



# **HIGH SCHOOL**

# **2024-25 HANDBOOK**



**MISSION STATEMENT & VISION**

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

**WAUKEE NORTHWEST HIGH SCHOOL**

655 NW 10<sup>th</sup> Street, Waukee, IA 50263  
 Phone: 515.987.5181  
 Attendance: 515.987.5181 x1

**Administration:**

Nick  
 Ross.....[nross1@waukeeschools.org](mailto:nross1@waukeeschools.org)  
 Gerald  
 Hiesterman.....[ghiesterman@waukeeschools.org](mailto:ghiesterman@waukeeschools.org)

Christie Pitts.....[cpitts@waukeeschools.org](mailto:cpitts@waukeeschools.org)

Jim  
 Duea.....[jduea@waukeeschools.org](mailto:jduea@waukeeschools.org)  
 Michelle Hill, APEX Director.....[mhill@waukeeschools.org](mailto:mhill@waukeeschools.org)

**Counselors:**

Jason Sanders.....[jsanders@waukeeschools.org](mailto:jsanders@waukeeschools.org)  
 Kristin Walker.....[kwalker@waukeeschools.org](mailto:kwalker@waukeeschools.org)  
 Jodi Vogt.....[jvogt@waukeeschools.org](mailto:jvogt@waukeeschools.org)  
 Mackenzie Gersdorf.....[mgersdorf@waukeeschools.org](mailto:mgersdorf@waukeeschools.org)

**Student Services:**

Kelly Lemos.....[klemos@waukeeschools.org](mailto:klemos@waukeeschools.org)  
 Ben Twigg.....[btwigg@waukeeschools.org](mailto:btwigg@waukeeschools.org)

Main Office, Michelle Krecl .....87.5181 x26000  
 Student Services Office, Kaylee Rivera.....987.5181 x26030  
 Attendance, Dawn Morehead..... 987.5181 x26202  
 Activities Office, Wendy Richtsmeier ..... 987-5181 x26040  
 Silver Cord, Kathleen O'Brien.....987.2726  
 Nurse, Stephen Kautz ..... 987.5181 x26020  
 Nurse Associate, Hannah McCudin..... 987.5181

**WAUKEE HIGH SCHOOL**

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

**Administration:**

Judi Roland.....[jroland@waukeeschools.org](mailto:jroland@waukeeschools.org)  
 Alex Lancaster.....[alancaster@waukeeschools.org](mailto:alancaster@waukeeschools.org)  
 Mark Weber.....[mweber@waukeeschools.org](mailto:mweber@waukeeschools.org)  
 Eric Boyle.....[eboyle@waukeeschools.org](mailto:eboyle@waukeeschools.org)  
 Michelle Hill, APEX Director.....[mhill@waukeeschools.org](mailto:mhill@waukeeschools.org)

**Counselors:**

Megan Curry.....[mcurry@waukeeschools.org](mailto:mcurry@waukeeschools.org)  
 Christian Grandgenett.....[cgrandgenett@waukeeschools.org](mailto:cgrandgenett@waukeeschools.org)  
 Molly Watkins.....[mwatkins@waukeeschools.org](mailto:mwatkins@waukeeschools.org)

**Student Services:**

Angela Hunt .....[ahunt@waukeeschools.org](mailto:ahunt@waukeeschools.org)  
 Beth Streit.....[astreit@waukeeschools.org](mailto:astreit@waukeeschools.org)

Main Office, Stephanie Stagg.....987.5163 x5  
 Student Services Office, Lisa Eischen.....987.5163 x3  
 Attendance, Sarah Taylor..... 987.2781  
 Activities Office, Beth Collins.....987.2782  
 Silver Cord, Kathleen O'Brien.....987.2726  
 Nurse, Maggie Murrillo.....987.5163 x2  
 Nurse Associate, Janet Sheldon.....987.5163 x2

**DISTRICT OFFICE**

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

**Superintendent**  
 Dr. Brad Buck

**Director of Student Information Systems/Enrollment**  
 Darryl Downs

**Associate Superintendents**

Terry Hurlburt

Dr. Brady Fleming

**Transportation**

Phone: 515.987.2788

Fax: 515.987.2701

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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.

## **To the Students of the High Schools**

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

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

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

## **BUILDING SCHEDULE**

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

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

## **ACADEMICS**

### **Academic Letter Requirements**

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

### **Advanced Placement Courses**

Advanced Placement is a program run by the College Board (the makers of the SAT). These advanced courses provide students the experience of an intro-level college class while still in high school. AP courses at each high school are given an additional .5 GPA increase.

## **Alternative Credit Options**

Students may take alternative credit options from an accredited institution. Prior to taking the alternative credit options, students must receive administrative approval to receive credit toward the graduation requirements established by the District. The expense of the alternative credit options taken is to be paid by the student.

## **Counselors**

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

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

Every student in each high school is assigned to a counselor by last name and alphabet. We will make every effort to have your counselor remain the same for your high school career. However, due to growing enrollment and/or other factors, this may not always be possible. The counseling staff will address a full range of guidance activities with students, including four-year planning, course selection, evaluation of student progress as it relates to graduation, post-secondary exploration, counseling needs personal/ social, academic and career, referrals to outside agencies and a wide variety of

additional student-centered services. Students and parents are encouraged to communicate with their counselor on a regular and ongoing basis.

### **STUDENT SERVICES SPECIALISTS**

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

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

### **English Speakers of Other Languages (ESOL)**

We promote the learning of academic English by respecting the language and culture of each student. English for Speakers of Other Languages (ESOL) instruction is designed to make content accessible by using strategies for English language acquisition. The ESOL program provides support for learning in both individual and small group settings to develop students' skills in speaking, listening, reading, and writing.

### **Grading Policy**

The grading structure and scale identified is the practice that will be followed by all staff at Waukee High School and Waukee Northwest High School and will be used for calculating grade point averages (See Appendix B).

### **Graduation Requirements**

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

In accordance with Board policy, all students will be required to take one credit of PE per year. If for medical or religious reasons you are requesting a waiver from PE, you must receive permission from your counselor and administration. Each high school will follow the rules as

established by the State of Iowa when reviewing each case. Documentation will be required in each situation.

