disciplinary actions taken. All work missed during an unexcused absence will be made up to the satisfaction of the teachers involved.

- A student who reports to school after an absence and the parent has failed to notify the school will be considered truant
- Shopping trips
- Oversleeping
- Hair / tanning appointments
- Work or employer
- Excessive car trouble
- In other area of building, other than where assigned

- Other reasons to be determined by the administration

*\*\*The administration reserves the right to require documentation in order to excuse certain absences from school.*

## Family Vacations

It is important that students attend class on a regular basis. Classroom activities include educational experiences, which cannot be duplicated. Parents are encouraged to consider the impact of a student's absence before arranging an elective absence. The nature of the block schedule is such that a one-day absence is equivalent to two days of absence under a traditional schedule.

## Procedures to Follow When Absent

1. Parents are to call the high school office at 515.987.2781 before 8 a.m. on the day of the absence stating the type of reason for the absence. Should a call not be received, the school will attempt to telephone the student's parents to verify the absence.
2. A written excuse is to be sent to the attendance secretary if the parent is unable to call the school. Notice from a parent must be received before the student's first scheduled period of the day upon returning to school.
3. Sign Out/Sign In--Students leaving school during the regular school day must receive permission from a school official prior to leaving. If permission is granted, the student is to sign-out on the daily sign-out record. Students returning to school during the school day are to sign-in on the sign-out record.

## PLANNED ABSENCES

It is the student's responsibility to inform teachers if they know, in advance, they are going to be absent from school.

## Tardiness – Per Term

The following consequences may include, but are not limited to:

### 1ST OFFENSE

Warning issued by classroom teacher

Automated Phone Call to Parent

## 2ND OFFENSE

Warning issued by classroom teacher

Automated Phone Call to Parent

## 3RD OFFENSE

Communication with the student and/or family and counselor

## \*4TH OFFENSE

One hour detention

Conference with the student and administrator or specialist.

Parent Contact

## \*5TH OFFENSE

Two hour detention

Conference with student and administrator or specialist

Parent Contact

## \*6TH OFFENSE

Two hour detention

Conference with the student and administrator or specialist

Parent Contact

## \*7TH OFFENSE

Three hour detention

Conference with the student and administrator or specialist

Parent Contact

## \*8TH OFFENSE

In-School Suspension

Conference with student and administrator or specialist

Further consequences as determined by conference

**\*With continued tardiness, student will receive consequences that may include, but are not limited to, early dismissal Detention, Saturday School, problem**

**solving meetings with parent, making up time missed, loss of intramural participation, loss of parking privileges or possible drop from class.**

## COMMUNICATION

### Announcements

Announcements are distributed weekly through SchoolMessenger. If you are wishing to receive these announcements, please make sure you provide a valid email address in PowerSchool. If at any time throughout the school year your email address changes, please contact your school secretary and they can make that switch for you.

### Bulletin Boards & Signs

Notices are not to be posted without the approval of the principal or designee.

### 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](#). Waukee Backpack can be accessed by visiting <http://blogs.waukeeschools.org/waukeebackpack/>

### Student Messages

A student is not to be called from a class for a telephone call, unless the call is of an emergency nature. The office will relay messages from parents/guardians to students between classes.

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

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies;

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 Personnel: 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.

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 vehicle will be conducted immediately and without prior notification whenever there exists "reasonable suspicion."

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

## Statement Regarding the Homeless

Waukee Community School District Board of Education is responsible for locating and identifying homeless children and youth who are "found" within the district. A "homeless child or youth of school age" is defined as one between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth living on the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home; living in a community shelter facility; or living with non-nuclear family members or friends who may not have legal guardianship over the child or youth of school age. The district shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, English as a second language, vocational courses or programs, programs for gifted and talented, health services and food and nutrition programs on the same basis as those services and assistance are provided to resident pupils.

## Student Fees

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program, Supplemental Security Income, transportation assistance under open enrollment or who are in foster care are eligible to have their student fees waived or partially waived. Students whose parents are

experiencing a temporary financial difficulty may be eligible for a temporary waiver of fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Business Services Department at the District Administration Office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

## 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.

## **DIVERSITY & INCLUSION**

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

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

### Diversity Definition

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

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

### Inclusion Definition

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

### Our Commitment

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

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

The Waukee Community School District is dedicated to building genuine relationships by embracing individual differences and perspectives.

