



WAUKEE COMMUNITY SCHOOLS

Mission Statement and Vision

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

Brookview Elementary School (K-5)

8000 E.P. True Parkway
West Des Moines, IA 50266
987-5166

Eason Elementary School (K-5)

605 SE Boone Drive
Waukee, IA 50263
987-5200

Grant Ragan Elementary (Preschool-5)

645 NE Dartmoor Drive
Waukee, IA 50263
987-0435

Maple Grove Elementary (Preschool-5)

1455 98th Street
West Des Moines, IA 50266
987-3363

Shuler Elementary (K-5)

16400 Douglas Parkway
Clive, IA 50325
987-8597

Vince Meyer Learning Center (5)

400 Locust Street
Waukee, IA 50263
987-5160

Walnut Hills Elementary (Preschool-4)

4240 156th Street
Urbandale, IA 50323
987-3585

Waukee Elementary School (K-5)

850 6th Street
Waukee, IA 50263
987-5193

Woodland Hills Elementary School (Preschool-5)

1120 S. 95th Street
West Des Moines, IA 50266
987-5196

District Web Site
www.waukeeschools.org

District Administration Office

560 SE University Avenue
Waukee, IA 50263
987-5161

Dr. Dave Wilkerson
Cindi McDonald
Superintendent of Schools

Terry Hurlburt
Kirk Johnson
Associate Superintendents

Terry Welker
Director of Human Resources

Peg Erke
Director of Student Services

Dr. Lindsay Law
Ali Locker
Directors of Teaching and Learning

Stacie DeHaan
Director of Instructional Services

Lora Appenzeller-Miller
Chief Financial Officer

Darryl Downs
Director of Information Systems

Board of Education

Scott Blum
Susan Bunz
Dave Cunningham
Ethan Huisman
Wendy Liskey
Patrick Nehls
Mary Scheve

POLICIES

Attendance Policy

The philosophy of the Waukeel Community School District is that consistent and punctual attendance is of vital importance and is a prerequisite for completing an education.

Attendance is a shared responsibility and requires cooperation and communication among students, parents, and school. It is the goal of the District to promote the growth of the students from the parent-school imposed discipline to a student's self-discipline by the time they complete their high school education.

Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, respect, self-discipline, and responsibility, and to assist in keeping disruption of the educational environment to a minimum. Irregular attendance or tardiness by students not only impedes their own studies but also interferes with the progress and attitudes of those students who are regular and prompt in attendance.

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

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

1. When Absent: A student arriving after 10:30 a.m. will be marked absent for the morning. A student leaving after 10:30 a.m. and before 2:00 p.m. will be marked absent for the afternoon.
2. When Tardy: If the student arrives after 8:50 and before 10:30, the student is to be counted tardy. The only exception to this is if the student is absent for a medical appointment in which case the parent must notify the school or provide a doctor's excuse upon return.
3. If a student is too ill to attend school all day, he/she is also too ill to appear in public that school day or to participate in any school activities.
4. **An attempt should be made to schedule health care appointments outside of regular school hours.** Please attempt to schedule routine appointments according to our school calendar for days school is not in session or on early dismissal days.

As a part of our established procedure of accounting for students each day, we would appreciate it if you would **call the school secretary by 9:00 AM if your child will not be attending school that day or will be late.** You may also choose to leave a message on the voicemail system at your child's school prior to 8:00 AM or anytime after 4:00 PM. When a student arrives to school after 8:50 AM, a parent or guardian must sign in the student in the office and the student will be given a pass to class.

When students return after being absent, make-up work will be given at the discretion of the teacher. If your child is recovering from an illness, we request a note from you indicating your desire for them to stay in from recess and/or PE under these special circumstances. **WE CAN HONOR A NOTE FROM YOU FOR A MAXIMUM OF TWO DAYS FOLLOWING AN ILLNESS. IF YOUR CHILD NEEDS TO STAY INSIDE FOR AN EXTENDED PERIOD FOLLOWING AN ILLNESS (THREE OR MORE DAYS) YOU WILL NEED TO SEND A DOCTOR'S EXCUSE TO COVER THIS EXTENDED LENGTH OF TIME.**

Procedures to be followed for excessive absences and/or tardiness occurrences for kindergarten through fifth grade students:

After eight accumulated absences or tardiness occurrences per semester:

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

After thirteen accumulative absences or tardiness occurrences per semester:

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

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

Note: Principal's designee may be the school nurse or health associate, guidance counselor, dean, teacher or secretary. A conference could be by phone, home visit, or a school conference.

Student Discipline Policy

To attain the highest standards of education in the Waukee Community Schools, it is necessary for the schools to work, in cooperation with the community and home or parent/guardian, to achieve a high degree of discipline. It should be kept in mind that correctional discipline should be constructive and not just punitive. Students' conduct and behavior should be appropriate to maintain the orderly and efficient operation of the school, while respecting the rights and privileges of all students, school personnel, and members of the community.

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

Waukee Schools have always strived to promote a positive and safe learning environment for our students. In order for our growing district to maintain this expectation, we have adopted PBIS. Positive Behavioral Interventions and Supports is a set of procedures that acknowledges students for demonstrating appropriate expected behaviors. The expectations are the same in each elementary building. Students are taught these expectations and are reinforced and/or rewarded for using them throughout the school year.

- Respect
 - Listening to others
 - Following directions
 - Accepting differences
- Safety
 - Using line and body basics
 - Asking for help
 - Reporting your concerns
 - Following school procedures
- Responsibility
 - Completing work
 - Being prepared
 - Taking care of yourself and property
 - Making smart choices
- Caring
 - Treat others as you would like to be treated
 - Helping others
 - Using kind words
 - Doing your best

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

Cell Phone Policy

Students are allowed to bring cell phones to school for before or after school use only. However, all cell phones must remain **with power off and in a backpack during the school day (8:50-3:40)**. Students may not have the phone on vibrate or in their pocket during the day, this includes recess and lunch times.

