



ELEMENTARY

2024-25 HANDBOOK



MISSION STATEMENT & VISION

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

ELEMENTARY SCHOOLS

Brookview Elementary

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

Eason Elementary

605 SE Boone Drive, Waukee, IA 50263
515.987.5200

Grant Ragan Elementary

645 NE Dartmoor Drive, Waukee, IA 50263
515.987.0435

Maple Grove Elementary

1455 98th Street, West Des Moines, IA 50266
515.987.3363

Radiant Elementary

5050 170th St, Urbandale, IA 50323
515.987.2210

Shuler Elementary

16400 Douglas Parkway, Clive, IA 50325
515.987.8597

Sugar Creek Elementary

965 Ashworth Road, Waukee, IA 50263
515-987-2786

Walnut Hills Elementary

4240 NW 156th Street, Urbandale, IA 50323
515.987.3585

Waterford Elementary

5635 NW 156th Street, Urbandale, IA 50323
515.987.2730

Waukee Elementary

850 6th Street, Waukee, IA 50263
515.987.5193

Woodland Hills Elementary

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

DISTRICT ADMINISTRATION OFFICE

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

Transportation:

Fax: 515.987.2788
Phone: 515.987.2701

Superintendent

Dr. Brad Buck

Associate Superintendents

Terry Hurlburt
Dr. Brady Fleming

Chief Financial Officer

Sarah Enfield

Chief Operations Officer

Kirk Johnson

Executive Director of Human Resources

Roxy Livermore

Director of Student Services

Kandi Hensel

Director of Instructional Services (ESOL, ELP, At-Risk)

Stacie De Haan

Director of Student Information Systems

Darryl Downs

Director of Nutrition

Amy A'Hearn

Executive Director of Communications

Kayla Choate

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DEFINITIONS

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

OFFICE HOURS

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

Messages reporting your child's absence can be left at a time convenient to you before 8 a.m. Messages requesting a return call on the voicemail system after 4 p.m. will be returned the following day. We encourage you to use this service before and after school hours for your convenience.

Elementary offices are generally not open when school is not in session. The District Administration Office is open throughout the summer. The District Administration Office hours can be found on their front door or the District website and their phone number is 515.987.5161.

BUILDING SCHEDULE

Daily Schedule

- 8:35 a.m. — All students may enter building (this includes students eating breakfast)
- 8:50 a.m. — Tardy bell
- 3:40 p.m. — Dismissal

Arrival Time

We ask that parents refrain from dropping off their children at school before 8:35 a.m. **Students should not be on school grounds and may not enter the building before 8:35 a.m.**

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

Students may not remain in the building or on the school grounds after school unless they are participating in a scheduled event or are under supervision of a staff member. Students who are receiving assistance from a teacher may stay after the regular school day, provided they have permission from the teacher and their parents. **Supervision is not provided before or beyond the regularly scheduled school hours for any other reason.**

Early Dismissals for Professional Development

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

Intercom Announcements During School Day

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

Six-Day Schedule

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

ACADEMICS (K-5 CURRICULUM)

The educational program at all levels is grounded in the basics, yet enriched to meet the needs of all students. The following areas are taught; English language arts, social studies, mathematics, science, health, age appropriate and research-based human growth and development, physical education, traffic safety and visual art. The ability to think and solve problems is stressed in each academic area. An overview of objectives for each grade level can be found in the Grade Level Curriculum and Assessment Guides for Parents available in each elementary office.

English Speakers of Other Languages (ESOL)

In the District we serve our English language learners through the ESOL program. Students receive comprehensible input through a one-on-one and small group setting or grade level collaborative instruction. Our program provides specialized and specific instruction in listening, speaking, reading, and writing while honoring student languages and cultures. Please contact the ESOL staff member at your child's attendance center for help in determining whether your child qualifies for ESOL services. If the ESOL staff member is not contacted, but we recognize that your child can benefit from ESOL services, the staff member will contact you.

Extended Learning Program (ELP)

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

Guidance

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

The counselor also consults with teachers, parents and staff regarding children's individual needs. Parent support is offered through individual meetings and parent workshops. Classroom teachers and school counselors collaborate in sharing information and when meeting the needs of students and their families.

School counseling focuses on the preventive aspects of guidance. The program's goals fall under the areas of personal/social, educational, and careers. The curriculum is comprehensive in scope and sequence and designed to address the specific developmental needs of the elementary-age child.

Human Growth and Development

The District Board of Directors (the Board) has approved "Puberty: The Wonder Years" as the puberty education curriculum for upper elementary.

The teaching and learning goals are:

- Students will communicate with parents and other trusted adults about puberty.
- Students will review the natural changes that occur during puberty.

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

The curriculum is copyrighted and is available for review at the elementary Principals' and Counselors' offices, as well as at the District Administration Office. If you have any questions, please call your building Principal, Assistant Principal, or Counselor.

LEARNING OBJECTIVES FIFTH GRADE PUBERTY EDUCATION UNIT

Lesson 1: A Climate for Growth

Students will:

- Propose guidelines for discussions during the puberty lessons
- Test what they already know about puberty
- Plan ways to initiate communication with their parents regarding growing up

Lesson 2: Families and Roles

Students will:

- Relate positive qualities they admire in their families
- Improve communication skills with their families

Lesson 3: Social and Emotional Changes

Students will:

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

Lesson 4: Growing Up Male

Students will:

- Identify additional changes that occur in males during puberty
- Practice their communication skills by talking with their parents about puberty

Lesson 5: Growing Up Female

Students will:

- Identify additional changes that occur in females during puberty
- Practice their communication skills by talking with their parents about puberty

Iowa Statewide Assessment of Student Progress (ISASP) Student Honor Code

The ISASP (Iowa Statewide Assessment of Student Progress) are yearly assessments given to students in grades 3-11 to gather clear and accurate information regarding student learning in our schools and in the state as a whole. We expect all students to complete the tests to the best of their ability. Students are expected to follow all teacher directions and guidelines for testing.

