



# **GRADES 8-9**

## **2024-25 HANDBOOK**

## MISSION STATEMENT AND VISION

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

### **PRAIRIEVIEW SCHOOL (Grade 9)**

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

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

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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.

## **WELCOME**

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

This handbook has been developed for both the students and their parents/guardians. Every effort has been made to summarize school policies and regulations so that students and parents/guardians will have a basic understanding of the staff expectations for students attending our school. Each student will be held accountable for the handbook's content. More detailed regulations can be found in the Board policies located on the Waukee Community School District (the District) website. The policies printed in this document are subject to change due to the continuous review and revision of Board policies.

## **BUILDING SCHEDULE**

### **School Day**

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

When students arrive, they are to report directly to the assigned area and may visit quietly. Students will be allowed access to their lockers and proceed to first period class after 7:50 a.m. Students who need to stop in the office to get an admittance slip or need to deposit money in their lunch accounts may do so between 7:30 and 7:55 a.m. Roaming the halls and loitering in the restrooms is not allowed before or after school. Students are expected to exit the building by 3:10 pm daily unless they are with a teacher.

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

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

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

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

Art  
Automation and Robotics  
Band  
Choir  
Code, Create, Innovate  
FCS  
German I  
Health  
Language Arts  
Math: Algebra IA, Algebra I, Algebra II, Geometry  
Physical Education  
PE Intro to Strength Training (Timberline)  
Science  
Social Studies  
Spanish I  
Study Hall  
Theater Production  
Video Production

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

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

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

AP Human Geography  
Band  
Art I  
Child Development Preschool  
Choir  
Computer Applications  
Culinary Arts  
English I/Honors English  
German I and German II  
Health  
Introduction to Business  
Introduction to Drafting and Design  
Introduction to Engineering Design  
Introduction to Publications  
Introduction to Woodworking



Math: General Math, Basic Algebra I, Algebra I, Algebra II,  
Pre-Calculus/Trigonometry, Geometry  
Modern World History  
Physical Education  
PE Intro to Strength Training  
Physical Science  
Spanish I and Spanish II  
Speech & Communications

## Change in Class Schedule

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

## Graduation Requirements

Ninth grade is considered part of the comprehensive high school experience. All courses designated for high school credit will be entered on the high school transcript. Students must earn a total of 53 credits to graduate from the District. The current requirements are listed below: Language Arts (8 credits that must include Speech), Math (6 credits), Financial Literacy (1 Credit), Science (6 credits), Social Studies (6 credits that must include US History and Government), Health (1 credit), Physical Education (4 credits with 1 credit issued annually), and Electives (21 credits).

## Guidance and Counseling Program

The role of the Counselor is as follows:

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

## ACTIVITIES

### Extracurricular Activities

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

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

## Code of Conduct

### 8th Grade

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

### 9th Grade

Students who participate in extracurricular and co-curricular activities serve as ambassadors of the District throughout the calendar year, whether away from school or at school. Students who wish to exercise the privilege of participating in extracurricular or co-curricular activities must conduct themselves in accordance with Board policy and must refrain from activities that are illegal, unhealthy or highly inappropriate. Participating in these extracurricular or co-curricular activities is a privilege, conditioned not only upon meeting the eligibility criteria established by the 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:

- 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 out of school

A student will be found to be in violation of the District’s Good Conduct Rule if the violation is (1) observed by a staff member or a law enforcement official, (2) the student admits the violation or (3) the violation is supported by 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 may be penalized as follows:

**FIRST OFFENSE**

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

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**

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

### THIRD OFFENSE

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

### FOURTH OFFENSE

The student will be suspended 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 AD and the student. At that time, the length of the period of ineligibility and a specific explanation of the reasons for ineligibility will be discussed. The offense and the consequences will thereafter be put in writing and sent to the student and parent(s). If the student or parents(s) do not wish to appeal the ineligibility decision, the AD's decision will be in effect and considered final.
2. If the student or parent(s) wish to appeal the AD's decision, they must do so in writing to the Superintendent within three (3) business days of the receipt of the AD's decision. The Superintendent shall consider the circumstances and evidence of the case and shall make a decision, which will be communicated in writing to the student, parent(s), Activities Director and building Principal. The decision of the Superintendent shall be made within fourteen (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 (3) business days of the receipt of the Superintendent's decision. The appeal shall be heard by the Board at the earliest feasible opportunity.
4. The 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 their parent(s) and the administration will have an opportunity to present evidence and information in support of their position. The meeting will be conducted in closed session, unless the student or parent(s) request that it be conducted in open session. However, any formal action by the Board of Education must be taken at an open meeting. The 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. Differing standards are applied to 8th Grade and 9th Grade students