Please do not call your student on the cell phone during the school day; Call the school office. If students choose not to follow this policy their cell phones will be kept in the office. If a cell phone is taken, it will only be released to a parent or guardian. Waukee elementary schools and staff are not liable for lost or stolen cell phones or other personal property.

Allergy Policy

The incidence of severe food allergies in the general population is increasing. 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 Waukee Community School District will maintain a system-wide emergency plan for addressing life threatening allergic reactions. (Board Policy 504.12). Training and education for Waukee School 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.

1. 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.
2. The school district requests that parents and students avoid including peanuts and peanut products in lunches and snacks in grades PreK-12.
3. NO HOMEMADE TREATS OR FOOD ITEMS, for students, will be brought into our schools either by parents or staff. All treats must be commercially prepared and packaged for distribution with intact ingredient labels. Classrooms with students who have life threatening allergies may have more specific guidelines.
4. Food preparation will not be allowed in the academic curriculum at the elementary level. An exception may be made for food preparation as related to the IEP of an individual student's goals served in special education.
5. NO TYPE OF FOOD OR CANDY ITEM may be used as a part of a craft project or any school project related to the curriculum whether made at home or school.
6. Only non-food manipulatives will be used in classrooms. Peanut butter jars will not be used for storage of manipulatives.
7. VISITING PETS ARE PROHIBITED in our schools 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.
8. Whenever students travel on field trips, a clear plan to activate EMS will be in place.
9. 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.
10. Lunchroom Procedures:
 - a. All students and staff are encouraged to wash their hands with soap and water after eating and/or handling food. Elementary children who consume cold lunch will be required to wash their hands before they go to the playground or back to their classrooms.

- b. All elementary lunchrooms will identify tables that will consistently be used for school purchased lunch and others for cold lunch. Should a student with a peanut allergy choose to bring a cold lunch that student will eat his/her cold lunch at the same table as students eating school lunch.
- c. The school will also promote a “No Food Trading” and “No Utensil Sharing” policy.
- d. After lunch, students with food allergies will place their lunch containers in a separate location (health office) prior to going out for recess. Similar guidelines will be followed when students participate in field trips.
- e. Lunchroom tables will be cleaned after each lunch shift.

Transportation Guidelines for Kindergarten – Fifth Grade

- Transportation will be provided **at no cost for those students in grades K-5 living further than one mile from their attendance center.**
- Transportation will be provided **for a fee for those students in grades K-5 living one mile or less from their attendance center.**
- Transportation will be provided at no cost for those students who have to cross a major thoroughfare as defined in Board Policy 702.2R.
- Fees, which are \$280 per student, per year, may be paid by the semester or for the entire year. Families who pay for transportation are asked to make payment to the district office by September 1st for first semester and January 9th for second semester. Fees may be waived if families meet the exceptions per Board Policy 702.2R.
- Students will board the bus at designated neighborhood stops.
- All kindergarten, first grade and special needs students will need an authorized person to receive student at the bus stop in the afternoon.

School Bus Rules and Regulations

1. Students should be at the designated loading point five minutes **before** the bus arrival time.
2. Students should depart from the bus at their designated point unless written permission to get off at a different location is given to the driver by the parents or school authority.
3. Students should display PBIS behaviors while riding the bus.
4. Students crossing the roadway to board or depart from the bus shall pass in **front** of the bus (no closer than 10 feet), look in both directions, and proceed to cross the road or highway only after a signal from the driver.
5. The use or possession of alcohol, tobacco, illegal substances, or weapons is prohibited on the bus. Food and/or drink are also prohibited.
6. **The driver is in charge of the students on the bus** and is to be obeyed promptly and cheerfully.
7. Students must enter and depart through the front door when the bus is at a complete stop. **Emergency doors** are to be used only when instructed by the driver.
8. Students damaging seats or equipment will be expected to pay the cost of repairs.
9. Students are allowed to ride only at their assigned times and on assigned buses.

- Friends or relatives will not be allowed to ride due to limited space.
10. Violations of bus rules and regulations will be documented on a Bus Incident Report. The report will be distributed to the building principal and parent/guardian.
 11. No additional students may ride buses on early dismissal days.
 12. For safety reasons, students carrying skateboards, roller blades, and/or scooters will not be allowed to carry or transport these items on the bus.

Questions related to transportation issues should be directed to Durham Transportation at 987-2788.

School Transportation

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

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

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

1. **First Violation** - The bus driver will discuss the problem with the student explaining the consequences of continued disturbances. A representative from Durham Transportation 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.
2. **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 parent(s) by mail, and the school administrator will contact the parent by phone to discuss the incident and explain the consequences of continued disturbances.
3. **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 the bus for five (5) consecutive school days. A School Bus Incident Report will be filed with the appropriate administrator and sent to the parents. School bus riding privileges will be resumed only after a meeting involving the student, parent, bus driver, Durham representative and the school administrator has resulted in an agreement of satisfactory resolution to the problems.
4. **Fourth Violation** – Students receiving a fourth violation will lose bus-riding privileges for ten (10) consecutive school days. A School Bus Incident Report will be filed with the appropriate school administrator and a copy sent to the parents.

The school administrator will contact the parent by phone of the behavior violation and the suspension dates. School bus riding privileges will be resumed only after a meeting involving the student, parent, bus driver, Durham representative and the school administrator has resulted in an agreement of satisfactory resolution to the problems.

5. **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 Operations Officer for the school district will also be notified.