### **Guiding Principles**

Teachers at Waukee High School and Waukee Northwest High School will use the following principles when assessing and reporting student progress:

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

### **Honor Roll**

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

### **International Transcripts**

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

### **Music Lessons**

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

### **National Honor Society Membership**

The National Honor Society (NHS) chapters of Waukee High School and Waukee Northwest High School are duly chartered and affiliated chapters of this prestigious

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

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

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

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year and participation in the chapter service projects.

Local bylaws and a procedure for following our Good Conduct policy as it pertains to NHS have been adopted. A NHS member that is referred to an Assistant Principal for a minor disciplinary infraction may be subject to written reprimand by NHS. A NHS member that breaks our academic integrity policy and/or our Good Conduct policy (Assistant Principals and Activities Directors monitor) is subject to action as outlined in our procedures.

## New Students

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

## Post-Secondary Enrollment Option

The Post Secondary Enrollment Act permits eligible high school students to take and receive college credit for courses at any public, private or community college. Students in grades 11-12, or students in grades 9-10 and identified for ELP, who are proficient on District assessments are eligible to receive college credits that can also be applied toward graduation requirements in the District. Cost for tuition, textbooks, materials and fees will be reimbursed for each course.

- Students must be proficient on the Iowa Statewide Assessment of Student Progress (ISASP).
- Students must be in grades 11-12, or be in grades 9-10 and identified for ELP, and enrolled in the District. Some post secondary institutions have grade point and test score requirements. Juniors wishing to take a post-secondary course during the regular school day must receive permission from their counselor and administration.
- Students will not be permitted to enroll in a post secondary course when a comparable course is offered at one of our high schools. The administration reserves the right to determine the acceptability of courses as provided under this act.
- Students may enroll in no more than 11 college credit hours per semester.
- Students will be granted 1 high school credit for every 3 hours of college credit earned. Grades and credits earned will be recorded on the individual's transcript and will be included in the cumulative grade point average.
- The student will be responsible for furnishing transportation to and from the eligible postsecondary institution.
- Please visit the Senior Year Plus page on the Iowa Department of Education website for all program requirements.

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

## Repeating a Course for a Higher Grade

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

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

## Schedule Changes

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

The entire process for a schedule change must be completed with the counselor prior to the beginning of a term. Once the term begins, schedule changes must be approved by the building Principal according to the following criteria:

- Course level changes
- Course failure in the preceding term
- Computer and/or clerical error. Students may check their original registration forms in the office to assist in determining if a clerical error has occurred
- Special education placement
- Failure to meet a course requirement or did not complete prerequisite.
- Seniors who must enroll in a course to meet graduation requirements

- Wanting to add a course without disturbing the rest of the schedule (**this applies to seniors only and must be within the first two days of the term**).

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

## Vocational Education Articulation Agreements

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

## ACADEMIC EXPECTATIONS

### Academic Integrity

One of the most essential elements to successful learning is the atmosphere of trust among students between a teacher and a class. District students take pride in respecting the learning, thinking, and creation completed by themselves or others.

- Academic: Related to school and learning
- Integrity: Honest, trustworthy, responsible, consistent

If academic dishonesty occurs in one of the manners outlined below, the initial consequence is for the work to be redone.

While this behavior could affect academic standing down the road, the District believes in changing the behavior, rather than punishing academics, thus, grades will not be affected.

Below are examples of academic dishonesty.

### It is academically dishonest if you:

- Misuse Electronic Devices: Using an electronic device to communicate with others who are taking the same assessment or provide yourself access to non permitted materials.
- Cheating: Using or attempting to use unauthorized materials, information, or study aids to gain an unfair advantage over other students and/or to substitute for learning the material on your own.

- **Misuse of Materials:** Abuse or unauthorized removal of academic materials from the classroom, library, or any other campus location.
- **Multiple Submissions:** Submitting the same assignment in two or more courses without the prior permission of the respective instructors.
- **Plagiarism:** Representing the words or ideas of another as one's own in any academic exercise.
- **Problematic Paraphrasing:** Not using your own words and ways of phrasing well to communicate another's idea(s)
- **Facilitation of Academic Dishonesty:** Helping another student to violate any of these provisions.

Academic integrity is one of the basic values of the District. It is important to keep standards high. NWHs and WHs offer a variety of sources in aiding students to avoid academic dishonesty. Students may look at their essays on TurnItIn.com to check for plagiarism; Students are instructed to use correct methods when documenting resources; and each teacher will establish classroom procedures regarding academic integrity that fall within the framework established by our guiding principles. Infractions may become part of the student's disciplinary record. Disciplinary action could include action in accordance with the bylaws of National Honor Society.

### **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.

### **End of Term Tests**

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

### **Incomplete Work**

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

### **Make-Up Work**

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

### **Test Makeup Policy**

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

## **ACTIVITIES**

### **Class Organization and Meetings**

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

### **Extracurricular Activities**

#### **ACTIVITIES**

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

#### **ACTIVELY PARTICIPATING**

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

### **Financial Transactions**

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

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

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

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

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

### **Student Council**

Student Council members for the next school year will be elected in the spring by grades nine through eleven. Each class elects eight representatives to the council. Additionally, a council president shall be elected.

### **Student Good Conduct Policy**

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

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

It is a violation of this Good Conduct Rule to knowingly engage in the following kinds of conduct (this is a non-exhaustive list):

- Possess, consume, use, sell, purchase or distribute any alcoholic beverages;
- Illegally possess, consume, use, sell, purchase or distribute controlled substances, as they are defined by the Code of Iowa;
- Possess, consume, use, sell, purchase or distribute tobacco or vaping products, in any form;
- Commit theft, vandalism, assault or any act that would be a violation of the law and grounds for

arrest or citations in the criminal or juvenile court system, excluding minor offenses such as traffic offenses, regardless of whether the student was cited, arrested, convicted or adjudicated of the act(s);

- Violate any provision of the District’s Student Conduct – Discipline Policy 502.1, the District’s Weapons Policy 502.10 or the District’s Hazing Policy 502.11, where such violation results in a suspension.