For determining eligibility there are two grading periods as follows:

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

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

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

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

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

In order to be eligible for extracurricular and co-curricular activities, students must have passed all credited subjects the previous term. 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 contestant is given a failing grade in any course for which credit is awarded (including PSEO, Career Advantage, Correspondence, etc.) the contestant is ineligible to dress

for and compete in the next occurring interscholastic contests and competitions in which the contestant is a contestant for 20 consecutive calendar days.

## ATTENDANCE

### First 10/Last 10

Research tells us that the first 10 and last 10 minutes of class are the prime times for learning. In our continual focus to maximize instructional/learning time, students will not be given passes to leave the classroom; health, restroom, and other emergencies are an exception to this practice.

### Chronic Absenteeism and Truancy

Daily, punctual attendance is an integral part of the learning experience. The education that goes on in the classroom builds from day to day and absences can cause disruption in the educational progress of the absent student. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and the school.

#### DEFINITIONS

**Chronic Absenteeism:** a student is absent from school for more than 10% of the days in a quarter. Absences are calculated cumulatively by attendance periods/blocks/segments. (Example: A student misses the first ½ of the day for 4 days. This would be calculated as 2 total days of school missed.)

**Truant:** a student of compulsory attendance age ([see Board policy 501.1](#)) who is absent from school or class for at least 20% of the days in any quarter.

(Chronic absenteeism and truancy does not apply to the exemptions defined by law and noted in Board policy 501.17)

#### SECTION I – Legal Requirements

##### Chronic Absenteeism

If a student is absent from school for at least 10% of the days in a quarter (absent 5 days), the student will be considered chronically absent. The school official will send notice by mail or e-mail to the county attorney where the District's central office is located. The school official will also notify the student, or if a minor the student's parent, guardian or legal or actual custodian via certified mail that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences. (Chronic absenteeism does not apply to the exemptions defined by law and noted in Board policy 501.17)

### **School Engagement Meeting**

If a student is absent from school for at least 15% of the days in a quarter (absent 7 days), the school official will attempt to find the cause of the absences and initiate a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian or legal or actual custodian if the student is an unemancipated minor; and
- A school official.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan. (A school engagement meeting is not required for absence exemptions defined by law and noted in Board policy 501.17)

### **Absenteeism Prevention Plan**

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

### **Truancy**

If a student is absent from school for at least 20% of the days in a quarter (absent 9 days), they will be considered truant, and building or District personnel shall promptly institute proceedings against any persons violating the attendance provisions. (Truancy does not apply to the exemptions defined by law and noted in Board policy 501.17)

Students are subject to disciplinary action for truancy by building or District administration. It is within the discretion of the Principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy.

### **Attendance Recording Procedures**

At the secondary level, attendance is taken each period or block. Students who arrive to their first assigned class more than 15 minutes late will be reported absent. After the school day has started, students who are tardy 5 minutes or more to any classes, after their first class, will be reported as absent in the attendance system. Students checked out of school by a parent during the academic day for half of the period/block or longer will be

considered absent for that period/block. Scheduled absences that occur on a regular basis may be cause for a change in enrollment status.

A parent or guardian is expected to contact the school office to report a student's absence prior to the start of the school day.

### **SECTION II – Academic and Disciplinary Requirements**

Students are required to be in attendance, pursuant to Board policy, for a minimum of 36 days per quarter unless their absences are the exemptions listed in Board Policy 501.17. More than two health related absences in any quarter may require documentation throughout the remainder of the year in order to be excused. When a nurse sends a student home for health-related reasons, the absence is considered medically excused. Students attending school sponsored activities and athletics, field trips, and work-based learning experiences through an assigned course will be considered present.

Family trips and vacations are not considered excused absences per Iowa Code, and must be reported as absences if they cause a student to reach the threshold for reporting. We recognize that these do occur, however, and we request proactive communication in these events so student's work can be finished prior to the return from trip or vacation when possible.