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

Intercom Announcements During School Day

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

Schedules

K-5 Daily Schedule

8:20 AM Students Eating Breakfast May Enter Building
8:35 AM All Students May Enter Building
8:50 AM Tardy Bell
3:40 PM DISMISSAL TIME

Preschool Daily Schedule (M,T,TH,F)

Morning: 9:00 – 11:30 AM
Afternoon: 1:00 – 3:30 PM

Six-Day Schedule (K-5)

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

Early Dismissals for Professional Development (K-5)

A limited number of “shortened” school days are scheduled each school year to allow time for professional development. These dates are noted on our school calendar included on page 4. **Plan now to use those free hours to take care of some of your child’s out-of-school needs (medical and dental appointments).** These “shortened” days for our District will be “early dismissals”, meaning school will be dismissed early. All elementary buildings in the Waukee District will dismiss 2 hours early for scheduled early dismissals.

Arrival Time (K-5)

We ask that parents refrain from dropping off their children at school before 8:35 AM. **Students should not be on school grounds and may not enter the building before 8:35 AM, unless they are eating breakfast at school.** If your child is participating in the school breakfast program, he/she may enter the building at 8:20 AM and proceed directly to class at 8:35 AM.

There is no supervision for your children prior to 8:35 AM (exception is the breakfast program) and after 3:45 PM. Please be timely in dropping off and picking up your child. Students will not be allowed to wait in the office area for any extended period of time prior to or after school dismissal. Please make alternate arrangements when these circumstances occur. Students will be taken to the onsite before and after school program until parents arrive if students remain beyond 3:50 PM. A fee will be charged to parents for this service.

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

School Breakfast (K-5)

Breakfast served by school personnel is available daily for students in the cafeteria of your child’s school. Breakfast is served from 8:20-8:45 AM. Tardy time is 8:50 AM, so students must be in their classrooms at that time. Please plan accordingly if your child wishes to eat school breakfast. Those students riding buses must go directly to the cafeteria upon arrival so they may eat breakfast and not be tardy. Please note on late start days breakfast is not available.

Office Hours

The school offices are open from 8:00 AM to 4:00 PM Monday through Friday. The buildings are locked at 4:00 PM. Before 8:00 AM and after 4:00 PM, a voicemail system will take your messages.

You may leave messages about your child’s absence that day at a time convenient to you before 8:00 AM. Messages needing return calls received on the voicemail system after

4:00 PM will be returned the following day. We encourage you to use this service before and after school hours for your convenience.

Elementary offices are not open on vacation and/or holiday dates. Each elementary office remains open one week following the school year and is then closed until the first week of August. The District Administration Office is open throughout the summer, between 7:30 AM and 4:00 PM. The District Administration Office phone number is 987-5161.

PROCEDURES

Grooming

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

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

- Students are expected to come to school clean and well groomed.
- Clothing with questionable monograms or patches should not be worn. This includes, but is not limited to, clothing that promotes objectionable or offensive language or behaviors, as well as, clothing that promotes alcoholic beverages or any other substances that are inappropriate for minors.
- No bare midriffs will be allowed and/or belly buttons being visible. Students are not allowed to wear short shorts to school.
- Footwear is required at all times. Footwear with cleats is not allowed.
- Winter recess requires such clothing items as heavy coats, boots, snowpants, mittens, and hats. Without such clothing, a recess period or lunch break spent outside can be a time of real discomfort for your child. Boots, in particular, are needed on snowy or wet days. If your child does not wear boots, he/she will be restricted to a small area of the sidewalk that is free of snow or puddles. We go outside for recess two or three times daily when the wind chill is zero degrees or above.
- Please make certain your child's dress does not interfere with his or her learning process. This includes extreme clothing styles, accessories, make up, tinted or dyed hair, etc.
- Students may not wear hats in school.
- Students may not wear shoes with wheels to school.

Telephone Messages

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

Money

Students should not carry extra money to school. Lunch money and field trip money should be sent in a sealed envelope marked with both the student's and teacher's name.

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

Field Trips (K-5)

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

Lost and Found

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

Leaving School During the Day

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

Toys/Electronics at School

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

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.

Flier Distribution

WaukeeBackpack is Waukee Community School District's "green" approach to distributing information from school sponsored activities and non-profit organizations. Upon District approval, a limited number of materials may be distributed for students who do not have a computer and/or Internet access. All fliers must be approved at district office. The complete Distribution Guidelines are located in Board Policy 1003.6-R. WaukeeBackpack can be accessed by visiting, <http://blogs.waukeeschools.org/waukeebackpack/>

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 to those never receiving the same. If they are delivered, they will not be given to your child until dismissal time. We appreciate your cooperation in these matters.

Lunchroom Procedure

Students have several options for lunch. They include the regular lunch, a salad, a kydzable, a Sunbutter/turkey or ham sandwich or a sack lunch from home.

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

All Elementary Schools will enforce the following lunchroom procedures:

All students and staff are encouraged to wash their hands with soap and water after eating and/or handling food. Elementary children who consume cold lunch will be required to wash their hands before they go to the playground or back to their classrooms.

All elementary lunchrooms will identify tables that will consistently be used for school purchased lunch and others for cold lunch. Should a student with a peanut or nut allergy choose to bring a cold lunch that student will eat his/her cold lunch at the same table as students eating school lunch.

The school will also promote a "No Food Trading" and "No Utensil Sharing" policy. After lunch, students with food allergies will place their lunch containers in a separate location (health office) prior to going out for recess. Similar guidelines will be followed when students participate in field trips.

Lunchroom tables will be cleaned after each lunch shift.

Please refer to the complete Allergy Policy listed on page 8. Parents are welcome to take their child/children out for lunch during their specific lunch/recess time if they wish. Please be considerate of the time scheduled for lunch/recess and return by the beginning of class in the afternoon. Please contact your child's teacher a day prior to your "lunch out" to confirm times and schedule around any special lunchtime classroom activity.

Eating Lunch with Students (K-5)

We encourage and invite you to plan to eat lunch with your child at school sometime during the year. We ask that you bring a sack lunch from home or eat the regular lunch or salad bar at school. You may pay for your lunch as you go through the lunch line. Please pay with exact change or small bills. **Please call the school office by 9:00 AM of the morning you will be joining us for lunch so you will be included in our lunch count.** This will ensure that we do not short our students of a hot lunch.