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

citizenship

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

## **HEALTH & SAFETY**

### **Accidents at School**

In case a student has an accident or is seriously ill while at school, every attempt will be made to notify the parent, guardian or designee. If all are unavailable, your child's physician (or dentist if a dental injury) would be contacted for instructions. If that person is unavailable, the school will make whatever arrangements seem necessary, including ambulance transportation to the emergency room if required.

### **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

### **DISMISSAL PROCEDURE**

- Parents or their designee must be notified before a student is allowed to leave school.
- Transportation will be approved or arranged by the parent or designee.

- Teacher and/or office staff will be notified.
- Parent or designee will sign student out in the office area.

### **PARENT/GUARDIAN RESPONSIBILITY RESPONSIBILITY**

Parents will be responsible for communicating information 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.

### **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](#).

The focus of the policy is to request that parents and students avoid including nuts and nut products in lunches and snacks in all grades. No homemade treats or food items for students will be allowed to be brought into Waukee Schools.

In grades K-9, no type of food or candy item may be used in a project. This would include projects created at school or outside of school and sent to school.

## Emergency Drills

It is important that our staff and students are prepared in case of a real emergency. Frequently and without warning, fire, tornado and other emergency drills will be held. Students are to read the fire and tornado exit plan in each of their classrooms and make certain that they are familiar with the procedure for leaving the building from each classroom. The most important thing to remember during a drill is to be calm. Walk during the drill. There should be very little talking during a drill in order that emergency instructions may be given via the inter-communication system.

## 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.

## Insurance Claims

Each year the school has made available a pupil insurance program. The school has no financial interest in the insurance program and it is provided only as a service to the student and his family. The procedure for filing an insurance claim is as follows:

1. Report the injury to a school official (a teacher, nurse or assistant principal). That person is responsible for recording the date and the time of the student's injury.
2. Go to the doctor with the injury. The injury must be treated within 30 days.
3. Stop in the Superintendent's office and the insurance form will be prepared.

4. Take or mail the partially completed form to your doctor in order that he/she may complete his/her portion of the report and send it to the insurance company for the payment of the fee.
5. Payment will be made jointly to the insured and to the doctor, with the school receiving notification of the payment.

## Personal Messages

A student is not to be called from a class for a telephone call, unless the call is of an emergency nature. The office will relay messages from parents/guardians to students between classes.

## Safety Notice

In light of tragic events in schools across the United States, it is important that we exercise caution in what we say, write or do. Students who write or talk about injuring another student or staff member or about using weapons must expect such statements to be taken seriously. Teachers and administrators will consider talking or writing about hurting someone or using weapons as a serious threat. When school officials hear about such threats, they will be investigated. If the threats are substantiated the student(s) involved will receive appropriate consequences and may be referred to local law enforcement.

## Student Assistance Program

The Waukee Schools are a member of the Employee Family Resource and Student Assistance Program. The SAP is designed to provide assistance to young people and their families who are experiencing difficulties in any of a variety of areas. These areas of difficulty could include, but are not limited to, parental relationships, eating disorders, substance abuse, peer relationships, depression, self-esteem, suicidal tendencies or poor academic progress.

The Student Assistance Program has professional counselors available 24 hours a day 7 days a week to address student needs. Counseling evaluation and referral services are available to all students and their family members at no cost. Appointments can be scheduled by calling **(515) 244.6090 or 800.327.4692 (toll free)**.

## Student Medication

If medication is to be administered at school, a school

form must be filled out and signed by the parent/guardian (see Appendix C). 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.

## School Resource Officer

Waukee High School and the Waukee Police Department are partners in the educational development of WHS students. A school resource officer (SRO) will promote positive relationships with students. In addition, the SRO will assist with educational programs by making himself/herself available as a resource and a guest speaker in classes. School officials look to the officer to also interact with students in an advisory/educational capacity in most problematic situations. However, the school resource officer will fill the role of police officer in certain circumstances.

## **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 & 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: \$1.75
- Grade 6-9: \$1.85
- Grade 10-12: \$1.85
- Adult: \$2.10
- Milk: \$0.50

### Lunch Prices

- Grades K-5: \$2.70
- Grades 6-9: \$2.80
- Grades 10-12: \$2.90
- Adult: \$3.65
- 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. Click here 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. Click here 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 are also available on the district website, [www.waukeeschools.org](http://www.waukeeschools.org).