Students who are absent without a reasonable excuse, as determined by the Principal, will be assigned a consequence, which may include: supervised study hall, detention, early bird school, Saturday school, in-school suspension, or other appropriate disciplinary sanctions. Students with excessive unexcused absences resulting in truancy may also lose academic credit for the courses missed as determined by building administration. If a student loses credit, this will be recorded in the student's record as an AW (administrative withdrawal).

Chronic absenteeism and truancy do not apply to the following exemptions as defined by law:

Students who:

- Have completed the requirements for graduation in a public school district or have obtained a high school equivalency diploma under chapter 259A;
- Are excused for sufficient reason by any court of record or judge;
- Are attending religious services or receiving religious instruction;
- Are unable to attend school due to legitimate medical reasons (as noted above, more than two health related absences in any quarter may require documentation throughout the

remainder of the year in order to be excused. When a nurse sends a student home for health-related reasons, the absence is considered medically excused);

- Has an individualized education program that affects the child's attendance;
- Has a plan under section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance.

See Board policy 507.17 and Board regulation 501.17-R(1) for additional information.

### Iowa Department of Education Example Scenarios

In the following scenarios a student would be considered present:

- Attending community college course, CTE placement
- School-directed/supervised activity (e.g., FFA Conference, Art Show, Class Trip)
- In School Suspension (ISS)
- Youth Shelter/Detention Center
- Medically homebound/Medical excuse but completing work
- **Participating** in state athletic competition, show choir, art show

In the following scenarios a student would be considered absent, but exempt:

- Religious service or education
- Court-directed activity, Jury Duty
- IEP that restricts attendance
- Section 504 plan that restricts attendance
- Planned medical treatment or medical appointment; Home ill
  - Per Board policy regulation 501.17-R(1), more than two health related absences in any quarter may require documentation throughout the remainder of the year in order to be excused.

In the following scenarios a student would be considered absent, and not exempt:

- **Watching** classmates in state athletic competition, show choir, art show, etc
- Out of School Suspension (OSS)
- Absent, parent excused, no reason given
- Family Vacation, funeral, "Out of town"
- Car trouble, vehicle accident
- Helping family (e.g., planting, harvest, working shift at family business)

- College visit, not school directed/supervised
- Arrived to school then skipped classes
- Absent, no parent contact

### Absence for School-Related Activities

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

### Activity Participation When Absent

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

### Leaving for Appointments

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

### Leaving During the School Day

Students who need to leave school during the school day must receive a pass from the office before school and have a note signed by their parents or have their parents telephone/email the office. Students must sign in with the attendance office when they arrive after the school day has begun.

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

Students leaving classes/campus without permission may result in suspension. The school must have parent/guardian permission for students to drive, bike, or walk from campus to an appointment. Students are not allowed to drive, bike, or walk home for any reason

during the school day.

## **COMMUNICATION**

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

### **Email Addresses**

Teachers will utilize Canvas to share course specific information with students. Parents/Guardians may be added as “observers” to students’ courses to see student work and courses resources. Students can invite parents/guardians using a “pairing code” to connect student and parent/guardian Canvas accounts.

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

**Examples:**

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

### **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\(0\)](#).

Waukee Backpack can be accessed by visiting, <https://waukeeschools.org/backpack/>.

### **Posting of Information**

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

### **Notifications: ParentSquare**

The District uses a communications platform called ParentSquare to connect parents, students, and staff through voice, text, email, and push notifications. ParentSquare will be used for emergency and general notifications, to include building newsletters, bus updates, late starts, or other emergency situations that

may arise during or after school hours. ParentSquare fully integrates with PowerSchool, and families are automatically opted in to receive notifications. All contact information must be listed correctly in PowerSchool. If you would like to add or update a phone number or email address, please contact your building secretary.

### **Website**

Detailed information about academics, enrollment, departments, events and much more can be accessed at [www.waukeeschools.org](http://www.waukeeschools.org).

## **EXPECTATIONS OF STUDENTS**

### **Assemblies**

Each student is expected to:

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

### **Lockers and Backpacks**

Students may access their lockers before school, at lunch to access cold lunches, and after the school day has ended. Backpacks may be carried between classes and should safely protect District issued technology. (PE clothes may be carried in a drawstring bag or grocery sack if needed.)