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

Riding of Bikes, Roller Blades, Scooters, Skateboards and Wheeled Shoes (K-5)

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

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

Change of Address/Phone Numbers

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

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

Transfer and Withdrawal

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

Visiting School

Visitors are always welcome to our buildings. Please feel free to visit your child's classroom and/or eat lunch with your child at any time **except the first two weeks of the school year**. A call/note to the teacher is appreciated so that schedules may be coordinated. Please do not expect a conference with your child's teacher when class is in session. **We discourage student's siblings from visiting school with parents, as their presence becomes a distraction to learning. Children unaccompanied by adults are not permitted to visit any elementary school.**

Visitor's Policy

We are very proud of all the wonderful happenings at our schools. We welcome and encourage visitors to come and share in the excitement of all our buildings.

We ask all visitors to check in at the school office and present a photo ID when they arrive at any building. When a visitor signs in at the office, he/she will receive a visitor sticker that he/she will be expected to wear during his/her stay in the building. Visitors are expected to sign out prior to leaving the building. Students and visitors to the school are not allowed to take photos or video, unless they have permission from the staff or it fits under another policy exception (e.g. taking photos of performers at a public event).

We hope you understand that the reason for this policy lies in our desire for your children to be safe in the learning environment. We wish to be proactive and consider safety as we welcome visitors into our buildings. This system serves as a means of letting all staff and children know that any strangers in the building have checked in at the office and are wearing visitor stickers.

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

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

How It Works:

- All visitors, including parents, must report to the main office upon their arrival at the school and provide their driver's license or other state or federally issued ID.

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

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

Calming Rooms or Time-Out Rooms

Our public schools serve many children with a wide variety of strengths and needs. On occasion, we serve children who may struggle with appropriate school behavior. A student's behavior may endanger themselves, other students, school staff, or disrupt the learning of other students. In instances when a student's behavior is chronically disruptive he or she is often served through a special education program. A school staffing team closely monitors the student's special education program. This staffing team includes the child's parents or guardians. Professionals working with a child may determine that the function or purpose of the child's behavior is to seek attention by engaging in escalated behaviors. If this is the case, then attention needs to be withheld when the student engages in these behaviors. An effective way of withholding attention is through the use of time-out.

The setting of time-out depends on the behavior of the student. Some students are able to serve their time-out at their desks in the classroom or at separate time-out areas in the classroom. Students with more extensive behavioral challenges may need to serve their time-out in a room especially designed for that purpose. The time-out room provides a safe environment for students to display their anger, minimizes the amount of attention that is given to the student by adults and peers when they are engaging in inappropriate behaviors, maintains some dignity for the student in that peers are not observing their inappropriate behavior, and minimizes the distractions in the classroom so that other students may continue to learn.

Each of our elementary schools has a Calming Room. These rooms are strategically placed within each school. They are usually near special education classrooms and are

removed from the flow of hallway traffic. Please know that our Calming Rooms would never be utilized without parent permission and they are only utilized after a wide variety of alternative positive and proactive measures have been attempted. Also, in the event that a Calming Room must be used, the use is closely monitored each moment by school staff.

Room Clears

On occasion, we have students in our public schools that struggle with their behavior in the classroom setting. If a student's behavior is out of instructional control and the student may be endangering themselves, other students, school staff, or disrupting the learning of other students, school staff may make the decision to clear the classroom of children so the situation may be addressed. This action, called a "room clear," minimizes the amount of attention that is given to the student by adults and peers when they are engaging in inappropriate behaviors, maintains some dignity for the student in that their peers are not observing their inappropriate behavior, and allows an adult the opportunity to calmly escort the remaining children to an alternate setting, typically a neighboring classroom, so that they may continue to learn.

Please know that the safety, dignity, and education of ALL children are our top priority. We closely monitor the number of times a classroom must be cleared and we use this data to make informed decisions for the good of all children. No student, either the child in crisis or his peers, is ever left unattended. Also, plans are always in place for the children involved in a room clear to get back to their educational program as soon as possible.

Students Leaving the Building Without Permission

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

School Parties

There are three approved parties each school year. They include: the Fall Harvest Party, the Winter Party, and the Valentine's Party. In order to maximize the instructional time of our students, no other parties will be held during the school day. This includes parties held by students/parents for staff members for occasions such as bridal showers, baby showers, etc. Instructional time is important and must be maintained with as little interruption as possible. No food or candy items will be allowed for distribution by students attached to Valentine cards at the Valentine party. Students are welcome to bring cards and non-food items (such as pencils, stickers, etc.) if they choose.

Fees

Nutrition Services

Students will enter their district issued student I.D. # when checking out at the cash register via a secured keypad. Lunch clerks will look up student numbers in the case a

student forgot their ID#. For the younger students, special training will take place at the beginning of the year until they have their ID# memorized.

Breakfast and lunch is served each day in our schools. Prepayments for accounts can be made online by accessing the RevTrak system at: <http://waukeerevtrak.net> Check and cash payments can be sent to the school.

Low balance e-mail alerts are available in RevTrak and ParentOnline. You do not need to use RevTrak for payments to receive e-mail alerts. For RevTrak help and instructions go to: <https://waukeerevtrak.net/tek9.asp>

The menus are posted on our website at <http://www.waukeeschools.org> under the nutrition link.

All money will go into one nutrition account. ParentOnline allows parents to view their child's nutrition account, set up low balance email alerts, monitor/set spending limits, and view account history. Parents will be able to use one sign-in for multiple students. ParentOnline website and directions are available on the district's website under the nutrition link or by visiting: <https://parentonline.net>

Negative Balance Policy

Per board policy, after a student's account is in arrears by \$15 or more, notification will be sent to the parent/guardian. If the parent/guardian does not make payment to the nutrition account, the Nutrition Service Department will provide milk or juice for breakfast and a cheese sandwich and milk for lunch. Payment for these items will be charged to the student's account.