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

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

#### **FIRST OFFENSE**

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

The student will be suspended from competition for 25% of the current extracurricular or co-curricular activity season (including any post season competition). If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity the student is involved in. The before-mentioned activity’s season must be completed in good standing with the coach for the suspension to be served.

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

The number of competitions the student will miss as a result of the suspension will be determined by computing 25% (round down) of the regular season schedule. Clarification of what makes up the regular season will be determined prior to the beginning of the school year by the Activities Director, the Principal, and the coach or activity leader.

<b>Competitions</b>	<b>25% Suspension</b>
21 game season	5 games
8 performances	2 performances
9 game season	2 games

A student involved in two or more activities at the time of the suspension will be suspended for 25% of each activity season.

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

#### **SECOND OFFENSE**

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

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

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



### THIRD OFFENSE

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

The student will be suspended from competition in all extracurricular or co-curricular activities for a period of one year (including any post season competition), effective immediately. If the student is not competing in an activity at the time of the violation, the penalty will be enforced at the beginning of the next activity the student is involved in.

A student who self-reports or admits their Good Conduct Rule violation in a good-faith and honest manner, prior to being confronted by a school official or within 24 hours after school officials begin questioning other students about the same incident, may receive a reduced penalty for a third offense from suspension of one year in all extracurricular and co-curricular activities to suspension of 100% of an activity season.

### FOURTH OFFENSE

The student will be suspended from all activities for the remainder of the student's high school career with no reduction in penalty due to self reporting at any time.

### DETERMINATION AND APPEAL PROCESS

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

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

1. A conference will be held with the Activities Director and the student. At that time, the length of the period of ineligibility and a specific explanation of the reasons for ineligibility will be discussed. The offense and the consequences

will thereafter be put in writing and sent to the student and parent(s). If the student or parents(s) do not wish to appeal the ineligibility decision, the Activities Director's decision will be in effect and considered final.

2. If the student or parent(s) wish to appeal the Activities Director's decision, they must do so in writing to the Superintendent within three business days of the receipt of the Activities Director's decision. The Superintendent shall consider the circumstances and evidence of the case and shall make a decision, which will be communicated in writing to the student, parent(s), Activities Director and building Principal. The decision of the Superintendent shall be made within 14 business days following the date on which the appeal was received.
3. If the student or parent(s) wish to appeal the Superintendent's decision, they must do so in writing to the Board within three business days of the receipt of the Superintendent's decision. The appeal shall be heard by the Board at the earliest feasible opportunity.
4. The Board shall schedule a special meeting for the purpose of reviewing the matter with all individuals involved. At the Board meeting, both the student and his/her parent(s) and the administration will have an opportunity to present evidence and information in support of their position. The meeting will be conducted in closed session, unless the student or parent(s) request that it be conducted in open session. However, any formal action by the Board must be taken at an open meeting. The Board shall issue a written decision, which includes finding of fact and conclusions.
5. During the appeal procedure the student will be ineligible from participating in any extracurricular or co-curricular activities.
6. If the suspension occurs at a point in the season where the number of competitions remaining is less than the number of competitions in the suspension, the suspension will carry over into the next activity the student participates in. Post season activities will be counted towards satisfying the terms of the suspension.
7. If at the end of the post season of an activity, the student has not satisfied the terms of the suspension, the percentage of the suspension that has not been completed will carry over to

the student's next activity, and the remainder of that suspension would then be completed.

8. No suspension sanctions will be applied to co-curricular activities that are graded.

## Student Academic Eligibility Standards

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

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

**If at the end of any grading period a student is given a failing grade in any course for which credit is awarded (including PSEO, Career Advantage, Correspondence, etc.) the student is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the student is a participant for 20 consecutive calendar days.**

For determining eligibility there are four grading periods as follows:

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

## Sportsmanship

The District expects a high level of sportsmanship from fans and student athletes.

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

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

If penalties are imposed at the end of the sport season and no contest remains, the athlete's penalty is carried over in that particular sport until the next school year. The penalty is not imposed from one sport program to

the next sport program. Exception: If a senior (12th grade) is ejected from the last contest of the season in a given sport, the penalty is carried over to the next sport program the athlete participates in.

## ATTENDANCE

### Attendance Policy

#### PHILOSOPHY

It is the educational philosophy of the District that regular attendance by all students is essential and cannot be duplicated by other methods. Students are unable to obtain maximum opportunities from educational programs offered without attending classes.

Consequently, students are expected to be in attendance at scheduled classes for one hundred and eighty (180) days per academic year. Exceptions to the principle of one hundred and eighty (180) days are explained later in the section on excused absences.

#### GENERAL STATEMENTS

- If a student cannot report to school, it is the responsibility of the parents to report that absence by 8:00 a.m. on the day of the absence by calling the attendance office for Waukee High School at 987.2781 and for Waukee Northwest High School at 987.5181.
- Should a call not be received, the school will attempt to telephone the student's parents to verify the absence. In addition, the school resource officer or counselor may make contact to check on the status of the student. Failure to receive absenteeism information shall cause the student to be considered truant until a call or note has been received from the parent.
- Students leaving school during the school day must receive permission from a school official/parent prior to leaving and the student must sign out at the attendance office.
- Students returning to school after the school day has started must sign in at the attendance office upon their return.
- A student who is under sixteen (16) years of age by September 15, in proper physical and mental condition to attend school, and who fails to attend school regularly without reasonable excuse for absence is in violation of the state compulsory attendance laws.
- A student who is considered to have excessive absenteeism may require a parent and student

conference with the Assistant Principal / counselor.

- If a student is going to be absent due to a school activity or trip, the student will be responsible for notifying his/her instructors.