Prohibited behaviors include, but are not limited to:

- Using personal electronics to capture test items or responses
- Providing assistance to or accepting assistance from other students, which includes copying answers, using prearranged signals to provide answers, sharing used scratch paper, etc.
- Discussing test items or responses with students who have not yet tested
- Sharing test tickets, or retaining tickets or scratch paper after testing

Any direct violations may be reported to the Iowa Department of Education.

Keyboarding Instruction

K-5 students receive instruction in computer science, digital citizenship, keyboarding, and the design process while working with the technology teacher. Technology will always be an essential part of the learning at school and at home. Integrating technology into the classroom curriculum is a tool that all K-5 students and teachers have the potential to experience while trying to expand their learning experience. Each building is staffed with a full-time technology teacher who works with the students and teachers to integrate technology into existing curriculum.

Kindergarten

The District offers a quality full day kindergarten program providing math, hands-on science, language arts, (including emergent reading skills), social studies, and hands-on math. Practice, reinforcement and enrichment of these curriculum areas are provided.

- Within the language and literacy curriculum, components include: guided reading, literacy

centers, phonemic awareness instruction and a variety of writing activities.

- Full day kindergarten allows for daily teaching of math, science, social studies, free exploration centers, and problem solving opportunities. Students further develop social skills and have increased opportunities for interaction with peers.
- Small group activities where students continue to be challenged at their developmental level are a part of the day and help teachers gain a better understanding of individual strengths and needs.

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

Library

The District K-12 library philosophy empowers students to become ethical, information literate, and lifelong readers and library patrons. Access to texts that inspire students to read widely and to choose texts that serve as windows, mirrors, and doors will help students engage in their worlds with curiosity and empathy.

The library provides a current collection of books and resources to support the District's curriculum and to encourage reading for enjoyment. The goal of the library program is to foster a love of reading and to assist in the development of lifelong learners. Students have a scheduled library time where they listen to stories, learn library skills, and participate in a variety of literature-based activities. Lessons and activities are often tied to students' current classroom curriculum. An open library time is also available daily for students to return and check out new books before or after school, depending on individual building schedules.

Lost items will be assessed an appropriate replacement fee. Any item not returned by the last day of the current school year will be marked lost, and a replacement fee will be assessed to the student via RevTrak. Replacement fees for materials damaged beyond repair will be issued as damage occurs.

Music

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

Throughout the school year, each grade level is showcased in musical performance or informance, pending grade level. These performing arts showcases are an opportunity to demonstrate what students are learning. Each child plays an important role in the performance. Please check the school's calendar for the dates of the performing arts performances.

Physical Education

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

Reading Lab

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

Math Lab

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

Request for Reconsideration of Instructional Materials

The District attempts to supply the needs and requests of staff members and students for textbooks, instructional materials, supplementary and media materials to support the goals and objectives of the instructional program, which will provide a variety of points of views and reader appeal. The materials should have aesthetic, cultural, literacy, scientific or social value and are to be judged as a whole, taking into account the author(s) editor's intent rather than individual words, phrases or incidents. We understand instructional materials will not completely satisfy all persons. The procedures for raising objection to, or asking for reconsideration of, instructional materials or the manner in which they are being used is outlined in [Board Policy 602.9](#). Copies are available online and at the District Administration Office.

Service Learning Projects

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

Special Programs

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

Special Education Services

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

Special Services for Students

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

Speech-Language Services

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

Visual Arts

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

ATTENDANCE

Consistent and punctual attendance is of vital importance and is a prerequisite for completing an education. Attendance is a shared responsibility and requires cooperation and communication among students, parents and school. It is the goal of the District to promote the growth of students from the parent-school imposed discipline to a student's self-discipline by the time they complete their high school education. Students will be expected to attend classes regularly and be on time in order to receive maximum benefit from the instructional program, develop habits of punctuality, respect, self-discipline and responsibility, and to assist in keeping disruption of the educational environment to a minimum. Irregular attendance or tardiness by students not only impedes their own studies but also interferes with the progress and attitudes of those students who are regular and prompt in attendance.

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

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

ABSENT

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

TARDY

If the student arrives after 8:50 a.m. and before 10:30 a.m., the student is to be counted tardy. The only

exception to this is if the student is absent for a medical appointment in which case the parent must notify the school or provide a doctor's excuse upon return.

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

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

As a part of our established procedure of accounting for students each day, we would appreciate it if you would **call the school secretary by 8:00 a.m. if your child will not be attending school that day or will be late.** You may also choose to leave a message on the voicemail system at your child's school prior to 8 a.m. or anytime after 4 p.m. When a student arrives at school after 8:50 a.m. a parent or guardian must enter the building with the student to sign in and the student will be given a pass to class.

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

Leaving School During the Day

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

Procedures for Excessive Absences and/or Tardiness

After eight accumulated absences or tardiness occurrences per semester:

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

After 13 accumulated absences or tardiness occurrences

per semester:

- A second absence/tardy letter may be generated by the secretary, signed by the Assistant Principal and mailed to the student's home.
- The Assistant Principal may call the student's parent(s) to notify them that another letter has been sent.
- An entry may be logged in PowerSchool by the Assistant Principal to note that the second contact has been made in regard to the student's absences/tardiness.
- A meeting may be held to discuss the student's excessive absences/tardiness and determine appropriate action.
- An entry may be logged in PowerSchool by the Assistant Principal to note the outcome of the meeting.