### **District-Issued Technology**

District-issued iPads and equipment should use their provided protective cases at all times. If damaged or broken, students and parents should consult with District IT for next steps.

### **Personal Technology**

We believe that our classrooms should be orderly spaces where we maximize the learning time while minimizing distractions. To that end, cell phones and earbuds/headphones are required to be put away during class time. The school provided device each student has will provide adequate resources for any technology needs. Cell phones can be used before and after school as well as during passing periods and at lunch. All personal technology should be put away at the beginning of each class period. Students may connect and use headphones/earbuds with District technology as permitted by their teachers.

- If a parent/guardian needs to get an immediate message to a student, please contact the office.
- If cell phones and/or earbuds are accessed/used during the class period (including in hallways &

restrooms), students will be required to turn them in to the teacher and/or office.

- For technology offenses 1-2, students can pick up their technology after school.
- For technology offenses 3-5, a parent/guardian must pick up their technology at the school.
- For any offenses beyond 5, school administrators will communicate with the family to create a plan to help the student successfully move forward.

Phones should never be seen, heard or used in the bathrooms or locker rooms.

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

## Cheating

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

If you cheat, the following actions will be taken:

- Your plagiarized/unethical work will not be accepted. You will have to complete the work that was assigned in a timely fashion designated by your teacher
- A report of the incident will be sent to the administration or counselor, who may take further disciplinary action.

## 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.

## Dance Policy

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

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

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

## Dismissal of Student From Class for Disciplinary Reasons

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

## Displays of Affection

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

## Dress Code

### OUR VALUES:

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



4. Reasons for conflict and inconsistent discipline should be minimized whenever possible.

#### **GOALS OF A STUDENT DRESS CODE:**

We believe our student dress code accomplishes several goals:

1. Maintain a safe learning environment in classes where protective, supportive or program appropriate clothing is needed, such as chemistry/biology (eye or body), or PE (athletic attire/shoes).
2. Allow students to wear clothing of their choice that is comfortable.
3. Allow students to wear clothing that expresses their self-identified gender.
4. Allow students to wear religious attire without fear of discipline or discrimination.
5. Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
6. Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
7. Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

The District Dress Code policy applies to all schools in the District grades 6-9. The responsibility for the dress and appearance of a student rests primarily with the student and their parent/guardian.

#### **Allowable Dress and Appearance**

1. Students must wear clothing including both a shirt with pants, shorts, or skirt, or the equivalent, and shoes.
2. Shirts and dresses must have fabric in the front and on the sides.
3. Clothing must cover undergarments. Waistbands and bra straps excluded.
4. Fabric covering all private parts must not be see through.
5. Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.
6. Clothing must be suitable for all scheduled classroom activities including physical education,

science labs, wood shop, and other activities where unique hazards exist.

7. Specialized courses may require specialized attire, such as athletic clothing, safety gear or professional/business attire.

#### **Non-Allowable Dress and Appearance**

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

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

#### **Elevator**

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

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

#### **False Alarms of Fire**

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

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

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

#### **Food and Beverage Outside the Lunchroom**

Only water will be allowed outside of the lunchroom/commons without written permission from

the school nurse or Principal. Open food and candy containers are not to be stored in lockers or carried in the hallways. Students will be expected to dispose of these open containers immediately in a trashcan. Failure to comply with a staff member's request for disposal will be considered insubordination. Students may not order food to be delivered during the school day.

## Signing out of/into Class

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

## Intolerance

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

## 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.

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.

## Locker Policy

Lockers are the property of the school and are provided for your convenience at no cost. They are subject to

inspection by school officials. Students will be charged for any damage to lockers. Student access to each locker is limited to the use of a combination lock. Students are not allowed to jam their lockers for easy access. Students must clean out lockers at the end of the school year. It is also recommended that lockers be cleaned out several times during the year. Students are to only use the locker they are assigned. Any change must be approved at the front desk through the secretary in charge of lockers. Refer to [Board Policy 502.5](#)- Search and Seizure.