## ABSENCES

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

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

- Personal illness
- Death or serious illness in the immediate family
- Medical or dental appointments.
- Work for parents (in emergency situations)
- Attendance at state sponsored tournaments will be excused if a District team or individual is participating. All work must be made up in advance and prior parental consent must be granted. A student who has been a season-long participant in an extracurricular activity will be permitted to miss ½ day of school to attend the activity's state sponsored tournament regardless of the District's participation in that tournament.
- Family vacations
- Court appearances
- Absence for an authorized religious holiday
- Other reasons which can be justified from an educational perspective

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

- A student who reports to school after an absence and the parent has failed to notify the school will be considered truant
- Shopping trips
- Oversleeping
- Hair / tanning appointments

- Work or employer
- Excessive car trouble
- In other area of building, other than where assigned
- Other reasons to be determined by the administration

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

## Family Vacations/Extended Leave

It is important that students attend class on a regular basis. Classroom activities include educational experiences, which cannot be duplicated. Parents are encouraged to consider the impact of a student's absence before arranging an elective absence. The nature of the block schedule is such that a one-day absence is equivalent to two days of absence under a traditional schedule. If a student is absent for 10 consecutive days, their enrollment may be suspended.

## Procedures to Follow When Absent

1. Parents are to call the Waukee High School office at 515.987.2781 or the Waukee Northwest High School office at 515.987.5181 before 8 a.m. on the day of the absence stating the type of reason for the absence. Should a call not be received, the school will attempt to telephone the student's parents to verify the absence.
2. A written excuse is to be sent to the attendance secretary if the parent is unable to call the school. Notice from a parent must be received before the student's first scheduled period of the day upon returning to school.
3. Sign Out/Sign In--Students leaving school during the regular school day must receive permission from a school official prior to leaving. If permission is granted, the student is to sign-out on the daily sign-out record. Students returning to school during the school day are to sign-in on the sign-out record.

## PLANNED ABSENCES

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

## Tardiness – Per Term

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

An automated call and email will be made home following each tardy.

### 1ST OFFENSE

Warning issued by classroom teacher

### 2ND OFFENSE

Warning issued by classroom teacher

### 3RD OFFENSE

Communication with the student and/or family and counselor

### \*4TH OFFENSE

One hour detention

Conference with the student and administrator or specialist.

Parent Contact

### \*5TH OFFENSE

Two hour detention

Conference with student and administrator or specialist

Parent Contact

### \*6TH OFFENSE

Two hour detention

Conference with the student and administrator or specialist

Parent Contact

### \*7TH OFFENSE

Two hour detention

Conference with the student and administrator or specialist

Parent Contact

### \*8TH OFFENSE

Conference with student and administrator or specialist

Further consequences as determined by conference

**\*With continued tardiness, student will receive consequences that may include, but are not limited to, early dismissal Detention, Lunch Detention, problem solving meetings with parent, making up time missed, loss of intramural participation, loss of parking privileges or possible drop from class.**

## COMMUNICATION

### Announcements

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

### Bulletin Boards and Signs

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

### Flyer Distribution

Waukee Backpack 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 at the District Administration Office. The complete distribution guidelines are located in [Board Policy 1003.6-R](#). Waukee Backpack can be accessed by visiting, <https://waukeeschools.org/backpack/>.

## DISTRICT POLICIES

### Abuse of Students by District Employees

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 Cindy Pion, Secondary Lead Nurse and level one investigator (515.987.2770).

The entire policy on abuse of students by District employees is defined in [Board Policy 413.4](#) and is available in the District Administration Office, 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 places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website: <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. **The parent's first contact should be the teacher, followed by their student's counselor, followed by the Assistant Principal, followed by the Associate/building Principal.**

- 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.

## Student Expression

It is the goal of the District to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon their rights. Student expression should be appropriate to help ensure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

While students will generally be allowed to express their viewpoints and opinions, in certain qualifying circumstances, student speech may require administrative regulation to help ensure the safety and welfare of the District community. The District may

regulate speech that: causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is libelous or slanderous; is school-sponsored; and/or promotes illegal activity. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and/or whether review or prohibition of the students' speech furthers an educational purpose. The expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the District.

The Superintendent or designee may develop procedures for safely addressing qualifying types of mass protests by students, including walk-ins and walk-outs. Walk-ins occur when students leave their learning environments during school hours and gather in a group or groups with the purpose of promoting a belief or beliefs. Walk-outs occur when students leave their learning environments during school hours and gather in a group or groups off District property with the purpose of promoting a belief or beliefs.

Students who violate this policy may be subject to disciplinary measures. Employees are responsible for helping to ensure students' expression is in keeping with this policy. It is the responsibility of the Superintendent to develop administrative regulations regarding this policy.

## Student Publications

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the Principal. Official school publications include material produced in journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. The District, the Board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Official school publications are free from prior restraint by employees or officials except as provided by law. A faculty advisor will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. The production of official school publications is guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication will follow the grievance procedure outlined in Board policy 203.10. Students who believe their freedom of expression in a student-produced official school publication has been restricted will follow the grievance procedure outlined in Board policy 502.9.

The Superintendent is responsible for maintaining a student publications code. This code will include, but not be limited to, reasonable rules including time, place, and manner of restrictions. The Superintendent will also be responsible for distributing this policy and the student publications code to the students and their parents.

NOTE: This policy represents the current status of students' first amendment rights. This is a mandatory policy and accompanying regulation required by Iowa Code ch. 279.73. Schools are urged to handle all protests through a strictly viewpoint neutral lens. Districts should consider the need to balance opposing views. If one social issue is permitted, other opposing viewpoints should also be permitted.

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

### **Director of the Iowa Civil Rights Commission**

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

### **Director of the Region VII Office of Civil Rights**

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

The 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 obligations under Section 504 to identify, evaluate and, if the student is determined to be eligible, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the District, they have a right to a hearing with an impartial hearing officer.

### **Field Trips**

Under [Board Policy 603.7](#), the Principal, 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.

## Gambling

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

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

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

## Gang Activities

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

No student on or about school property or at any school activity:

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

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

## Hazing

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

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

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.

## Limitation of Liability

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

### VIOLATIONS OF THIS ACCEPTABLE USE POLICY

Violations of this policy may have disciplinary repercussions, including:

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

## Messages and Deliveries to Students During the School Day

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

### PARTY INVITATIONS

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

### FLOWERS/BALLOONS

We ask that balloon bouquets, flowers, etc. are not delivered to school for your child. This causes disruption to the class and disappointment, so we will not accept deliveries at school. We appreciate your cooperation in these matters.