## **PARENT/COMMUNITY INVOLVEMENT**

### **Parental Concerns**

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

### **Visitors to Waukee High School**

Visitors are required to report to the office and sign in upon their arrival at Waukee High School. After the guest has signed in they will receive a "Visitor's Badge" which they will be expected to wear during their stay in our building. Upon leaving the building we ask guests to sign out and return the badge to the office.

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**

- All visitors, including parents, must report to the main office upon their arrival at the school and

provide their driver's license or other state or federally issued ID.

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

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

### **Waukee students will not be allowed to bring visitors to school during the school day.**

The reason for this policy lies in our desire to continue to maintain a safe learning environment for our students. This system will serve as a means of letting all staff and students know that any strangers in the building have checked in at the office and are approved as visitors.

## **SENIOR INFORMATION**

### **College Visits**

College bound students are encouraged to visit the campus of colleges they are planning to attend. Visits may be arranged through the student's counselor. When possible, visitations should be scheduled on days when Waukee High School is not holding classes. **Please note that college visits count as a day of absence from school.**

## Senior Release

Seniors with less than 52 credits are required to be enrolled in 3 credits per term. Seniors who have successfully completed 52 credits may elect to enroll in a **minimum of 2 credits per term**, provided they are scheduled consecutively. Seniors are not to be in the building or on the school grounds during their open release time.

## Early Graduation

An early graduation policy has been adopted by the Waukee Community School District. A student requesting to complete his/her high school education is required to file an Early Graduation Parental Consent Form. Prior to checking out and being released for early graduation, the student must complete all course work, requirements and obligations. Early graduates may participate in prom and graduation.

## Student Transcript Requests

Should a student need a transcript (official or unofficial), they should submit their request on the Waukee High School webpage, using the form [Transcript Requests](#).

Copies of a student's official transcript will be sent directly to the requested educational institution. Waukee High School reserves the right to assess a fee for repeated and/or numerous transcript requests.

Official transcripts cannot be issued to students. Students or parents requesting a personal copy of their transcript will be provided only an unofficial copy.

## Central Campus/Academy Enrollment Criteria

Waukee High School Students may enroll at Central Academy and Central Campus if the following conditions are met:

- The course is for the student's senior year
- The course is not available through the Post Secondary Enrollment Options Act (e.g. Drake University, DMACC, etc.)
- The course is not offered at Waukee High School
- The student shows a high aptitude and/or interest in pursuing the area of study.

# STUDENT DISCIPLINE

## Disciplinary Sanctions

Students who violate the policies, rules or directives of the district, or who have documented cases of conduct detrimental to the best interests of the district, may have disciplinary sanctions applied to them. This may include denial of extracurricular activities or privileges (including dances), detentions, placement on probation, suspension and expulsion from school or referral to other agencies.

## Due Process

To ensure that the student receives fair treatment consistent with the fundamental requirements of due process, student suspensions or recommendations for expulsions must be made in accordance with the following:

A student may be suspended by an administrator for a commission of serious or repeated infractions of school rules or when the presence of the student will cause substantial interference with the maintenance of the education of the normal operation of the school. The administrator shall conduct an investigation of the charges against the student, giving the student:

1. Oral or written notice of the allegations against the student.
2. The basis in fact for the charges.
3. The opportunity to respond to those charges.

## Student Rights

There are numerous opportunities for disagreements between people to arise. When such occasions occur, there must be someone who has the responsibility for setting the disagreements in order to avoid complete disorder in the school. Such structure is necessary to facilitate the teaching-learning process. The power and the responsibility for the settlement of disagreements has been given to the Waukee Community School District Board of Education and, through them, to the administration and teachers. In order for this power to be exercised fairly, and so students know their responsibilities, it is necessary that each student's rights be stated.

- All students and staff members have the right to be treated with respect and, in return, treat others respectfully.

- All students have the right to participate in curricular and Co-curricular activities as long as they have met the requirements of the State of Iowa, the Waukee Community School District and Waukee High School.
- All students have a right to a fair hearing on disciplinary matters with the understanding that the final decisions must be made by the school.
- All students have the right to bring their concerns about school matters to the attention of the staff and administration of the building.

Along with personal rights go the obligation and responsibility to respect the rights of all students. Any students violating the rights of others will be held responsible and appropriately disciplined.

## Student Responsibilities

- To observe constitutional rights of others
- To be informed of and abide by school rules and regulations.
- To recognize individual differences between people and work to understand those differences.
- To dress and appear in a reasonable manner.
- To develop employment skills.
- To maintain their best level of classroom achievement.
- To refrain from using obscene language.
- To help preserve school property.