Negative balances will be carried over to the following school year. These negative balances must be taken care of prior to the start of the school year as a part of the school registration process. Parents with accounts in arrears will be asked to send a lunch from home until negative balances have been taken care of or a payment schedule arranged and adhered to.

Breakfast & Lunch Prices:

	<u>Full</u>	<u>Reduced</u>	<u>Adult</u>
Breakfast	\$1.70	30¢	\$2.00
Lunch	\$2.55	40¢	\$3.45
Milk	50¢		
100% Juice Box	70¢		
Bottled Water 8oz	70¢		

Information concerning free or reduced priced meals is available on the district's website under the nutrition link by selecting Free or Reduced Priced Meals or by visiting: <https://schoolmealapp.com/Register.aspx>

Improving the quality of the school meals is a critical step in building a healthy future for our students. We will try to do everything possible to provide them the nutrition they need to be healthy, active and ready to learn.

If you have questions, feel free to contact Nutrition Services at 515-987-2719.

Book and Software Fees

Preschool: \$35.00

Kindergarten: \$40.00

1st-5th Grade: \$50.00

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 <http://www.waukeeschools.org/>.

HEALTH AND SAFETY

Student Health Information

ILLNESS:

Students with the following symptoms will be sent home:

- 1) Temperature of 100 or above (oral) or equivalent (normal temperature for 24 hours before returning to school)
- 2) Vomiting (free from vomiting for 24 hours before returning to school)
- 3) Diarrhea (free from diarrhea for 24 hours before returning to school)
- 4) Unexplained abdominal pain
- 5) Severe cold and/or cough
- 6) Unexplained skin eruptions or rash
- 7) Swelling, redness, tenderness, discharge of eyes (requires a doctor's diagnosis and treatment, if needed, or until symptoms are gone)
- 8) Communicable disease (requires a doctor's diagnosis and treatment, if needed, or until symptoms are gone)
- 9) Any health condition that in the nurse's judgment is of concern for the child's or other's health

DISMISSAL PROCEDURE:

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

PARENT RESPONSIBILITY:

- 1) Parents will be responsible for communicating information to the classroom teacher

- or the office staff regarding illnesses, accidents, medication, P.E. restriction, communicable diseases, treatments or pertinent medical and dental information.
- 2) Parents are also responsible for informing the school of any changes of information on the Health and Emergency forms.

ACTIVITY PARTICIPATION:

In the event that a student returns after an illness, and is unable to participate in physical education or recess, parents are asked to provide a written note from their health care provider detailing the student's level of participation.

Parents should know that most of the common diseases of childhood usually begin with innocent-appearing symptoms, quite like those of the common cold. It is only after a few days that the more telltale symptoms appear, such as distinctive coughs, rashes or fever. By the time these major symptoms appear, other members of the family may be infected and incubating the disease.

If a disease appears in a family, the parents should notify the school nurse or health associate that their child has that specific disease. If this is done, the health professionals and teachers will be on the alert for other cases. Sometimes prompt action of these staff members will enable physicians or community members to take preventive action to stop the spread of disease.

Diseases are reported by the school to the Iowa Department of Public Health. The Department, by watching the "big picture", is often able to prevent much suffering of our children. Reporting of disease is important. Please do your part to make it complete, timely and useful.

Student Medication

It is strongly recommended, in the best interest of your child, that **parents should bring their child's medication to school rather than send it with their child in his/her book bag.** This applies especially to those medications that are categorized "controlled substances" such as Ritalin (Methylphenidate), Dexedrine, etc.

We realize that this may cause some inconvenience for you, but if you would contact the school nurse or your child's building secretary, hopefully we can make arrangements that will be workable for you. If you already practice this safety measure, we thank you for your cooperation!

Medication Administration

If medication is to be administered at school, a school form must be filled out and signed by the parent/guardian. A copy of this form is found in this handbook. Additional forms may be obtained at the school's health office. The medication must be in the original container that is labeled by the pharmacy or the manufacturer with the name of the student, name of the medication, time of day that it is to be given, dosage and duration. Over-the-counter medication as provided by parent/guardian such as acetaminophen, ibuprofen, cough drops, etc. requires parent/guardian's written permission and must be

brought in the original labeled container with specific directions. For any ongoing medication, longer than 10 days, a physician must sign this request. The school nurse may determine that an over-the-counter medication--including food supplements and herbals, ordered by a parent, could be detrimental to the student, and thus may refuse to administer it.

A written record of the medication administration will be kept for each student receiving medication, including: date; student's name; person prescribing or authorizing the administration; the medication and dosage; signature of the person administering the medication; administration time and method and any unusual circumstances, actions or omissions.

Medication will be stored in a secured area unless an alternate provision is documented. Only the school nurse or employee who has successfully completed the medication administration course reviewed by the Iowa Board of Pharmacy Examiners shall have access to the medication.

At the discretion of the school nurse, students may be allowed to carry medication with a completed parental and health care permission form. However, if the school nurse deems it unsafe or not necessary, he/she has the ability to deny this request made by parents. A doctor's note directing the use of the medication while at school is recommended but not required. Parents will also need to sign a waiver acknowledging that the student will be fully responsible for the medicine during the day (i.e. field trips, emergency situations, and during the school day).

All information relating to a student's medication including record of administration shall be kept confidential.

Accidents and Illness at School

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

Immunization

A student enrolling for the first time in a school in the district shall submit a certificate of immunization in compliance with the Iowa school immunization law. As this Iowa Immunization Law is revised, all students kindergarten through twelfth grade, must update any required immunizations. Students may be exempted from this requirement for medical or religious reasons as outlined in the Iowa Code.