## Non-Custodial Parents

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

## Release of Student Photographs

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

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

## Request for Reconsideration of Instructional Materials

The 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 in each Principal's Office and the District Administration Office.

## Search and Seizure

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

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

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

## Statement Regarding the Homeless

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 5 and 21 who lacks a fixed, regular and adequate nighttime residence and

includes a child or youth living on the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home; living in a community shelter facility; or living with non-nuclear family members or friends who may not have legal guardianship over the child or youth of school age. The District shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, English as a second language, vocational courses or programs, programs for gifted and talented, health services and food and nutrition programs on the same basis as those services and assistance are provided to resident pupils.

## Student Fees

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

## Threats of Violence

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

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

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

## Weapons Policy

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 the District weapons policy in detail. Copies are available on the District website, in the District Administration Office and at the Waukee Public Libraries.

## Weather-Related Cancellation or Early Dismissal Procedures

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

1. The Superintendent and Chief Operation Officer (COO) monitor weather forecasts.
2. Prior to 5:00 a.m., the Superintendent and members of the operation team drive the District routes to determine safety of transportation.
3. Consultation occurs with neighboring school systems.

4. In consultation with the COO and /or the Superintendent, a decision is normally made no later than 5:30 a.m. to delay the beginning of the school day by one hour or two hours or to cancel school.
5. If the decision is made to delay the beginning of the school day, conditions may change enough to warrant cancellation. The decision to cancel school following a decision to delay will usually be made by 6:30 a.m. and no later than 7:00 a.m.

#### HOW FAMILIES ARE CONTACTED

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.

## **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

## **HEALTH AND SAFETY**

### **Accidents at School**

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

### **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**

Students with the following symptoms will be sent home:

- Temperature of 100 or above (oral) or equivalent (normal temperature for 24 hours before returning to school)
- Vomiting (free from vomiting for 24 hours before returning to school)
- Diarrhea (free from diarrhea for 24 hours before returning to school)
- Unexplained abdominal pain
- Severe cold and/or cough
- Unexplained skin eruptions or rash
- Communicable disease (requires a doctor’s

diagnosis and treatment, if needed, or until symptoms are gone)

- Any health condition that in the nurse’s judgment is of concern for the child’s or other’s health

#### DISMISSAL PROCEDURE

- Parents or their designee must be notified before a student is allowed to leave school.
- Transportation will be approved or arranged by the parent or designee.
- Teacher and/or office staff will be notified.
- Parent or designee will sign student out in the office area.

#### PARENT/GUARDIAN RESPONSIBILITY RESPONSIBILITY

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

#### WHEN TO COME TO SCHOOL AND WHY ATTENDANCE MATTERS

Any day children are free from any of the concerns listed above, they should be at school! While we certainly understand that illnesses and special circumstances are bound to happen, especially with children, please do your best to help your children be at school every day. Avoid scheduling appointments during the school day, when possible. Here are a few things to keep in mind when considering your child’s school attendance:

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

#### PE GUIDELINES / ACTIVITY PARTICIPATION

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

**Students are required to participate in all PE classes.** If a physician feels that a student should not participate or should only participate on a limited basis, parents must obtain a note from the physician with all restrictions

noted and give this to the school nurse. Once the student is cleared by their physician to return to all activities, a clearance note must be given to the school nurse. In the case of an unexpected injury or illness, the school nurse may determine if a student is unable to participate in PE activities.

#### Immunizations

All 12th grade students will need to receive 2 doses of meningococcal ACWY, or 1 dose if received when the student is 16 years of age or older, and submit a completed Certificate of Immunization or Provisional Certificate of Immunization prior to enrolling in school. (Iowa Administrative Code)

#### 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 a list of foods and materials to avoid.
- The District requests that parents and students avoid including peanuts and peanut products in lunches and snacks in grades PreK-12.
- **NO HOMEMADE 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.

- 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.

## Emergency Drills

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

## Hawk-I Insurance for Children

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

## Insurance Claims

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

1. Report the injury to a school official (a teacher, nurse or Assistant Principal). That person is responsible for recording the date and the time of the student's injury.

2. Go to the doctor with the injury. The injury must be treated within 30 days.
3. Stop in the Superintendent's office and the insurance form will be prepared.
4. Take or mail the partially completed form to your doctor in order that he/she may complete his/her portion of the report and send it to the insurance company for the payment of the fee.
5. Payment will be made jointly to the insured and to the doctor, with the school receiving notification of the payment.

## Safety Notice

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

## Student Assistance Program (SAP)

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

SAP has professional counselors available 24 hours a day 7 days a week to address student needs. Counseling evaluation and referral services are available to all students and their family members at no cost. Appointments can be scheduled by calling **(515) 244.6090 or 800.327.4692 (toll free) or online at [www.efr.org/sap](http://www.efr.org/sap)**.

## Student Medication

Only the school nurse or employee delegated by the nurse shall have access to medication. Students may not carry medication, except as 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. If medication is to be administered at school, the District Administration of Medication to Students--Parent Authorization and Release Form (see Appendix C) must be filled out and signed by the parent/guardian. Additional forms may be obtained at the school's 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 the student, name of the medication, time of day that it is to be given at school, dosage, name of prescribing physician, and duration.

For any over-the-counter medication to be given consistently for more than 10 days must have a physician 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.

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

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

## School Resource Officer (SRO)

The District and the Waukee Police Department are partners in the educational development of our students. A police officer designated as the School Resource Officer (SRO) promotes positive relationships with students. In addition, the SRO assists with educational programs by making themselves available as a resource and a guest speaker in classes. School officials look to the SRO to also interact with students in an advisory/educational capacity in most problematic-type situations. However, the SRO will fill the role of police officer in certain circumstances.

## 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.

## NUTRITION SERVICES

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

## Breakfast and Lunch

### NUTRITION PAYMENTS

Prepayments for accounts can be made online through RevTrak, [waukee.revtrak.net](http://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. Students over the age of 14 may make a SchoolCafe account to view menus, track spending and view their account balance. SchoolCafe website and directions are available on the District’s website under the nutrition link or by visiting [www.schoolcafe.com](http://www.schoolcafe.com).