## Waukee High School Progressive Discipline Procedure

The Waukee High School Discipline Procedure has three intended outcomes:

- to provide a safe and orderly school environment, conducive to optimal learning
- to modify 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 policy/guideline and is referred to the office, the principal, assistant principal or the designee will determine if the student is placed on a STEP. A STEP will automatically be assigned for any behavior that results as in-school suspension or out-of-school suspension. Tardies are not included on the STEP unless a student does not show up for the assigned detention, which would result

in an in-school suspension. The disciplinary consequences assigned to the student will be determined by the policy or procedure which the student has violated. These consequences are listed in the student handbook.

Additionally, when the student does not show up for his/her assigned Early Out Detention he/she will be placed on a STEP.

The Waukee High School Progressive Discipline Procedure is an accumulated discipline policy over the academic school year. **The STEP policy does not start over each term.**

### STEP OUTLINE

The degree of violation will determine the assigned consequences and parental notification procedures. The assistant principal or designee reserves the right to assign more than one STEP for severe violations of school policy. If not otherwise prescribed by the violation, the following outline for notification and consequences will be prescribed:

**Step 1:** telephone call by assistant principal and/or letter to parent/guardian, consequences according to policy in handbook

**Step 2:** telephone call by assistant principal, and/or letter to parent/guardian, consequences according to policy in handbook

**Step 3:** telephone call by assistant principal, and/or letter to parent/guardian, consequences according to policy in handbook

**Step 4:** telephone call by assistant principal, letter to parent/guardian, parental option of conference, and consequences according to policy in handbook

**Step 5:** telephone call by assistant principal, letter to parent/guardian, parental option of conference, and consequences according to policy in handbook

**Step 6:** telephone call by associate principal, letter to parent/guardian, conference with assistant principal and associate principal, consequences according to policy in handbook

**Step 7:** telephone call by associate principal, letter to parent/guardian, conference with assistant principal and associate principal, consequences according to policy in handbook

**Step 8:** telephone call by principal, certified letter to parent/guardian, parental option of a conference, consequences according to policy in handbook

**Step 9:** telephone call by Superintendent or the Superintendent's designee, certified letter to parent/guardian, conference, consequences according to policy in handbook

**Step 10:** telephone call by principal, certified letter to parent/guardian, parental option of conference, consequences may include a recommendation for expulsion.

**\*Additional consequences may be rendered on any step, depending on the severity of the situation. Referrals may be made to the student assistance program.** With continued discipline issues, student will receive consequences that may include, but are not limited to, early out detention, problem solving meetings with parent, making up time missed, loss of intramural participation, loss of parking privileges or possible drop from class.

## General Rules/Violations Summary

The purpose of this section is to provide information with which to make intelligent choices. Discipline is administered through a four level system. These are generally the following:

### LEVEL ONE

1. Notification of parent.
2. Rule clarification to parent and students.
3. Reprimand and warning to student.
4. Possible Early Out Detention.
5. Parent conference may be required.
6. Involvement of counseling services.

### LEVEL TWO

1. Notification of parent.
2. Possible Early Out Detention.
3. Possible one to three day out-of-school suspension.
4. Parent conference may be required.
5. Rule clarification to parent and student.
6. Reprimand and warning to student.

### LEVEL THREE

1. Notification of parent.
2. Possible one to five day out-of-school suspension.
3. Parent conference required.
4. Rule clarification to parent and student.
5. Reprimand and warning to student.

### LEVEL FOUR

1. Notification of parent.
2. Parent conference required.
3. Possible one to ten days out-of-school suspension.
4. Up to expulsion for remainder of semester/school year to Superintendent and district school board.