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

Note: Principal's designee may be the Nurse, Counselor, Assistant Principal, Teacher or Secretary. A conference could be by phone, home visit, or a school conference.

COMMUNICATION

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

Building and Classroom Communication

All buildings will provide a bi-monthly classroom communication sent electronically. Building communication will be sent twice each month.

Flyer Distribution

WaukeeBackpack is the District's "green" approach to distributing information from school sponsored activities and non-profit organizations. Upon District approval, a limited number of materials may be distributed for students who do not have a computer and/or internet access. All flyers must be approved through the District's Communication Director at the District Administration Office. The complete distribution guidelines are located in [Board Policy 1003.6-R](#). WaukeeBackpack can be accessed by visiting, <https://waukeeschools.org/backpack/>

ParentSquare

The District uses a communications platform called ParentSquare to connect parents, students, and staff through voice, text, email, and push notifications.

ParentSquare will be used for emergency and general notifications, to include building newsletters, bus updates, late starts, or other emergency situations that may arise during or after school hours. ParentSquare fully integrates with PowerSchool, and families are automatically opted in to receive notifications. All contact information must be listed correctly in PowerSchool. If you would like to add or update a phone number or email address, please contact your building secretary.

Website

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

DISTRICT POLICIES

Abuse of Students by District Personnel

It is the policy of the 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 Cecily Decklever, Elementary Lead Nurse and level one investigator (515.987.5166).

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

Anti-Bullying/Harassment Policy

Harassment and bullying of students and employees are against federal, state and local policy. The District prohibits harassment, bullying, hazing, or any other victimization of students, staff and volunteers, 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.

Certain bullying and harassing conduct may rise to the level of hate speech. This includes, but is not limited to, words, images, or actions directed at individuals or groups based on aspects of their identity as protected under this policy.

This policy is in effect while students or employees are on property within the jurisdiction of the District, while on school-owned or school-operated vehicles, while attending or engaged in school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school or District.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student or employee which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

Any employee, student, or individual on the employee or student's behalf, who feels that he/she or another employee or student has been harassed shall inform a responsible District staff member who will then turn the information over to the respective investigator. If the complainant is a school employee, after filing the complaint with the Superintendent or designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

The investigator will conduct an intake interview to gather the following information:

- what, when and where it happened;
- who was involved;
- exactly what was said or what the harasser did;
- witnesses to the harassment;
- what the victim said or did, either at the time or later;
- how the victim felt; and
- how the harasser responded.

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

Procedures for addressing alleged harassment or bullying

are outlined in [Board Policy 103](#). Copies are in each Principal's Office, and the District Administration Office.

Chapter 103 Annual Notification Statement

Notice: Corporal Punishment, Restraint and Physical Confinement and Detention

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

State law also limits school employees' abilities to restrain or confine and detain any student. The law limits why, how, where and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must document evidence 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:

<https://educate.iowa.gov/>.

NOTE: Policy on corporal punishment can be found in [Board Policy 502.7](#)

Citizen Complaints

The Board recognizes that situations may arise in the operation of the District which are a concern to parents or to the public. All concerns should be resolved at the lowest possible level of decision-making by the individuals involved as expeditiously as possible.

- Any person with a complaint or concern regarding a District matter is encouraged to first talk with the school official or employee involved as soon as possible.
- If the matter is not satisfactorily resolved, the Complainant should file a written complaint with the school official or employee involved.
- If the Complainant feels that the matter is not satisfactorily resolved, the Complainant may file the complaint and the prior written disposition with the employee's immediate supervisor.
- If the Complainant feels that the matter is not satisfactorily resolved, the Complainant may file the complaint and any prior dispositions with the Associate Superintendent.

- If the Complainant feels that the matter is not satisfactorily resolved, the Complainant may file the complaint and any prior dispositions with the Superintendent.
- If the Complainant still feels that the matter is not satisfactorily resolved, the Complainant may request a hearing before the Board of Directors by filing the written complaint and any written dispositions with the Board Secretary and ask for a place on the Board agenda.

Board policies addressing complaint procedures are explained in Board Policy 203.10.

Continuous Notice of Non-Discrimination

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

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

Executive Director of Human Resources: Roxy Livermore

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

Director of the Iowa Civil Rights Commission

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

Director of the Region VII Office of Civil Rights

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

The District complaint procedure is outlined in Board Policy [101-R\(1\)](#). ([Board Policy 104](#))

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 District has the obligation under Section 504 to identify, evaluate and, if the student is determined to be eligible,

afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the District, they have a right to a hearing with an impartial hearing officer.

Federal Title 1 - Parent Notification

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

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

Field Trips

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

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

Board approval will be required for field trips and excursions that are out of state and/or involve overnight travel. Field trips and excursions are to be arranged with the Principal, Activities Director or designee well in advance. A detailed schedule and budget must be submitted by the employee. The District will be responsible for obtaining a substitute teacher if one is needed.

Hazing

The 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 District property. Any staff member that has knowledge of a hazing incident or event must report the information to the building Principal.

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

Reporting

The District encourages any individual who believes he/she has been a victim of hazing to report the incident. The District requires any staff member with knowledge of an alleged hazing incident to report the alleged incident immediately to the building Principal. The building Principal and the Activities Director are the primary, designated investigators. The alternate investigator will be the Executive Director of Human Resources. Retaliation against a student or staff because a student or staff member has filed a hazing complaint or assisted or participated in a hazing investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subjected to disciplinary action up to and including expulsion.

Note: Policy on hazing can be found in [Board Policy 502.11](#).

Technology Appropriate Use

Technology available in the 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 the 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 District makes no guarantees as to the accuracy of information received on the Internet. Although students may be under teacher supervision while on the network, it is not possible to constantly monitor individual students, and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. The District will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

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

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

Employees and students will be instructed on the appropriate use of the Internet. Inappropriate use of the internet will result in disciplinary measures established in handbooks consistent with [Board Policy 605.6-R\(0\)](#), Technology Appropriate Use.