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

## Negative Account Balances

In accordance with state and federal law, the 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.

### 8th – 12th GRADE

All meal purchases are to be prepaid before meal service begins. 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 Superintendent’s 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 Superintendent’s 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.

## VISITORS

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

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

Please know this system is not intended to discourage parents from visiting their children’s schools. On the contrary, we welcome visitors and encourage all parents to be an active part of their children’s educational experience. The goal is simply to enhance the safety and security of both students and staff by limiting access to those who pose a potential threat.

## HOW IT WORKS

- All visitors, including parents, must report to the main office upon their arrival at the school and provide their driver’s license or other state or federally issued ID.
- The barcode on their ID is scanned electronically and the Visitor Aware looks for a match on state sexual offender databases.
- If a match is identified, the building Principal or designated representative will immediately be



notified and respond according to District procedures.

- If no match is identified, visitors are issued a date-specific visitor's badge that includes their name, photograph and destination. These badges must be worn at all times while on the school grounds.
- All visitors are required to check-out in the main office prior to leaving the school and return their visitor badges so they can be destroyed by office staff.
- Children who do not have a valid ID are allowed to visit as long as an adult who has completed the check-in process accompanies them.

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

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

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

## **SENIOR INFORMATION**

### **College Visits**

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

### **Senior Release**

Seniors with less than 52 credits are required to be enrolled in 3 credits per term. Seniors who have successfully completed 52 credits may elect to enroll in a **minimum of 2 credits per term**, provided they are scheduled consecutively. Seniors may be in the building or on the school grounds during their open release time.

### **Early Graduation**

A student requesting to complete their high school education early is required to file an Early Graduation Parental Consent Form. Prior to checking out and being

released for early graduation, the student must complete all course work, requirements and obligations. Early graduates may participate in winter formal, prom and commencement if he/she so requests. The student must notify the Principal by January 1st if he/she plans to take part in the graduation ceremony.

### **Student Transcript Requests**

Should a student need a transcript (official or unofficial), they should submit their request on the corresponding high school webpage, using the form found on each high school website.

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

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

### **Central Campus/Academy Enrollment Criteria**

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

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

## **STUDENT DISCIPLINE**

### **Disciplinary Sanctions**

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

## Due Process

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

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

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

## Student Rights

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

- All students and staff members have the right to be treated with respect and, in return, treat others respectfully.
- All students have the right to participate in curricular and co-curricular activities as long as they have met the requirements of the State of Iowa and the District.
- All students have a right to a fair hearing on disciplinary matters with the understanding that the final decisions must be made by the school.
- All students have the right to bring their concerns about school matters to the attention of the staff and administration of the building.

Along with personal rights go the obligation and responsibility to respect the rights of all students. Any

students violating the rights of others will be held responsible and appropriately disciplined.

## Student Responsibilities

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

## Progressive Discipline Procedure

The Discipline Procedure has three intended outcomes:

- to provide a safe and orderly school environment, conducive to optimal learning
- to modify behavior of students who are habitually disruptive to the learning process
- to set boundaries and expectations for student behavior

If a student violates a classroom, school or District policy/guideline and is referred to the office, the Principal, Assistant Principal or the designee will determine if the student is placed on a STEP, as defined below. A STEP will automatically be assigned for any behavior that results as in-school suspension or out-of-school suspension. Tardies are not included on the STEP unless a student does not show up for the assigned detention, which would result in an in-school suspension. The disciplinary consequences assigned to the student will be determined by the policy or procedure which the student has violated. These consequences are listed in the student handbook.

Additionally, when the student does not show up for the assigned Early Out Detention they will be placed on a STEP.

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

## STEP OUTLINE

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

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

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

**Step 3:** telephone call by Assistant Principal, and/or letter to parent/guardian, consequences according to policy handbook

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

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

**Step 6:** telephone call by Associate Principal, letter to parent/guardian, conference with Assistant Principal and Associate Principal, consequences according to policy in handbook

**Step 7:** telephone call by Associate Principal, letter to parent/guardian, conference with Assistant Principal and Associate Principal, consequences according to policy in handbook

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

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

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

**\*Additional consequences may be rendered on any step, depending on the severity of the situation.**

**Referrals may be made to the Student Assistance Program through Employee and Family Resources (EFR).**

With continued discipline issues, student will receive consequences that may include, but are not limited to, early out detention, problem solving meetings with

parent, making up time missed, loss of intramural participation, loss of parking privileges, possible drop from class, or referral to alternative educational program.

## General Rules/Violations Summary

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

### LEVEL ONE

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

### LEVEL TWO

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

### LEVEL THREE

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

### LEVEL FOUR

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

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

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

Arson - Level 4

Assaulting a fellow student - Levels 2,3,4

Assaulting a faculty member - Level 4

Cafeteria - Levels 1,2

Cheating - Levels 1,2,3

Computer and Inappropriate Use - Levels 2,3,4  
 Controlled substance, drug paraphernalia, alcohol, tobacco or related paraphernalia, electronic cigarettes, lookalikes, imitation controlled substance, use or possession, distribution - Level 2,3,4  
 Extortion - Levels 2,3,4  
 Fireworks or Explosives, Use of - Levels 3,4  
 Forging, falsifying, altering or illegally possessing school forms- Levels 1,2,3,4  
 Gambling - Levels 1,2,3,4  
 Indecent Exposure - Levels 2,3,4  
 Insubordination - Levels 3,4  
 Parking Lot - Levels 1,2  
 Theft - Levels 2,3,4  
 Threat of a faculty member - Levels 3,4  
 Threat of School Environment - Level 2, 3, 4  
 Unauthorized use of safety equipment (false fire alarm, improper use of fire extinguisher) - Levels 3,4  
 Vandalism or defacing school property - Levels 1,2,3,4  
 Harassment- Levels 1,2,3,4  
 Weapons/look-alikes/dangerous objects - Levels 3-4

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

## Removal Policy

Students are expected to follow classroom rules. Students who exhibit repeated inappropriate behaviors will be referred to the administrative office. Insubordination and safety concerns will result in an immediate removal. The following consequences may include, but are not limited to:

### 1ST REMOVAL

Detention  
 Teacher phone call to parent  
 Conference with Assistant Principal and/or counselor

### 2ND REMOVAL

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

### 3RD REMOVAL

In school or out-of-school suspension  
 Possible drop from class.