A Kindergarten student enrolling for the first time in school in the district shall submit a

certificate of health from a licensed physician. Each student must re-submit an up-to-date certificate of health upon request of the Superintendent of Schools or his delegated representative.

Head Lice

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

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

If you have questions about the district’s Head Lice guidelines or need assistance in the treatment of lice, please contact your School Nurse.

Health Information Blog Site

WCSD has developed a health information blog site. This is a blog site maintained by WCSD Nurses with the purpose of informing parents/guardians about important health related issues in our schools.

This blog site will host health alerts and information about head lice, whooping cough and other communicable diseases. This is a district wide site, meaning parents/guardians will only need to go to one place to find the health information they need to know no matter which building their child(ren) is in. Parents/guardians also have to opportunity to subscribe to the blog if they wish to receive an email when a new health alert is published. The Health Information Blog will provide up-to-date, timely and accurate WCSD health news to parents. To view the blog please visit: <http://blogs.waukeeschools.org/health/>

Food and Nutrition –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. If there is a life-threatening allergy in a specific classroom, notes will be sent home with each student asking to avoid the allergy item in snacks and treats.

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

Nutrition Department Classroom Treat (NO peanuts/Nuts) – Our department is “peanut aware”. You may purchase fresh baked cookies, cupcakes, fresh fruit/vegetables, individual packaged snack products, etc., from the Nutrition Department. Orders may be placed online through RevTrak website at <http://waukee.revtrak.net>

More Information can be found under the Nutrition tab at:
<https://www.waukeeschools.org/nutrition/catering/>

All requests for special diets are handled individually. Requests for special diets must be submitted each year. If your child has a disability or life-threatening food allergy and you would like a substituted menu, please visit our website at <http://www.waukeeschools.org/nutrition/food-allergy-information>.

CPR/First Aid

There are CPR/First Aid certified personnel and Medical Response personnel in each building to immediately respond to emergency situations during school hours.

Fire and Tornado Drills

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

COMMUNICABLE DISEASE CHART
CONCISE DESCRIPTIONS AND RECOMMENDATIONS
FOR EXCLUSION OF CASES FROM SCHOOL

DISEASE *IMMUNIZATION IS AVAILABLE	USUAL INTERVAL BETWEEN EXPOSURE AND FINAL SYMPTOMS OF DISEASE	MAIN SYMPTOMS	MINIMUM EXCLUSION FROM SCHOOL
*CHICKEN POX	13-17 days	Mild symptoms and fever Pocks are “blisterly”, have scabs, most on covered parts of body	5 days from onset of pocks or until pocks become dry
COMMON COLD	12-72 hours	Sneezing, temperature, malaise, cough	
CONJUNCTIVITIS (Pink Eye)	24-72 hours	Tearing, redness & puffy eye lids Eye discharge	Until treatment begins or physician approves readmission
FIFTH DISEASE	4-20 days unusual in adults	Usual age 5 to 14 years Low grade fever followed by slapped cheek appearance on cheek A lace like rash on extremities lasting a few days to 5 weeks Rash seems to reappear	After diagnosis no exclusion from school
*GERMAN MEASLES	14-21 days	Usually mild Enlarged glands, neck & behind ears, red rash	7 days from onset of rash. Keep away from pregnant women
HAND, FOOT and MOUTH DISEASE	3-5 days	Rash on cheeks, gums & tongue May also occur on palms, fingers & soles of feet	During acute stage of illness or as advised
*HAEMOPHILUS MENINGITIS	2-4 days	Fever, vomiting, lethargy, stiff neck & back	Until physician permits return
*HEPATITIS A	Variable 15-50 days	Abdominal pain, nausea, usually fever, eyes & skin may turn yellow	7 days from onset of symptoms
IMPETIGO	4-10 days	Inflamed sores, with pus	Cover lesions when attending school

DISEASE *IMMUNIZATION IS AVAILABLE	USUAL INTERVAL BETWEEN EXPOSURE AND FINAL SYMPTOMS OF DISEASE	MAIN SYMPTOMS	MINIMUM EXCLUSION FROM SCHOOL
*MEASLES	3-7 days to rash	Begins with fever, conjunctivitis runny nose, cough, then blotchy red rash	4 days from onset
*MENINGOCOCCAL MENINGITIS	2-10 days (commonly 3-4 days)	Headache, nausea, stiff neck, fever	Antibiotics for 24 hours or until physician permits return
*MUMPS	12-25 days (commonly 18 days)	Fever, swelling & tenderness of glands at angle of jaw	9 days after onset of swollen glands or until swelling disappears
PEDICULOSIS (Head/Body Lice)	7 days for eggs hatch	Lice & nits (eggs) in hair	Not sent home the day of discovery. Allowed to return after initial treatment.
RINGWORM OF SCALP	10-14 days	Scaly patch, usually ring shaped, on scalp	No exclusion from school. Exclude from gymnasium, swimming pools, contact sports
SCABIES	2-6 weeks initial exposure, 1-4 days re-exposure	Tiny burrows in skin caused by mites	After first treatment
SCARLET FEVER SCARLETINA STREP THROAT	1-3 days	Sudden onset, vomiting, sore throat, fever, later fine rash (not on face). Rash usually only with first infection	24 hours after antibiotics started and no fever
*WHOOPIG COUGH	6-20 days	Head cold, slight fever, cough, characteristic whoop after about 2 weeks	5 days after start of antibiotic treatment

WAUKEE COMMUNITY SCHOOLS REQUEST FOR GIVING MEDICINE AT SCHOOL

It is the policy of the Waukeee Community School District that whenever a student should have a prescription medication or over-the-counter medication administered by school staff, written authorization and instruction must be provided by a parent or legal guardian.

All over-the-counter medication **MUST** be in the original container. Prescription medication **MUST** be in a properly labeled container issued by a registered pharmacist with the following information:

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

Please complete the bottom portion of this form and return to the school nurse.