### These "levels" apply to the violations listed below:

Absence, unexcused (truancy)- Levels 1,2,3,4

Arson - Level 4

Assaulting a fellow student - Levels 2,3,4

Assaulting a faculty member - Level 4

Cafeteria - Levels 1,2

Cheating - Levels 1,2,3

Computer & Inappropriate Use - Levels 2,3,4

Controlled substance, drug paraphernalia, alcohol,

tobacco, electronic cigarettes, lookalikes, imitation

controlled substance, use or possession, distribution -

Level 2,3,4

Extortion - Levels 2,3,4

Fireworks or Explosives, Use of - Levels 3,4

Forging, falsifying, altering or illegally possessing school

forms- Levels 1,2,3,4

Gambling - Levels 1,2,3,4

Indecent Exposure - Levels 2,3,4

Insubordination - Levels 3,4

Parking Lot - Levels 1,2

Theft - Levels 2,3,4

Threat of a faculty member - Levels 3,4

Threat of School Environment - Level 2, 3, 4

Unauthorized use of safety equipment (false fire alarm,

improper use of fire extinguisher) - Levels 3,4

Vandalism or defacing school property - Levels 1,2,3,4

Harassment- Levels 1,2,3,4

Weapons/look-alikes/dangerous objects - Levels 3-4

These infractions may involve referral to the school resource office and/or legal authorities. In addition, a referral to an assistance or assessment center may be made.

## Removal Policy

Students are expected to follow classroom rules.

Students who exhibit repeated inappropriate behaviors will be referred to the administrative office.

Insubordination and safety concerns will result in an immediate removal. The following consequences may include, but are not limited to:

### 1ST REMOVAL

Detention  
Teacher phone call to parent  
Conference with assistant principal and/or counselor

### 2ND REMOVAL

Detention or in-school suspension  
Conference with principal, teacher, parent and student required for re-entry to class

### 3RD REMOVAL

In school or out-of-school suspension  
Possible drop from class; assigned to Student Services for the remainder of the term.

## Truancy Per Term

These guidelines will be followed for unexcused absences/truancy. Consideration will be given to whole or partial school days missed. The following consequences may include, but are not limited to:

### 1 UNEXCUSED ABSENCE

Detention  
Conference with AP and student  
Parent notification

### 2 UNEXCUSED ABSENCES

Detention or in-school suspension  
Conference with AP and student  
Parent Notification

### 3 UNEXCUSED ABSENCES

Detention or in-school suspension  
Conference with AP/parent/student  
Consequences as determined by conference

**Additional truancy will result in further consequences, including but not limited to, detention, making up missed time, conference with administration, possible drop from class, loss of parking privileges, loss of intramural participation, etc.**

## Suspensions

Certain violations can result in a student being suspended from school. Severe violations may result in an out-of-school suspension. Students who are placed on any type of suspension are responsible for obtaining all make-up schoolwork they miss while they are on suspension. Make-up work must be completed upon the

student's return to school after their suspension. If a test is missed as a result of a suspension, students are responsible for making arrangements with the teacher to make up tests.

## Student Suspension/Expulsion Guidelines

### STUDENT SUSPENSION

The principal of each school building or his/her designee may temporarily suspend a student for a period not to exceed ten days for disciplinary reasons by following the procedures listed below. The procedures include the right of students to:

- Be given oral and/or written notice of the charges
- Be given the opportunity to admit or deny such charges
- Be given an explanation of the evidence against the student if he/she denies the charges
- Be given an opportunity to explain the situation

Suspensions may either be in-school or out-of-school: An in-school suspension is the temporary isolation of a student from one or more classes while under supervision. Out-of-school suspension is the removal of a student from the school environment for periods of short duration.

Parents and students should be aware that under certain circumstances school officials are obligated to inform law enforcement authorities of certain types of student misbehavior. In addition, legal action may be instituted against the student.

### STUDENT EXPULSION/LONG-TERM SUSPENSION

It shall be within the discretion of the building principal or his/her designee to recommend to the district school board the expulsion or long-term suspension (more than 10 days) of a student for disciplinary purposes. Only the board may take action to expel or suspend a student for more than 10 days and to readmit the student. It shall be within the discretion of the board to discipline a student depending on the nature of the offense and the circumstances surrounding the offense. The principal shall keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion or long-term suspension by the administration, the student shall be afforded requisite due process by being provided with:



- Written notice within three working days of the hearing outlining the date, time and place of the expulsion hearing and an enunciation of the right to a closed hearing unless an open hearing is specifically requested;
- A sufficiently specific summary of the charges against the student and/or the reasons for the proposed expulsion;
- An opportunity to present a defense against the charges by providing documents, signed and sworn affidavits or oral testimony of witnesses on behalf of the student, in addition to the opportunity to cross-examine adverse witnesses;
- The right to be represented by counsel;
- An opportunity to inspect the written results and findings of the board following the hearing.

Notice of the hearing shall also be served upon the parent(s) or guardian(s) or notice shall be sent by certified mail to the last known local address of the parent(s) or guardian(s). The parent(s) or guardian(s) shall sign an acknowledgment that they have personally received the documents.