The following are examples of Appropriate Use:

- Using school technologies for school-related activities and research.
- Following the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treating school resources carefully, and alert staff if there is any problem with their operation.

- Encouraging positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alerting a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Using school technologies at appropriate times, in approved places, for educational pursuits only.
- Recognizing that use of school technologies is a privilege and treating it as such.
- Being cautious to protect the safety of myself and others.
- Helping to protect the security of school resources.

The following are examples of Unacceptable Use:

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

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

Statement Regarding the Homeless

The Board 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 five and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth living on the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home; living in a community shelter facility; or living with non-nuclear family members or friends who may not have legal guardianship over the child or youth of school age. The District shall make available to the homeless child or youth all services and

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

Student Fees

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

These fees help defray the cost of consumable materials. For further information regarding fees, please visit, www.waukeeschools.org.

- Kindergarten-5th Grade: \$80.00

Weapons Policy

Weapons and other dangerous objects and their look-alikes in District facilities cause material and substantial disruption to the school environment. They also present a threat to the health and safety of students, employees and visitors on the District premises or property within the jurisdiction of the District. Weapons and other dangerous objects and their look-alikes shall be taken from students and others who bring them onto District property, onto property within the jurisdiction of the District, or from students or others who are within the control of the District or serving the District.

Parents of students who possess weapons or other dangerous objects or their look-alikes on District property, on property within the jurisdiction of the District, or the possession is when the student is within the control of the District, shall be notified of the incident.

Students will be subject to disciplinary action; including suspension or expulsion. Others will be subject to other disciplinary action as defined by the administration.

Students and others who bring and/or possess weapons or other dangerous objects or their look-alikes, including firearms, on District property, on property within the jurisdiction of the District, or when the student or other who is within in the control of the District or serving the

District will be referred to law enforcement agencies.

Students bringing a firearm or knowingly possessing a firearm on District property, on property within the jurisdiction of the District, or while the student is within the control of the District shall be expelled for not less than 12 months. Others will be subject to other disciplinary action as defined by the administration.

The Superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. [Board Policy 502.10](#) explains in detail the District weapons policy. Copies are in each Principal's Office and the District Administration Office.

Weather-Related Changes in Schedule

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

SCHOOL CLOSINGS AND DELAYS

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

1. The Superintendent and Chief Operating Officer (COO) monitor weather forecasts.
2. Prior to 5 a.m. the COO and members of the operation team drive the District routes to determine safety of transportation.
3. Consultation occurs with other neighboring school systems.
4. In consultation with the COO and/or the Superintendent, a decision is normally made no later than 5:30 a.m. to delay the beginning of the school day by one hour or two hours, or to cancel school. Breakfast will not be served on delayed start days.
5. If the decision is made to delay the beginning of the school day, conditions may change enough to warrant cancellation. The decision to cancel school following a decision to delay will usually be made by 6:30 a.m. and no later than 9 a.m.

INCLEMENT WEATHER/EMERGENCY DISMISSAL – OPTIONS FOR PARENTS

- If your child rides a bus, he/she will be delivered to the place you indicated in the inclement weather and early dismissal section during online registration.
- Be sure the school has accurate and up-to-date information on file regarding any alternate sites or arrangements for weather or emergency early dismissals.

- School offices will be staffed and phones answered until all buses have radioed in that they have delivered all students.

DIVERSITY AND INCLUSION

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

Equity Definition

Equity refers to fair treatment for all people, so that the norms, practices, and policies in place ensure identity is not predictive of opportunities or outcomes.

Diversity Definition

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

Inclusion Definition

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

Guiding Principles

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

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

EXPECTATIONS FOR STUDENTS

Cell Phones and Communication/Recording Devices

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

have the phone in their pocket during the day. This includes recess and lunch.

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

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

Flowers/Balloons

We ask that balloon bouquets, flowers, etc. not be delivered to school for your child. This causes disruption to the class and disappointment to those never receiving the same. If they are delivered, they will be held in the office and given to your child at dismissal time. We appreciate your cooperation in these matters.

Appearance

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

The following suggestions are a practical guide for students in the District:

- Students are expected to come to school clean and well groomed.
- Clothing with questionable monograms or patches should not be worn. This includes, but is not limited to, clothing that promotes objectionable or offensive language or behaviors, as well as, clothing that promotes alcoholic beverages or any other substances that are inappropriate for minors.
- Footwear is required at all times. Footwear with cleats is not allowed.
- Winter recess requires such clothing items as heavy coats, boots, snow pants, mittens and hats. Without such clothing, a recess period or lunch break spent outside can be a time of real discomfort for your child. Boots, in particular, are needed on snowy or wet days. If your child does not wear boots, he/she will be restricted to a small area of the sidewalk that is free of snow

or puddles. We go outside for recess when the wind chill is six degrees or above.

- Please make certain your child's dress does not interfere with his or her learning process.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.
- Students may not wear shoes with wheels to school.

Lost and Found

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

Money

Students should not carry extra money to school. You should also be concerned if your child suddenly has extra money found at school, or if he/she comes home with items bought from other students. Students are not allowed to sell or trade items of any kind at school.

Party Invitations

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

Riding of Bikes, Rollerblades, Scooters, Skateboards and Wheeled Shoes

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

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

School Parties

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

Telephone Messages

Except in an emergency, we do not call students to the telephone. If necessary, please call the office, and we will deliver a message. Students will not be permitted to use the telephone except in **cases of emergency**. We ask parents to plan with their child where they are to go after school or in case of early dismissals caused by inclement weather or other emergencies.