_____ is to be given the following medication at school.
(name of student)

<u>Name of Medication</u>	<u>Dosage</u>	<u>Time</u>	<u>Prescribed by</u>
_____	_____	_____	_____
_____	_____	_____	_____

How long is this medication to be given? Date from _____ To _____

Is your child allergic to any medication? YES NO If yes, explain: _____

Are there any special instructions?

Parent/Guardian Signature

Date

***Additional forms may be obtained in the health office.**

PARENT/COMMUNITY INVOLVEMENT

Volunteers

A very active and caring group of volunteers serve our school District in a variety of ways. Adult volunteers work in the classrooms with students and teachers and also assist teachers in preparation of materials both at school and at home. Volunteers are sometimes needed in the Library and the office. Some volunteers assist from home and/or on an as-needed basis once or twice a year for special events. Whether you are available weekly, bi-monthly, at school or at home and enjoy helping to meet the educational needs of our students and staff, please call your building principal and share your volunteer interest. Volunteerism may begin any time during the year. We welcome and appreciate your interest and involvement in our schools. We also request that volunteers not bring other children when volunteering at school.

Student Progress Reports/Conferences

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

Service Learning Projects

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

Curriculum Night for Parents

A Curriculum Night is scheduled for each of the elementary buildings at the beginning of the school year. Curriculum Night does **NOT** include children, but serves as a way for teachers to inform parents of the curriculum and of expectations throughout the school year.

Child Custody

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

If the custodial parent indicates that the non-custodial parent should not visit the school, or the non-custodial parent does not have authority to take the child from the school, it shall be the custodial parent's responsibility to immediately provide the District with documentation regarding any restrictions applicable to the non-custodial parent, such as a court order or decree. When in doubt about releasing the student, the District shall call the custodial parent. The custodial parent will be required to come to school if there is any dispute about whether the non-custodial parent may take the child off school premises. The non-custodial parent shall be kept informed during this situation. Throughout the process, the District's primary concern shall be looking after the best interest of the student.

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

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

Special Programs

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

Student Assistance Program

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

The student assistance program has professional counselors available 24 hours a day to address student needs. Confidential counseling, evaluation and referral services are available to all students and their family members at no cost. Please contact your school principal or counselor for appointment information.

K-5 CURRICULUM

Basic Curriculum

The educational program at all levels is grounded in the basics, yet enriched to meet the needs of all students. The following areas are taught; English-language arts, social studies, mathematics, science, health, human growth and development, physical education, traffic safety, and visual art. The ability to think and solve problems is stressed

in each academic area. An overview of objectives for each grade level can be found in the Grade Level Curriculum and Assessment Guides for Parents available in each elementary office.

Visual Art

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

Music

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

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

Physical Education

Physical Education classes include a variety of activities, both in the gymnasium and outdoors. **When playing in the gym, tennis shoes are required and a separate pair other than those worn outside is recommended.** Please encourage your child to have tennis shoes at school on physical education days. Since the children are learning lifelong health and fitness skills through their participation in our physical education program we hope they are able to participate on each of their scheduled class days. If it is necessary for your child to miss more than two consecutive P.E. classes we ask that you please provide a doctor's note regarding the necessity for the restriction of this activity.

Library

The library provides a current collection of books and resources to support the district's curriculum and to encourage reading for enjoyment. The goal of the library program is to foster a love of reading and to assist in the development of life-long learners. Scheduled classes are held once during a six-day cycle for kindergarten, first, and second grade students. The students listen to stories, learn library skills, and participate in a variety of literature-based activities. Third, fourth, and fifth grade classes are on a flexible scheduling system to allow library lessons and activities to be integrated with their classroom curriculum. An open library time is available daily for students to return and check out new books.

Guidance

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

The counselor also consults with teachers, parents and staff regarding children's individual needs. Parent support is offered through individual meetings and parent workshops. Classroom teachers and school counselors support each other's work as they share information and cooperate when meeting the needs of students and their families.

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

Human Growth and Development

The Waukee School District Board of Directors has approved "Puberty: The Wonder Years" as the puberty education curriculum for upper elementary and early middle school students. This curriculum was developed in response to requests from schools looking to equip young people with the knowledge and skills to postpone sex and to respect themselves and others as they mature. The curriculum is designed for the school setting and also includes activities that involve parents with their children. It encourages children to talk with their parents about their spiritual beliefs and family values. It develops health skills children need to behave in a manner that is consistent with those beliefs and values.

The teaching and learning goals are:

- Students will communicate with parents and other trusted adults about puberty and postponing parenthood.
- Students will review the natural changes that occur during puberty.
- Students will know the anatomy and functions of the male and female reproductive systems.
- Students will recognize the importance of safeguarding the health of their reproductive system.

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

The curriculum is copyrighted and is available for review at the elementary principals' and counselors' offices, as well as at the District Office. If you have any questions, please call your building principal, dean, or counselor.

Learning Objectives

Fifth grade Puberty Education Unit

Lesson 1: A Climate for Growth

Students will:

- Name kinds of body cells and sex cells
- Propose guidelines for discussions during the puberty lessons
- Test what they already know about puberty
- Plan ways to initiate communication with their parents regarding growing up

Lesson 2: Families and Roles

Students will:

- Relate positive qualities they admire in their families
- Improve communication skills with their families
- Examine gender roles, gender role expectations, stereotypes, and ways they can affect people

Lesson 3: Social and Emotional Changes

Students will:

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

Lesson 4: Growing Up Male

Students will:

- Identify additional changes that occur in males during puberty
- Define the structure and functions of the male reproductive system
- Practice their communication skills by talking with their parents about puberty

Lesson 5: Growing Up Female

Students will:

- Identify additional changes that occur in females during puberty
- Define the structure and functions of the female reproductive system
- Practice their communication skills by talking with their parents about puberty

Lesson 6: New Life and HIV - AIDS

Students will:

- Review that all animals reproduce themselves
- Explain that fertilization must occur for a new life to be born
- Compare and contrast animal families and human families
- Explain the reasons to wait until adulthood before having a baby and making a life-long commitment to being a parent
- Understand that HIV is a dangerous disease
- Understand that abstinence is the best way to avoid HIV

Extended Learning Program (Gifted and Talented)

Extended Learning programming enriches the school experience for all students and provides a challenging and differentiated curriculum for the top 3%-5% of gifted students in the district. The classroom teachers and Extended Learning Program teachers work together to ensure that activities are appropriate to each student's unique characteristics,

needs, interests, and learning styles. If your child does not perform in the range of learners to be served in the ELP program, we assure you that his or her educational needs will be well addressed in the regular classroom. Our classroom teachers are equipped, with both talent and materials, to address the wide range of abilities within their learning environments.