Parents and students should be aware that under certain circumstances school officials are obligated to inform law enforcement authorities of certain types of student misbehavior. In addition, legal action may be instituted against the student.

### **In-School Suspension Rules**

- Students are not allowed to sleep or to lay their heads down during in-school suspension.
- Students will turn in their cell phone to administration.
- Students must bring work or reading materials to ISS.
- Food or beverages, other than water, are not allowed.
- Students are not allowed to leave the ISS room during passing time for any reason.
- Students will not leave their seat without permission.
- The ISS monitor will provide one five-minute restroom break in the morning and one five-minute restroom break in the afternoon.
- Students will eat their lunch in the in-school suspension room. The ISS monitor will

accompany the students to and from the commons area to get their lunch.

- Students will not be allowed to talk to or communicate with other students in the ISS room.

Any student who does not adhere to the above guidelines will be removed from ISS, sent to their assistant principal and appropriate disciplinary action will be taken.

## **STUDENT EXPECTATIONS**

### **Library**

The Waukee High School library is staffed with a certified teacher librarian and is open from 7:30 a.m. until 3:15 p.m. Monday through Friday. A variety of materials are available for checkout. Computers are also available for use in the library throughout the day.

Library expectations include:

- All patrons will be respectful of others in this shared, multi-use space.
- All furnishings and equipment will be used gently and carefully.
- No food or drink allowed in the library, except water.
- Students will be mindful to return items in a timely manner.
- Work areas will be tidied after use
- Internet Appropriate Use Policy is located at [Board Policy 605.6 \(R\)](#) Internet Appropriate Use. Computers and internet access are provided to students for use with school assignments, research, library catalog searching and other school appropriate endeavors. Misuse of this access will result in disciplinary measures.
- A black and white printer is available for students to print, sparingly, assignments and papers. We encourage paperless methods when possible.
- Materials may be checked out for three weeks and renewed twice for an additional six weeks if necessary. Overdue items accrue a fine of \$0.05 a day until returned. Lost or damaged items will be assessed an appropriate replacement or repair fee.

## Student Lockers

All students may request a locker through the Student Services Office. These lockers provide ample space for the student to store school bags, books, workbooks and notebooks. All student lockers belong to the school and school officials have the right to open and inspect any school owned locker.

## Locker Room Locks

Locks and lockers will be provided for all students in the shower rooms. Experience has proven that it is important to **lock lockers** containing articles of clothing and valuables. The school is not responsible for lost or stolen items. Each student will be issued a school supplied lock at the beginning of the school year. Make certain that the lock number is recorded with the person issuing the lock. Lost locks will be charged to the student and must be paid for before checking out in the spring. Clothing left in the locker room will be considered discarded and be given to welfare.

## Social Activities

Waukee High School holds several student functions during the course of the school year. These functions include, but are not limited to, Homecoming, Prom, Winter Formal and other dances. Attendance at these functions is limited to Waukee High School students and their guests. 9<sup>th</sup> grade students are not allowed to attend these functions, either as a guest of a Waukee High School Student or independently. Admittance will also not be granted to those over 20 years of age. The following regulations apply to Waukee High School's social activities:

- The faculty sponsor must meet with his/her group as it plans its social activities
- Each group sponsoring an activity is to clean that portion of the building, which has been used for an activity.

When a student enters the building to attend a social activity, a student may not leave and re-enter the building. Once a person leaves a school sponsored activity, he/she is not to return.

## Cell Phones & Electronic Devices

In most cases, electronic devices must be turned off and out of sight while students are in the academic setting. Electronic devices, including cell phones, may only be used in the classroom with teacher permission. Cell

phones may be used in the halls or commons during passing periods and lunch. Cell phones are not to be used in the restrooms or locker rooms.

The student's assistant principal will address repeated misuse of cell phones or other electronic devices. It is important that classroom interruptions are kept to a minimum to maximize learning. Teachers reserve the right to confiscate the phone and return it at the end of the school day.

## Backpacks/Book Bags

Backpacks may be carried through the hallways and to classrooms. Individual teachers will determine where students should store them in the classroom. Unattended bags in the halls may be taken to the Student Services office.

## Dress Code

During school hours, WHS students are expected to dress and groom themselves in a way that is neither offensive nor distracting to students and/or faculty. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. Faculty members are permitted to specify a dress code for field or activity trips.