Toys/Electronics at School

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

HEALTH AND SAFETY

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

Parents should notify the school of any change in information contained on this sheet.

CPR/First Aid

There are CPR/First Aid certified personnel and medical response personnel in each building to immediately

respond to emergency situations during school hours.

Fire and Tornado Drills

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

Hawk-I Insurance for Children

Parents can apply for low-or-no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet 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 <https://dhs.iowa.gov/hawki> for more information.

Head Lice

The District follows treatment guidelines for managing head lice developed by the Iowa Department of Public Health. Current guidelines state the following: "Children should remain in school for the rest of the day if head lice are detected. Notify parents by phone, provide educational materials on treatment and review treatment protocols. It is reasonable to expect that treatment will be started before the child returns to school the next day."

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

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

Health Information Websites

A list of common child illnesses and exclusion criteria can be found at:

<https://hhs.iowa.gov/media/2819/download?inline=>

A list of reportable communicable diseases and infectious conditions can be found at the following link:

<https://hhs.iowa.gov/public-health/center-acute-disease-epidemiology/reportable-communicable-diseases-and-infectious-conditions>

Illness Procedures

Students with the following symptoms may 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
- Communicable disease (requires a doctor's diagnosis and treatment, if needed, or until symptoms are gone)
- Any health condition that in the nurse's judgment is of concern for the child's or other's health

PARENT/GUARDIAN RESPONSIBILITY

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

WHEN TO COME TO SCHOOL AND WHY ATTENDANCE MATTERS

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

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

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

PE/Recess Guidelines

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

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

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

Life-Threatening Food Allergies

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

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

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

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

- School staff and parents in classrooms with one or more students with a life-threatening allergy will be notified of the health threat and be provided with guidance on safe foods and materials to avoid.
- The District requests that parents and students avoid including peanuts and peanut products in lunches and snacks in grades PreK-12.

- **NO HOMEMADE SNACKS OR FOOD ITEMS**, for students, will be brought into our schools either by parents or staff. All treats must be commercially prepared and packaged for distribution with intact ingredient labels. Classrooms with students who have life-threatening allergies may have more specific guidelines.
- Food preparation will not be allowed in the academic curriculum at the elementary level. An exception may be made for food preparation as related to the IEP of an individual student's goals served in special education.
- In grades K-5, no type of food or candy item may be used as a part of a craft project or any school project related to the curriculum whether made at home or school.
- Only non-food manipulatives will be used in classrooms. Peanut butter jars will not be used for storage of manipulatives.
- Classroom pets are allowed provided that nut-free foods and bedding are used. Visiting pets are prohibited in our schools. An exception will be made for service animals and approved classroom curriculum units involving animals as a part of a lesson or lessons.
- Whenever students travel on field trips, a clear plan to activate EMS will be in place.
- The District transportation supervisor will be notified of student(s) who have life-threatening allergies and it will be the supervisor's responsibility to communicate this information to drivers.

Classroom Celebrations

Due to food allergies, classroom birthdays may be recognized by the teacher with a student/classroom reward or treats from the District-approved list linked [HERE](#). These measures are designed to promote the health and well-being of our students while maintaining a positive and inclusive learning environment.

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

Required Immunizations and Kindergarten Health Form

A student enrolling for the first time in a school in the District shall submit a certificate of immunization in compliance with the Iowa school immunization law. As this Iowa Immunization Law is revised, all students, kindergarten through twelfth grade, must update any

required immunizations. Students may be exempt from this requirement for medical or religious reasons as outlined in the Iowa Code.

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

Medication Guidelines At School

All medication (prescription and over the counter) must be kept in the health office. Students are not allowed to have medications with them at school, except approved by the Principal, school nurse, and parent when competency is demonstrated in administering their own medication. A written statement by the student's parent/guardian shall be on file requesting co-administration of the medication. Administration of medication at school requires parent/guardian signature on the District Administration of Medication to Students--Parent Authorization and Release Form, which can be found in the Appendix, on the District's website under forms, or in the school Health Office. All over the counter medication **MUST** be in the original container with labeled dosage guidance. Prescription medication **MUST** be in a properly labeled container issued by a registered pharmacist with the following information: date, name of medication, dosage, time medication is to be given at school, name of student, and prescribing physician.

For any over the counter medication to be given daily or consistently for more than 10 days must have a physician's note with it. The school nurse may determine that an over the counter medication including food supplements and herbal remedies ordered by a parent or guardian may not be given if the nurse is unable to determine appropriateness, safety, possible side effects, and toxic effects, the appropriate dose for age, weight and body surface area, and treatment for overdose with guidance from the Iowa Board of Nursing declaratory ruling no. 81.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by a licensed health personnel working under the auspice of the school with collaboration from the parent, individual's health care provider or education team pursuant to 281.14.2(256).

By law, students with asthma, airway constricting diseases, respiratory distress, or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents/guardians and

prescribing licensed health care professional regardless of competency.

More information on administration of medication to students can be found in [Board Policy 504.31](#).

Student Assistance Program (SAP)

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

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

Students Leaving the Building Without Permission

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

Pets

Visiting pets are prohibited in our schools or at school events/activities unless they are service animals or part of the approved classroom curriculum unit. Classroom pets will be allowed if their food and bedding do not include nut products. Students who have pet allergies will be placed in classrooms that do not have pets.

Hearing Screenings

Hearing screening will occur during the school year in partnership with the Heartland Area Education Agency.

NUTRITION SERVICES

The mission of the District 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.

Waukee Nutrition Services operates a National School Lunch and Breakfast program under the direction of the United States Department of Agriculture (USDA) for all

students and staff. School meals are designed to supply the proper nutritional levels and calories based on the age of the student. At lunch, there is always a protein source, whole grains, fruits, vegetables, and milk. At breakfast, milk, juice, fruit, and whole grains are always offered.