## Truancy Per Term

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

### 1 UNEXCUSED ABSENCE

Detention  
 Conference with AP and student  
 Parent notification

### 2 UNEXCUSED ABSENCES

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

### 3 UNEXCUSED ABSENCES

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

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

## Suspensions

Certain violations can result in a student being suspended from school. Severe violations may result in an out-of-school suspension. Students who are placed on any type of suspension are responsible for obtaining all make-up schoolwork they miss while they are on suspension. Make-up work must be completed upon the student's return to school after their suspension. If a test is missed as a result of a suspension, students are responsible for making arrangements with the teacher to make up tests.

## Student Suspension/Expulsion Guidelines

### STUDENT SUSPENSION

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

- Be given oral and/or written notice of the charges

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

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

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

#### STUDENT EXPULSION/LONG-TERM SUSPENSION

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

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

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

- An opportunity to inspect the written results and findings of the Board following the hearing.

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

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

### In-School Suspension Rules

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

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

## **STUDENT EXPECTATIONS**

### Library

The 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 goal of the library program is to foster a love of reading and to assist in the development of lifelong learners. A certified teacher librarian or associate is available to assist students during the school day.

A variety of materials are available for free reading and research. Students can access the online catalog from their school-issued device at any time during or outside of the school day.

Library expectations include:

- All patrons will be respectful of others in this shared, multi-use space.
- All furnishings and equipment will be used gently and carefully.
- Students will be mindful to return items in a timely manner.
- Work areas will be tidied after use
- Materials may be checked out for three weeks and renewed twice for an additional six weeks if necessary.
- 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.

## Student Lockers

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

## Locker Room Locks

Locks and lockers will be provided for all students in the shower rooms. Experience has proven that it is important to **lock lockers** containing articles of clothing and valuables. The school is not responsible for lost or stolen items. Each student will be issued a school supplied lock at the beginning of the school year. Make certain that the lock number is recorded with the person issuing the lock.

Lost locks will be charged to the student and must be paid for before checking out in the spring. Clothing left in the locker room will be considered discarded and be given to welfare.

## Social Activities

Our high schools hold several student functions during the course of the school year. These functions include, but are not limited to, Homecoming, Prom, Winter Formal and other dances. Attendance at these functions is limited to Waukee High School and Waukee Northwest High School students and their guests. 9<sup>th</sup> grade students are not allowed to attend these functions, either as a guest of a District high school student or independently. Admittance will also not be granted to those over 20 years of age.

The following regulations apply to social activities sponsored by our high schools:

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

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

## Displays of Affection

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

## Personal Devices

In most cases, personal devices must be turned off and out of sight while students are in the academic setting. Personal devices, including cell phones, may only be used in the classroom with teacher permission. Cell phones may be used in the halls or commons during passing periods and lunch. Cell phones are not to be used in the restrooms or locker rooms.

The student's Assistant Principal will address repeated misuse of cell phones or other personal devices. It is important that classroom interruptions are kept to a minimum to maximize learning. Teachers reserve the

right to confiscate the phone and return it at the end of the school day.

## **Backpacks/Book Bags**

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

## **Dress Code**

Students may not dress or groom themselves in a manner that causes material or substantial disruption to the educational function and school purpose. Please refer to Board Policy 502.8: Appearance.

### **Board Policy 502.8 Appearance**

The Board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors on school property or on property within the jurisdiction of the District.

Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a Principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

It shall be the responsibility of the Superintendent, in conjunction with the Principals, to develop administrative regulations regarding this policy.

## **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.

## **TRANSPORTATION**

### **Parking Guidelines**

Students are permitted to park their vehicles only in student parking zones. Parking permits must be clearly displayed while parked on school grounds. All vehicles will be parked within stall markers (lines). You must have a line on BOTH sides of your car. Parking is not permitted on curbs, bus lanes, fire lanes, visitor parking, staff areas, walkways, sidewalks, medians, on grass, on snow piles or at the end of the row. Parking in these areas will result in a fine. The District reserves the right to tow a parked vehicle, at the owner's expense, when it is improperly or illegally parked and poses a traffic hazard or obstruction to the normal movement of traffic or is in violation of said regulations without prior notification.

### **Waukee High School and Waukee Northwest High School Student Parking**

Where students CAN park:

- Between two white/yellow lines
- In their assigned lot based on their parking permit

Where students CANNOT park:

- Staff parking (designated by signs "Staff Lot")
- Visitor parking
- Handicapped parking
- Fire lanes
- End of a row or area where there are not two white/yellow lines on each side
- Spots designated with signs for specific individuals (i.e.-Rock Star, Principal, Auditorium Director, among others)

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

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

Upon notification of a fine for parking or traffic violation, the violator will pay the designated fine with the building bookkeeper.

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

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

## PARKING PERMIT INSTRUCTIONS

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

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

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

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

## School Bus Transportation

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

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

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

## SCHOOL BUS RULES AND REGULATIONS

- Students should be at the designated loading point five minutes before the bus arrival time.
- Students must depart from the bus at their designated point unless written permission from the parent has been received by the school administration who in turn will notify the bus driver.

- Good conduct is to be observed at all times. Good conduct involves remaining seated while the bus is in motion, no excessively loud talking, no yelling, keeping one's hands and feet to oneself, etc.
- Students crossing the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions, and proceed to cross the road or highway only after a signal from the driver.
- The use or possession of alcohol, tobacco, illegal substances or weapons is prohibited on the bus.
- No food or drink shall be brought onto or consumed while riding the bus.
- The driver is in charge of the students on the bus and is to be obeyed promptly.
- Students must enter and depart through the front door when the bus is at a complete stop. Emergency doors are to be used only when instructed to do so by the driver.
- Students damaging seats or equipment will be required to pay for the cost of the repairs.
- Students are allowed to ride only at their assigned times and on assigned buses. Friends or relatives may not ride due to limited space.
- Violations of bus rules and regulations will be documented on a School Bus Incident Report. The form will be distributed per the bus discipline section.
- No additional students may ride buses on early dismissal days.
- For safety reasons, students may not bring skateboards, rollerblades or scooters onto the bus.