A student will be required to change his/her clothing if the dress code policy is not followed. Continued referrals to the office for dress code violations will be considered insubordination.

Clothing must serve the purpose of protection and privacy. Clothing must cover genitals, upper thigh, full back, chest, stomach and bottom, for both male and female. No undergarments should be visible. Sleeveless shirts are acceptable. Staff will have discretion in determining if dress code is violated.

The following clothing or other apparel may not be worn: clothing which promotes illegal use by minors such as alcohol, tobacco or drugs; clothing which displays obscene material, profanity, vulgar statements, satanic symbols, gang symbols, hate messages, sexual innuendos, suicide, intolerance, violent messages, reference to subversion or other messages which are interpreted as being inappropriate or offensive.

In addition, clothing that calls undue attention to anatomical details may not be worn. Examples include but are not limited to skirts or shorts shorter than fingertip length, bare midriff tops, backless tops, open mesh clothing without proper clothing underneath, sagging pants or clothing with holes in inappropriate places which show intimate apparel.

Shoes or sandals must be worn at all times.

Chains are not allowed. A pocketbook chain will be permitted provided the chain is not more than twelve inches long or greater than 1/4 inch in diameter. No spiked jewelry may be worn.

Students will not be permitted to wear caps, hats, hoods, sweatbands or any headgear unless approved by the administration. Hats are to remain in the locker during the school day. In addition, sunglasses cannot be worn in school unless prescribed by a doctor.

## **Gambling**

Gambling in any form is forbidden in the school building, on school grounds, in buses or on school sponsored trips. All cards, dice, coin and other items used in gambling will be taken away, and a referral will be made to the appropriate authority. Violations will result in parental contact and disciplinary action.

## **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.

1. Parents and legal guardians of dependent children, regardless of child's age.
2. School officials, teachers and AEA personnel with a legitimate educational interest.
3. Officials of other schools in which the student proposes to enroll.
4. Representatives of state and local government when auditing and evaluating Federal education programs.
5. Officials connected with a student's educational financial aid applications.
6. Government officials to which information is to be reported under state law adopted prior to November 19, 1974.
7. Organizations which process and evaluate standardized tests.
8. Accrediting organizations for accrediting purposes.
9. 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.

## **TRANSPORTATION**

### **Parking Guidelines**

Waukee High School is experiencing an increased demand for student parking. Students are permitted to park on school premises as a matter of privilege, not as a right. Students driving cars or other licensed vehicles to school must park in designated student parking zones from 6:30 a.m. – 3:00 p.m. Monday through Friday.

All motorized vehicles parked by students on campus must be registered and pay a \$25 registration fee. Parking privileges will be assigned to upperclassmen first and only to students without any fees/fines outstanding. Any remaining parking spots will be issued to licensed student drivers and students with school permits as space allows.

Students are permitted to park their vehicles only in student parking zones. The parking permit is to be clearly displayed while parked on school grounds as directed by Waukee High School. All vehicles will be parked within stall markers (lines). You must have a line on BOTH sides of your car. Parking is not permitted on curbs, bus lanes, fire lanes, visitor parking, staff areas, walkways, sidewalks, medians, on grass, on snow piles (in winter) or at the end of the row. Parking in these areas will result in a fine. 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.

Parking in a visitor spot, staff spot or another student's spot any other unauthorized zone is not allowed and a \$25 fine will be assessed. Responsibility for finding an authorized parking space zone rests with the operator. Lack of space in a certain area is not considered a valid excuse for violation of these regulations.

Violation of any regulations will be subject to the following fines:

- Failure to properly display a current permit on a vehicle driven on campus - \$25.00
- Driving and/or parking in unauthorized area - \$25.00
- Illegal parking in a handicapped parking space - \$100.00

Upon notification of a fine for parking or traffic violation, the violator will pay the designated fine in the principal's office.

Vehicle operators that have more than three violations in one school year will lose parking privileges and the vehicle may be removed from the campus at the vehicle operator's expense. After the third violation a letter will be mailed with notification of loss of parking privileges and future removal of the vehicle at the operator's

expense. Removal of the vehicle may occur every time the vehicle is driven or parked on campus thereafter.

Waukee High School has the authority to deny future use of Waukee High School parking facilities to habitual parking violators. The registered holder of a parking permit regardless of who drives or parks the vehicle is at all times responsible for that motor vehicle. **Other limitations may be established by the school.**

#### **PARKING PERMIT INSTRUCTIONS**

Waukee High School parking permits may be obtained from the principal's office. Upon registration of the vehicle, a parking permit will be issued if space is available.