## Lost and Found

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

## Lunchroom Conduct

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

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

## Lunch Period

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

## Office Phone

Permission must be granted to use the attendance office phone at any time. Students are expected to take proper care of the phone and demonstrate appropriate behavior when waiting to use it. Only one or two minute local calls

are to be made. The classroom and office phones are not for student use.

## Out-of-School Conduct

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

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

## Physical Education Padlocks

Combination padlocks will be available to all students for their physical education lockers. Students are expected to use their padlocks at all times. Students who have been issued padlock/s will be expected to turn them in at the end of the school year, properly tagged with serial number, combination, and locker number. If a padlock is not turned in, the student will be charged \$7.00.

## Plagiarism and Use of Artificial Intelligence

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

Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author. Claiming work generated by Artificial Intelligence (AI) as the user's work falls under the category of plagiarism. Any use of AI for the generation, editing, or revision of student work should be cited and done with teacher permission/direction.

## Rollerblades/Skateboards/Scooters

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

## School Grounds

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

## School Sponsored Trips and Activities

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

## Silver Cord

Students are eligible to earn Silver Cord hours beginning June 1st of their incoming ninth grade year.

## Textbook Fines

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

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

## Theft/Vandalism

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

## Traffic in Halls

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

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

You have four minutes between classes for passing from one room to another. Please keep to the right and do not

congregate in the halls. Do not run. Keep your hands to yourself. Talk quietly. After school, students who do not have school business are asked to leave the building by 3:10 p.m.

## **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**

### **Fire Drills**

Emergency and Fire Drills will be held at various intervals during the school year in accordance with state laws. Students will be notified by the communication system of the school or by a runner. Instructions for leaving each classroom will be given by your instructor and instructions will also be posted in each classroom. Make

sure you are familiar with these instructions to help eliminate any confusion that would prevent an orderly exit. Please walk quickly and do not talk. Once outside the building, students should proceed in an orderly fashion to a safe distance from the school.

### **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 without medication before returning to school)
- Vomiting (free from vomiting for 24 hours before returning to school)
- Diarrhea (free from diarrhea for 24 hours before returning to school)
- Unexplained abdominal pain
- Severe cold and/or cough
- Unexplained skin eruptions or rash
- Communicable disease (requires a doctor's diagnosis and treatment, if needed, or until symptoms are gone)
- Any health condition that in the nurse's judgment is of concern for the child's or other's health

### **PARENT/GUARDIAN RESPONSIBILITY**

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

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

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

when considering your child's school attendance:

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

### PE GUIDELINES / ACTIVITY PARTICIPATION

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

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

### Hawk-I Insurance for Children

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

### Medication Administration

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 B) 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](#).

### Personal Safety

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

- Users should never share personal information,

including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.

- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.

## Tornado Drills

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

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

## School Resource Officer

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

## Student Assistance Program (SAP)

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

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

## 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.

## DISTRICT POLICIES

### Abuse of Students by District Personnel

It is the policy of the District that school employees and volunteers not commit acts of physical or sexual abuse, including but not limited to sexual or physical relationships, grooming behavior, and otherwise inappropriate relationships with 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 timely reporting to all relevant agencies as required by law.

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 personnel is defined in [Board Policy 413.4](#) and is available in the District Administration Office, and the Principal's Office in each building.

### Anti-Bullying/Harassment Policy

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

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

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

directly affects the good order, efficient management, and welfare of the school or District.

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

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

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

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

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

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

Procedures for addressing alleged harassment or bullying are outlined in [Board Policy 103](#). Copies are in each Principal's Office, and the District Administration Office.

## Chapter 103 Annual Notification Statement

Notice: Corporal Punishment, Restraint and Physical Confinement and Detention

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

State law also 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: the Board 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.

### 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**  
 6200 Park Avenue, Suite 100  
 Des Moines, IA 50321-1270  
 Phone: 1.800.457.4416

**Director of the Region VII Office of Civil Rights**  
 Department of Education  
 230 S. Dearborn St., 37th Floor  
 Chicago, IL 60604  
 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, he/she has 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 building Principal.