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

Breakfast and Lunch

Breakfast served by school staff is available daily for students in the cafeteria of your child's school. Breakfast is served from 8:35-8:50 a.m. Students are considered tardy after 8:50 a.m. so please plan accordingly if your child wishes to eat school breakfast. Students riding buses must go directly to the cafeteria upon arrival to eat breakfast and not be considered tardy.

NUTRITION PAYMENTS

Prepayments for accounts can be made online through RevTrak, waukee.revtrak.net. Low balance email alerts are available in RevTrak and SchoolCafe.

MENUS AND MONITORING NUTRITION ACCOUNTS

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.

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

NUTRITION SERVICES CLASSROOM TREATS

You may purchase from a menu of snack products from Nutrition Services through RevTrak, www.waukee.revtrak.net. More Information about classroom treats is available on the District website, www.waukeeschools.org.

Eating Lunch with Students

If you are interested in eating lunch with your child during the school year, please contact the school office by 9:00 am with your lunch choice. Please note that due to space limitations in some of our buildings you might be asked to eat in an alternate location other than the

lunchroom. You may pay for your lunch as you go through the lunch line using your child's nutrition account.

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

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

Lunchroom Procedures

Students have several options for lunch. They include the regular lunch, a kydzable (similar to Lunchables®), a sunbutter sandwich or a sack lunch from home.

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

All Elementary Schools will enforce the following lunchroom procedures:

- All students and staff are encouraged to wash their hands with soap and water after eating and/or handling food. Elementary children who consume cold lunch will be required to wash their hands before they go to the playground or back to their classrooms.
- All elementary lunchrooms will identify tables that will consistently be used for school purchased lunch and others for cold lunch. Should a student with a peanut or nut allergy choose to bring a cold lunch, that student will eat his/her cold lunch at the same table as students eating school lunch.
- The school will also promote a "No Food Trading" and "No Utensil Sharing" policy.
- After lunch, students with food allergies will place their lunch containers in a separate location (health office) prior to going out for

recess. Similar guidelines will be followed when students participate in field trips.

- Lunchroom tables will be cleaned after each lunch shift.

SPECIAL DIET ACCOMMODATIONS

All requests for special diets are handled on an individual basis. Requests for special diets must be submitted to 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 Nutrition Services at 515.987.2719. Forms also available on the District website, www.waukeeschools.org/departments/nutrition/.

Our District is "peanut/tree nut aware", meaning that we do not serve foods that contain peanuts or tree nuts at elementary schools. Items processed in a facility with nuts or tree nuts may be served but will be labeled accordingly and a substitute will be given if needed.

Negative Account Balances

In accordance with state and federal law, the District adopts the following policy (701.5) to ensure 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 – 12th Grade

Students will be allowed to charge meals. No student will be denied a reimbursable meal, even with outstanding meal charge debt.

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

The District will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Families will be notified by an automated calling system and e-mail notification.

Negative balances of more than \$50 not paid prior to the end of the month will be turned over to the Superintendent or designee for collection. Negative balances of more than \$15 not paid prior to the end of the school year will be turned over to the Superintendent

or designee for collection. Options for collection may include: collection agencies, small claims court, or any other legal method permitted by law.

Employees

Employees will not be allowed to charge any meals or a la carte items.

Free/Reduced Priced Meals

Free and reduced priced meals are available to those families who qualify. Information regarding free or reduced priced meals will be provided at least twice annually to the parents or guardians of all enrolled students.

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

FREE/REDUCED FEES

An eligibility application for free/reduced meals must be completed and eligibility approved to receive free/reduced fees for various District services. For more information, contact the Business Services Department.

PARENT/COMMUNITY INVOLVEMENT

Curriculum Presentation for Parents

A curriculum overview for families will be shared after the start of the school year. This serves as a way for teachers to inform parents of the curriculum and of expectations throughout the school year.

Parent and Teacher Conferences

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

Visitors

Where allowed by law, parents are welcome to visit school except during the first two weeks of school. Please notify the teacher at least 24 hours in advance of the visit. Teachers are not able to conference with parents when class is in session.

All visitors must report to the office immediately upon their arrival to the building and present a government-issued photo ID to obtain a visitor's badge. Parents should keep visits to 30 minutes in order to not interfere with instructional time. We discourage student's siblings from visiting school with parents, as their

presence becomes a distraction to learning. Minors and students unaccompanied by adults are not permitted to visit elementary schools.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events and visiting school buildings. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Repeated offenses may result in a ban from school grounds and/or activities. (See Board Policy 1006: Visitors to the School)

Students and visitors to the school are not allowed to take photos or video unless they have permission from the staff or it fits under another policy exception (e.g. taking photos of performers at a public event).

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. **You will need this ID each time you enter the building.**
- The barcode on their ID is scanned electronically and the Visitor Aware system looks for a match on state sexual offender databases.
- If a match is identified, the building Principal or designated representative will immediately be notified and respond according to District procedures.
- If no match is identified, visitors are issued a date specific visitor's badge that includes their name, photograph and destination. These badges must be worn at all times while on school grounds.
- All visitors are required to check out in the main office prior to leaving the school and return their visitor badge to 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 in the District. We will continue to review and update our policies and procedures to meet the needs of our District.

Volunteers

We welcome and appreciate your interest and involvement in our schools. Any parent or community member wishing to volunteer in any capacity, whether for a one-time event or on an ongoing basis, must complete the District Volunteer Form. Volunteers will be subject to a background check. The District reserves the right to limit and/or restrict volunteers for failure to complete the volunteer form, due to results of the

background check, and/or to ensure the safe and orderly operation of the District. We also request that volunteers not bring other children when volunteering at school.