**The permit must be used with only the registered vehicle. Parking permits may not be transferred from student to student without authorization from the principal's office. Any misuse, duplication or transfer of a parking sticker to another vehicle or person may lead to a loss of parking privileges. Revocation will carry over to the following school year, if necessary. The school reserves the right to issue all permits.**

If a vehicle is sold, wrecked or otherwise removed from service, please report the change of vehicle to the office. A new registration form will need to be completed upon presentation of the vehicle's registration information.

**If you must drive a car other than the registered vehicle, you must report the car you are driving to the principal's office upon your arrival. Failure to report this information could result in a parking violation, fine or other penalty.** You must report in person with the car registration information of the car you are driving.

#### **School Bus Transportation**

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

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

Only students eligible for bus transportation will be allowed to ride district bus routes.

### SCHOOL BUS RULES & REGULATIONS

- Students should be at the designated loading point five minutes before 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 shall pass in front of the bus (no closer than 10 feet), look in both directions, and proceed to cross the road or highway only after a signal from the driver.
- The use or possession of alcohol, tobacco, illegal substances or weapons is prohibited on the bus.
- 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 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. 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.

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, the transportation company 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, the transportation company 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, the transportation company 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	29

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

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

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

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

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

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

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

## **APPENDIX B- GRADING POLICY**

Percentage Range	Letter Grade	Points Earned
98 & Above	A+	4.33
93-97	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	2.67
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.67
59 & Below	F	0



## **APPENDIX C- GRADUATION REQUIREMENTS**

	Credits	
Language Arts	8	Must include Speech
Math	7	Must include Statistics
Science	6	
Social Studies	6	Must include American History & American Government
Health	1	
Physical Education	4	One credit each year
Electives	21	
Total Credits	53	

\*Students wishing to take courses outside of Waukee High School must receive prior approval from their counselor.

## **APPENDIX D - REQUEST FOR MEDICINE AT SCHOOL**

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

It is the policy of the Waukee 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 \_\_\_\_\_

## **APPENDIX E - BELL SCHEDULES**

### **Waukee High School Bell Schedules**



#### **Daily Schedule**

Block 1: 8:10 - 9:43  
Block 2: 9:49 - 11:22  
Block 3: 11:28 - 1:31  
3A: 11:26 - 11:54  
3B: 11:59 - 12:27  
3C: 12:31 - 12:59  
3D: 1:03 - 1:31  
Block 4: 1:37 - 3:10

#### **1:00 Dismissal for PD**

Block 1: 8:10 - 9:05  
Block 2: 9:11 - 10:06  
Block 3: 10:12 - 12:10  
3A: 10:10 - 10:40  
3B: 10:40 - 11:10  
3C: 11:10 - 11:40  
3D: 11:40 - 12:10  
Block 4: 12:16 - 1:10

#### **Waukee APEX Daily**

Morning: 8:10 - 10:10  
Noon: 10:20 - 12:20  
Afternoon: 12:50 - 2:50

#### **Waukee APEX PD Days**

Morning: 8:10 - 9:20  
Noon: 9:45 - 10:55  
Afternoon: 11:15 - 12:25

#### **Advisory Schedule**

Block 1: 8:10 - 9:33  
Block 2: 9:39 - 11:02  
Advisory: 11:08 - 11:38  
Block 3: 11:44 - 1:40  
3A: 11:40 - 12:10  
3B: 12:10 - 12:40  
3C: 12:40 - 1:10  
3D: 1:10 - 1:40  
Block 4: 1:46 - 3:10

#### **Two Hour Late Start**

Block 1: 10:10 - 11:05  
Block 2: 11:11 - 12:06  
Block 3: 12:12 - 2:10  
3A: 12:10 - 12:40  
3B: 12:40 - 1:10  
3C: 1:10 - 1:40  
3D: 1:40 - 2:10  
Block 4: 2:16 - 3:10

#### **Waukee APEX Advisory Days**

Morning: 8:10 - 10:00  
Noon: 10:20 - 12:30  
Afternoon: 1:00 - 2:50

#### **Waukee APEX Late Starts**

Morning: 10:10 - 11:20  
Noon: 12:00 - 1:10  
Afternoon: 1:40 - 2:50

## **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.