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

## REPORTING

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

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

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

## Technology Appropriate Use

Computer 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 will be under teacher supervision while on the network, it is not possible to constantly monitor individual students, and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. The 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 students fees waived or partially waived. Students whose parents/guardians are experiencing a temporary financial difficulty may be eligible for a temporary waiver of fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Business Services Department at the District Administration Office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### BOOK AND SOFTWARE FEES

These fees help defray the cost of consumable materials, some handwriting paper, textbooks and computer disks for the year. If a child moves out of the District during the school year, a refund will be made on a prorated basis at the written request of the parent or guardian. For further information regarding fees, please visit, [www.waukeeschools.org](http://www.waukeeschools.org).

- Grades 6-9 Book Rental: \$120.00

### Threats of Violence

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

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

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

### Weapons Policy

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 COO and members of the operations 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 9:00 a.m.

## HOW FAMILIES ARE CONTACTED

The District uses a communications platform called ParentSquare. ParentSquare is a fully-hosted notification platform used to connect parents, students and staff through voice, text, email and social media.

The District will be using ParentSquare for emergency notifications. This includes notifications like inclement weather, late starts or other emergency situations that may arise during school hours. ParentSquare fully integrates with PowerSchool, 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 change a phone number or email address, please contact your building secretary.

## 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.

## **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.

#### **Kindergarten – 12th Grade**

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

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

The District will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Pursuant to any applicable laws, families may be notified by an automated calling system and/or 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.

## **PARENT/COMMUNITY INVOLVEMENT**

### **Report Cards and Grading System**

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

### **Visitors or Guests**

Student guests (relatives, former students, etc.) are not allowed to attend Prairieview/Timberline classes. With advance permission from the office, same age guests may be allowed to visit over the lunch period. Under most conditions, the Prairieview/Timberline lunch period is limited to Prairieview/Timberline students and employee supervisors.

The District uses a visitor management system,, at each of our schools. The 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/guardians to be an active part of their children's educational experience. The goal is simply to enhance the safety and security of both students and staff by limiting access to those who pose a potential threat.

#### **HOW IT WORKS:**

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

be notified and respond according to District procedures.

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

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

## **STUDENT DISCIPLINE INFORMATION**

The PV/TL Discipline Procedure has three intended outcomes:

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

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

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

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

Incomplete work  
Not following directions  
Excessive talking  
Bother others physically or verbally  
Disruptive  
Being disrespectful  
Inappropriate language

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

Abusive language  
Fighting/physical aggression  
Harassment, teasing, taunting

Disruption leading to interruption in instruction or safety  
Theft  
Vandalism  
Possession of firearm, alcohol and/or nicotine  
Gambling

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

## **Detention**

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

## **Guidelines for Early Out School**

Students may be assigned to Saturday School/Early Out Detention for excessive tardiness to class, repeated violations of the discipline policy, failure to complete assigned detention, or as a component of or fulfillment of administrative action taken in a discipline incident.

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

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

Students will bring assignments to work on during each session. Students will be working under the supervision of school personnel. Parents will be responsible for bringing and picking up students from Early Out School.

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

## **VIOLATIONS OF EARLY OUT SCHOOL**

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

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

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

## Positive Behavior Instructional Support (PBIS)

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

## Suspensions/Expulsion

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

- Habitual violation of one or more rules.
- Possession or smoking of cigarettes, nicotine, and/or e-cigarettes, vapor pens and look-alikes.
- Possession or use of alcoholic beverages, drugs and/or look-alikes-including prescription drugs. All prescription drugs must be checked in with the school nurse.
- Insubordination and/or profanity.
- Failure to make up detention time.
- Fighting/physical aggression
- Disrespect to property, adults, and fellow students.
- Theft
- Truancy
- Harassment/bullying
- Violation of weapons policy
- Indecent exposure
- Arson/possession or use of incendiary devices
- Inappropriate use of technology
- Vandalism
- Other items as determined by the administration/Board policy

## IN-SCHOOL SUSPENSION (ISS) RULES

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

additional suspension time.

- Cell phones/technology are not permitted unless necessary for academic purposes.
- Use of school issued technology may be used for the purpose of school work only.

## **STUDENT RECORDS**

### **POLICY 505.1**

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

records maintained.

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

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

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

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

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

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

## Change of Address or Phone Numbers

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

## **TRANSPORTATION AND STUDENT PARKING**

### Driving and School Permits

School Permits are only issued through the District Administration Office located at 560 S.E. University.