FIELD TRIP VOLUNTEERS

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

STUDENT DISCIPLINE

To attain the highest standards of education in our District, it is necessary for schools to work in cooperation with parent/guardians, to achieve a high degree of discipline. Students' conduct and behavior should be appropriate to maintain the orderly and efficient operation of the school while respecting the rights and privileges of all students, school staff, and members of the community.

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

The District strives to promote a positive and safe learning environment for our students. In order for our growing District to maintain this expectation, we utilize Positive Behavioral Interventions and Supports (PBIS). PBIS includes instruction, common expectations, and reinforcement for demonstrating appropriate behaviors.

RESPECT

- Listening to others
- Following directions
- Accepting differences

SAFETY

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

RESPONSIBILITY

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

CARING

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

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

STUDENT RECORDS

POLICY 505.1

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

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

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

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

Copies of student records will only be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records shall be waived if it would

prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

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

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

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

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

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

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

To ensure the privacy of our students, data will be anonymized so that individual students cannot be identified, and access to such anonymized data will only be granted to requestors with a verified educational purpose.

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

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

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

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

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

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

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

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

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

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

Change of Address/Phone Numbers

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

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

Release of Student Photographs/Information

From time to time, our students are featured in newspaper articles, District bulletins, school web pages, etc. In the District, photographs or likenesses may be released without written consent unless parents or guardians of students under age 18 object in writing. Objections to release of information or photographs should be sent within two weeks of the student's enrollment in school to the building Principal.

Transfer and Withdrawal

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

BEFORE AND AFTER SCHOOL PROCEDURES

Access to Students

Child Custody

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

If the custodial parent indicates that the non-custodial parent should not visit the school, or the non-custodial parent does not have authority to take the child from the school, it shall be the custodial parent's responsibility to immediately provide the District with documentation regarding any restrictions applicable to the non-custodial parent, such as a court order or decree. When in doubt about releasing the student, the District shall call the custodial parent. The custodial parent will be required to

come to school if there is any dispute about whether the non-custodial parent may take the child off school premises. The non-custodial parent shall be kept informed during this situation. Throughout the process, the District's primary concern shall be looking after the best interest of the student.

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

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

Pick-up/Drop-Off Procedures and Visitor Parking

BROOKVIEW ELEMENTARY SCHOOL

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

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

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

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

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

EASON ELEMENTARY SCHOOL

Buses and daycare vans will drop off and pick up students on the **WEST** side of the building. Even though this area is designated as a Fire Lane, permission has been given by the Waukee Fire and Police Departments for **BUSES AND**

DAYCARE VANS ONLY to park in this area to drop off and pick up students. **PLEASE DO NOT PULL IN THE WEST LOT AFTER 3:15 p.m.**

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

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

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

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

GRANT RAGAN ELEMENTARY SCHOOL

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

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

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

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

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

MAPLE GROVE ELEMENTARY SCHOOL

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

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

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

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

SHULER ELEMENTARY SCHOOL

Buses will drop off and pick up students on the **WEST** side of the building. This area is designated for **BUSES AND DAYCARE VANS ONLY**. Please do not pull into the west lot after 8 a.m. for morning drop off, and after 3 p.m. for afternoon pick-up.

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

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

If you choose to park, you must park in a designated parking space and walk to the sidewalk to accompany

your child to your vehicle. **CHILDREN WILL NOT BE ALLOWED TO WALK BY THEMSELVES TO YOUR VEHICLE. THEY WILL REMAIN ON THE SIDEWALK UNTIL YOU COME FOR THEM.**

SUGAR CREEK ELEMENTARY SCHOOL

Buses will drop off and pick up students on the **EAST** side of the building. This area is designated for **BUSES AND DAYCARE VANS ONLY**. Please do not pull into the east lot after 8 a.m. for morning drop off, and after 3 p.m. for afternoon pick-up.

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

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

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

WALNUT HILLS ELEMENTARY SCHOOL

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

If you choose to walk your child into the school, you must park in a parking stall in our parking lot. Please walk with your child in hand, using the school crosswalk, and then into our school. **WE DO NOT ALLOW ANYONE TO DROP A CHILD OFF IN THE PARKING LOT. NO CHILD IS ALLOWED TO WALK ACROSS THE CROSSWALK BY HIM/HERSELF. AN ADULT MUST ACCOMPANY EVERY STUDENT BOTH BEFORE AND AFTER SCHOOL.** (Some parents choose to park in the lot and beckon their child across the crosswalk to meet them in the lot after school. This is

very unsafe for your child and will not be permitted.)

Entrance/Exit Doors Preschool-5:

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

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

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

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

WAUKEE ELEMENTARY SCHOOL

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

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

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

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

WOODLAND HILLS ELEMENTARY SCHOOL

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

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

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

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

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

School Bus Transportation

The District contracts Durham School Services to provide bus services for the District. Every bus features two digital video cameras to monitor student behavior, and GPS technology. Transportation will be provided at no cost for those students in grades K-5 living further than one mile from their attendance center.

- Transportation will be provided **for a fee for those students in grades K-5 living .76-.99 miles from their attendance center.**
- Transportation will be provided at no cost for those students who have to cross a major thoroughfare as defined in [Board Policy 702.2R](#).
- Fees, which are \$500 roundtrip per student per year, or \$250 one-way per student per year, may be paid by the semester or for the entire year. Families who pay for transportation are asked to make payment to the District Administration Office by September 1 for first semester and January 9 for second semester. Fees may be waived if families meet the exceptions per [Board Policy 702.2R](#).

BUS DISCIPLINE

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

It is absolutely necessary that students conduct

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

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 and a School Bus Incident Report will be completed. A representative from Durham Transportation will call the parent to discuss the incident and explain the consequences of continued disturbances.