Questions related to transportation issues should be directed to the appropriate school administrator.

All students are expected to follow the instructions of the bus driver. Failure to follow instructions will result in the following:

## FIRST VIOLATION

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

## SECOND VIOLATION

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

## THIRD VIOLATION

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

## FOURTH VIOLATION

Students receiving a fourth violation will lose bus riding privileges for ten (10) consecutive school days. A School Bus Incident Report will be filed with the appropriate school administrator and a copy sent to the parents. The school administrator will contact the parent by phone of the behavior violation and the suspension dates. School bus riding privileges will be resumed only after a meeting involving the student, parent, bus driver, the transportation company representative and the school

administrator has resulted in an agreement of satisfactory resolution to the problems.

## FIFTH VIOLATION

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

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

# APPENDIX A- SCHOOL CALENDAR



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

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- GRADING POLICY**

<b>Percentage Range</b>	<b>Letter Grade</b>	<b>Points Earned</b>
98 and Above	A+	4.33
93-97	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.67
59 and Below	F	0

## **APPENDIX C- GRADUATION REQUIREMENTS**

	Credits	
Language Arts	8	Must include a Speech course
Math	6	
Science	6	
Social Studies	6	Must include US History and Government
Health	1	
Financial Literacy	1	
Physical Education	4	One credit annually
Electives	21	May include additional core classes
Total Credits	53	

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

# **APPENDIX D - 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** \_\_\_\_



# APPENDIX E - PERMISSION FOR ADMINISTRATION OF MEDICATION AT SCHOOL

## WAUKEE COMMUNITY SCHOOL DISTRICT PERMISSION FOR ADMINISTRATION OF IBUPROFEN AND/OR ACETAMINOPHEN AT SCHOOL SECONDARY SCHOOLS ONLY

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

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

I request and authorize school personnel to administer the following recommended non-prescription medication in the manufacturer's recommended dose, when the school nurse deems it appropriate. **NOT TO EXCEED 6 SEPARATE ADMINISTRATIONS EACH SCHOOL YEAR.**

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

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

\_\_\_\_\_ Acetaminophen (Tylenol)

My signature below indicates that the information for over-the-counter medication is factually correct and complete.

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

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

**Nurse/Medication Administrator**

Signature/Title \_\_\_\_\_ Initials \_\_\_\_\_

Signature/Title \_\_\_\_\_ Initials \_\_\_\_\_

Signature/Title \_\_\_\_\_ Initials \_\_\_\_\_

## APPENDIX F - BELL SCHEDULES



Daily				Late Start			
<b>1st</b>	<b>8:10 - 9:45</b>			<b>1st</b>	<b>10:10 - 11:13</b>		
1A	8:10 - 8:56			1A	10:10 - 10:39		
1B	8:58 - 9:45			1B	10:43 - 11:13		
<b>2nd</b>	<b>9:51 - 11:26</b>			<b>2nd</b>	<b>11:19 - 12:22</b>		
2A	9:51 - 10:38			2A	11:19 - 11:48		
2B	10:40 - 11:26			2B	11:52 - 12:22		
<b>3rd</b>	11:26-11:52 (A)	<b>11:58-1:29</b>		<b>3rd</b>	12:22-12:48 (A)	<b>12:54 - 2:01</b>	
	<b>11:32-12:15</b>	12:17-12:43 (B)	<b>12:45-1:29</b>		<b>12:26-12:53</b>	12:55-1:21 (B)	<b>1:23-2:01</b>
	<b>11:32-1:03</b>		1:03-1:29 (C)		<b>12:26-1:35</b>		1:35-2:01 (C)
<b>4th</b>	<b>1:35 - 3:10</b>			<b>4th</b>	<b>2:07 - 3:10</b>		
<b>Waukee APEX Daily</b>				<b>Waukee APEX Late Start</b>			
Morning Classes 8:10-10:10 Noon Classes 10:20-12:20 Afternoon Classes 12:50-2:50				Morning Classes 10:10-11:20 Noon Classes 12:00-1:10 Afternoon Classes 1:40-2:50			
Advisory (non early out)				Early Out			
<b>1st</b>	<b>8:10 - 9:35</b>			<b>1st</b>	<b>8:10 - 9:05</b>		
1A	8:10 - 8:50			1A	8:10 - 8:36		
1B	8:54 - 9:35			1B	8:39 - 9:05		
<b>2nd</b>	<b>9:41 - 11:06</b>			<b>2nd</b>	<b>9:11 - 10:06</b>		
2A	9:41 - 10:22			2A	9:11 - 9:37		
2B	10:26 - 11:06			2B	9:40 - 10:06		
<b>Adv.</b>	<b>11:12 - 11:40</b>			<b>Adv.</b>	<b>10:12 - 10:40</b>		
<b>3rd</b>	11:40-12:06 (A)	<b>12:14 - 1:39</b>		<b>3rd</b>	10:40-11:06 (A)	<b>11:12 - 12:10</b>	
	<b>11:46-12:26</b>	12:28-12:54 (B)	<b>12:56 - 1:39</b>		<b>10:46-11:10</b>	11:12-11:38 (B)	<b>11:40-12:10</b>
	<b>11:46-1:13</b>		1:13-1:39 (C)		<b>10:46 - 11:44</b>		11:44-12:10 (C)
<b>4th</b>	<b>1:45 - 3:10</b>			<b>4th</b>	<b>12:16 - 1:10</b>		
<b>Waukee APEX Advisory Days</b>				<b>Waukee APEX PD Days</b>			
Morning Classes 8:10-10:00 Noon Classes 10:20-12:30 Afternoon Classes 1:00-2:50				Morning Classes 8:10-9:20 Noon Classes 9:45-10:55 Afternoon Classes 11:40-12:50			