### Driving and Parking

#### PRAIRIEVIEW PARKING INFORMATION

Student parking is not available at Prairieview School. Prairieview students must complete a tag application (link provided by the front office) and provide proof of their school permit. Instructions for where students may park will be provided when parking tags are issued. Parking tags will be issued as long as spaces are available at corresponding locations. \*Spaces are limited and tags will be issued in order of eligibility (ability to drive) and application submission date.

#### TIMBERLINE PARKING INFORMATION:

Students are permitted to park on school premises as a matter of privilege, not as a right. Only licensed students who have a valid and documented school permit and approved parking tag have parking privileges at Timberline School.

#### PARKING EXPECTATIONS:

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

The school has the authority to deny use of parking facilities to parking violators and/or students who are habitually late to school. Other limitations may be established by the school.

Students may not drive off campus to appointments during the school day. Students may not drive home during the school day, unless they are leaving for the remainder of the day. (This aligns with school permit restrictions.)

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 Principal's Office.

## School Bus Rules and Regulations

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

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

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

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

The driver is in charge of the students on the bus and is to be obeyed promptly. Students must enter and depart through the front door when the bus is at a complete stop. Emergency doors are to be used only when instructed to do so by the driver.

Students damaging seats or equipment will be required to pay for the cost of the repairs. Students are allowed to

ride only at their assigned times and on their assigned buses. Friends or relatives may not ride due to limited space.

Violations of bus rules and regulations will be documented on a school bus incident report form. The form will be distributed per the bus discipline section. No additional students may ride buses on early dismissal days. For safety reasons, students may not bring skateboards, rollerblades or scooters onto the bus.

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

## School Bus Violations

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

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

Only students eligible for bus transportation will be allowed to ride District shuttle and route buses.

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

### FIRST VIOLATION

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

### SECOND VIOLATION

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

### THIRD VIOLATION

The student will be notified by the school administrator and the parent will be called by the school administrator to inform them that the student is dismissed from riding the bus for five consecutive school days. A school bus

incident report will be filed with the appropriate school administrator and sent to the parents. School bus riding privileges will be resumed only after a meeting involving the student, parent, bus driver, Durham School Services representative and the school administrator has resulted in an agreement of satisfactory resolution to the problems.

#### **FOURTH VIOLATION**

Students receiving a fourth violation will lose bus-riding privileges for 10 consecutive school days. A school bus incident report will be filed with the appropriate school administrator and a copy sent to the parents. The school administrator will contact the parent by phone of the behavior violation and the suspension dates. School bus riding privileges will be resumed only after a meeting involving the student, parent bus driver, Durham School Services representative and the school administrator has resulted in an agreement of satisfactory resolution to the problems.


#### **FIFTH VIOLATION**

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

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

**the school year is invoked, the Chief Operation Officer will also be notified.**

# APPENDIX A - SCHOOL CALENDAR


**WAUKEE COMMUNITY SCHOOL DISTRICT**  
**2024-25 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	
No School/Holiday		Elementary	1:40 PM
Early Dismissal/PD Dates		Middle Schools	12:58 PM
Beginning/End of Term		Timberline/Prairieview	12:50 PM
No School/Teacher Work Day		High Schools	1:10 PM

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

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



# **APPENDIX B - PERMISSION FOR ADMINISTRATION OF MEDICATION AT SCHOOL**

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

It is the policy of the Waukee Community School District that whenever a student should have a prescription medication, over-the-counter medication, or special health services administered by school staff, written, signed and dated authorization and instruction must be provided by a parent or legal guardian. Electronic signatures meet the requirement of written signatures. All over-the-counter medication **MUST** be in the original container. Prescription medication **MUST** be in a properly labeled container issued by a registered pharmacist with the following information:

1. Name of medication
2. Dosage
3. Time medication is to be given at school
4. Name of student
5. Prescribing provider

\*\*\*\*\*

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

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

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

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

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

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

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

Special instructions? (use back of form if necessary)

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

- \_\_\_\_ Send medication home with student
- \_\_\_\_ Parent will pick medication up
- \_\_\_\_ Dispose of medication

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

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

### **Medication Count:**

\*\*\*\*\*

### **Special Health Services and instructions, in indicated:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_

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

\_\_\_\_\_  
Prescriber's Signature Date

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





## APPENDIX C - 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 \_\_\_\_\_

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