Second Violation

The bus driver will discuss the problem with the student, and a School Bus Incident Report will be completed. A school administrator will call the parent to discuss the incident and explain the consequences of continued disturbances.

Third Violation

Students receiving a third violation may lose bus-riding privileges for five consecutive school days. A School Bus Incident Report will be completed. A school administrator will be in communication with the student and parent regarding resolution to the problem(s) and suspension dates.

Fourth Violation

Students receiving a fourth violation may lose bus-riding privileges for 10 consecutive school days. A School Bus Incident Report will be completed. A school administrator will be in communication with the student and parent regarding resolution to the problem(s) and suspension dates.

Fifth Violation

Students receiving their fifth School Bus Incident Report may lose bus-riding privileges for the remainder of the school year. A school administrator will notify the student and the parent of this loss of privilege. When a suspension from the bus for the remainder of the school year is invoked, the Chief Operations Officer for the District will also be notified.

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

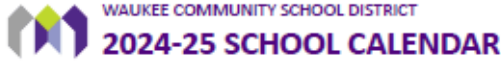
BUS RULES AND REGULATIONS

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

- Students should display PBIS behaviors while riding the bus.
- Students crossing the roadway to board or depart from the bus shall pass in **front** of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only after a signal from the driver.
- The use or possession of alcohol, tobacco, illegal substances, or weapons is prohibited on the bus. Food and/or drink are also prohibited.
- **The driver is in charge of the students on the bus** and is to be obeyed promptly and cheerfully.
- Students must enter and depart through the front door when the bus is at a complete stop. **Emergency doors** are to be used only when instructed by the driver.
- Students damaging seats or equipment may be expected to pay the cost of repairs.
- Students are allowed to ride only at their assigned times and on assigned buses. Friends or relatives will not be allowed to ride due to limited space.
- Violations of bus rules and regulations will be documented on a Bus Incident Report. The report will be distributed to the building Principal and parent/guardian.
- No additional students may ride buses on early dismissal days.
- For safety reasons, students carrying skateboards, roller blades and/or scooters will not be allowed to carry or transport these items on the bus.

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

APPENDIX A - SCHOOL CALENDAR



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

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

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

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

Early Dismissal Times	
Elementary	1:40 PM
Middle Schools	12:58 PM
Timberline/Prairieview	12:50 PM
High Schools	1:10 PM

 No School/Holiday
 Early Dismissal/PD Dates
 Beginning/End of Term
 No School/Teacher Work Day

Waukee Community School District has elected to schedule a minimum of 1080 Instructional Hours in the District Calendar to meet State of Iowa requirements. Board Policy 601.2

Aug	21	K-12 Open House
	23	First Day of School
	23-27	Kindergarten Transition Days
	29	Preschool Open House
Sep	2	Labor Day
	3	Classes Resume / First Day of Preschool
	23	NWHS & WHS P-T Conferences
Oct	16-24	SMS, WMS, TR, PV, TL P-T Conferences
	25	End of 1st Term
	28	No School - Teacher Work Day
	29	Beginning of 2nd Term
Nov	16-21	Elementary P-T Conferences
	11-15	NWHS & WHS SPA Conferences
	27-29	Thanksgiving Break
Dec	2	Classes Resume
	5	NWHS & WHS P-T Conferences
	23-31	Winter Break
Jan	1-3	Winter Break
	3	No School - Teacher Work Day
	6	Classes Resume
	6	Kindergarten Pre-Registration Begins
	16	End of 2nd Term/1st Semester
	17	No School - Teacher Work Day
	20	Martin Luther King Jr Holiday
	21	Beginning of 3rd Term/2nd Semester
Feb	13	NWHS & WHS P-T Conferences
	19-27	SMS, WMS, TR, PV, TL P-T Conferences
	28	No School - Teacher Work Day
Mar	8-13	Elementary P-T Conferences
	17-21	Spring Break
	24	Kindergarten Enrollment Opens
	24	Classes Resume
	28/31	End of 3rd Term / Beginning of 4th Term
Apr	21	NWHS & WHS P-T Conferences
May		NWHS & WHS Graduation
	26	Memorial Day
	30	Last Day of School
June	2-3	No School - Teacher Work Day



APPENDIX B - PERMISSION FOR ADMINISTRATION OF MEDICATION AT SCHOOL

WAUKEE COMMUNITY SCHOOL DISTRICT PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION OF MEDICATION OR SPECIAL HEALTH SERVICES TO STUDENTS AT SCHOOL

It is the policy of the Waukee Community School District that whenever a student should have a prescription medication, over-the-counter medication, or special health services administered by school staff, written, signed and dated authorization and instruction must be provided by a parent or legal guardian. Electronic signatures meet the requirement of written signatures. 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 provider

Full Name _____ Birthdate _____

Building: _____ Teacher (elementary only) _____ Grade _____

*Medication _____ *Dosage _____ *Time _____

*Medication _____ *Dosage _____ *Time _____

*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

*Disposal of unused, discontinued, recalled, or expired medication shall be in compliance with federal and state law as stated in policy 504.31

**Parent/Guardian Signature _____ Date _____

Medication Count:

Special Health Services and instructions, in indicated:

____/____/____

Discontinue/Re-Evaluate/Follow-up Date for Prescribed Medication or Special Health Services listed

Prescriber's Signature Date

Parent/Guardian Signature Date

Student Name _____ Grade _____

Date	Time	Medication/Reason	Initials

Notes

Nurse/Medication Administrator

Signature/Title _____ Initials _____ Signature/Title _____

Initials _____

Signature/Title _____ Initials _____ Signature/Title _____

Initials _____