English as a Second Language (ESL)

In the Waukee Community School District we serve our English language learners through the ESL program. Students receive comprehensible input through one on one and small group pullout or grade level collaborative instruction. Our program provides specialized and specific instruction in listening, speaking, reading and writing while honoring our students' languages and cultures. Please contact the ESL staff member at your child's attendance center for help in determining whether your child qualifies for ESL services.

Keyboarding Instruction

Students in grades 3-5 receive keyboarding instruction every other day. With repetition and practice, students increase their skills to a level appropriate for their age.

Keyboarding is first introduced to students in third grade. Students learn the importance of keyboarding and how this skill will help them in their daily lives. Third grade students also learn basic computer skills such as opening and closing programs, saving to the hard drive, printing a document, the importance of computer care, and an introduction to Internet online safety.

In fourth grade, students are expected to type at a level of five words per minute with an accuracy of 90%. Students use an automated program to review, monitor and improve their keyboarding skills. Students also have the opportunity to learn more about the Internet and its many uses; how to be safe and caring while online at school and at home; how to utilize a spreadsheet program such as Microsoft Excel.

In fifth grade, students are expected to type at a level of 10 words per minute with an accuracy of 90%. Students use an automated program to sharpen their keyboarding skills. They also try to expand upon their knowledge of the Internet by creating their own thematic WebPages, while still learning about being safe and having good manners when online at school and at home. In addition, students are expected to create a Microsoft PowerPoint project that requires the use of color, various fonts, and the insertion of graphics. Students will also learn how to save a file to the building server and the importance of backing up files.

Technology will always be an essential part of learning at school and at home. Integrating technology into the classroom curriculum is a tool that all K-5 students and teachers have the potential to experience while trying to expand their learning experience. In each building, there is a full-time Technology teacher who works with the students and teachers to integrate technology into their the existing classroom curriculum along with teaching keyboarding classes and providing technical support. Providing the needed

technical knowledge and assistance to support their daily learning.

Reading Lab

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

Speech-Language Services

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

Special Services for Students

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

Special Education Services

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

Preschool Program

We offer a preschool program to serve the needs of the special education three, four and five year olds in our District. This program, housed at Waukee Elementary, Walnut Hills Elementary, and Woodland Hills Elementary meets four days a week with the fifth day being a day for home visits and collaboration with teachers and parents. A Reverse Integration Preschool Component is a part of our program. In this program a limited number of typically developing preschool children join our classroom three days a week. Opportunities are provided to strengthen academic and social skills as well as to provide all students with a wide range of abilities to interact with one another and to gain respect for individual differences. Our program also provides a smoother transition to the regular school setting once our preschoolers become Kindergartners. We are delighted to offer this program in our schools as it affords us the opportunity to meet the needs of our own students in an integrated setting in the Waukee Schools.

Full Day Kindergarten in Waukee Schools

In Waukee we have a quality full day Kindergarten program. Our full day Kindergarten increases the opportunities available within the day to teach journal writing, hands-on science, language arts, (including emergent reading skills), social studies and hands-on math in depth. Practice, reinforcement and enrichment of these curriculum areas are provided within our program.

- Within the language and literacy curriculum, components include: guided reading, literacy centers, phonemic awareness instruction and a variety of writing activities.
- Full day Kindergarten allows for daily teaching of math, science, social studies, free exploration centers and problem solving opportunities. Students further develop social skills and have more opportunities for interaction with peers, thus increasing their social and emotional development.
- Full day Kindergarten allows more time for small group activities where students continue to be challenged at their developmental level. Teachers gain a better understanding of their student's strengths and needs.

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

COMMUNICATION

The Waukee Community School District values communication between home and school and throughout the community. We invite your interest and involvement both in person and by written communication. Currently the newsletters explained below keep you abreast of the events in our district. We welcome other suggestions from our patrons about ways we can strengthen our communication process. Please contact your building principal with suggestions.

District Bulletin

This publication, as found in the Dallas County Today newspaper, covers the district's news, sharing events of all of our youth from elementary through high school. A wide variety of articles inform you of curricular and extra curricular events that occur within our district. You may also access the District Bulletin on the district's web site (<http://www.waukeeschools.org>).

Waukee School Web Site

The Waukee Community Schools hosts our own web site that contains information for up-to-date emergency dismissals, class projects and information, lunch menus, calendar of events and much more. This can be accessed at <http://www.waukeeschools.org>
If you would like to receive inclement weather early dismissal messages or other

important district messages via e-mail, you may subscribe to the Inclement Weather Listserv.

Building and Classroom Newsletters

All buildings will provide a bi-monthly classroom newsletter sent to you as an e-mail message. Parents wishing to access their child's classroom newsletter electronically will be asked to provide an e-mail address at the beginning of the school year. Paper copies will be sent home to families not having e-mail access.

Building newsletters are produced twice each month (please refer to your elementary office for specific publication dates) and may be accessed through the district's web site. Paper copies will be sent home to families not having Internet access.

DROP OFF/PICK UP PROCEDURES

BROOKVIEW ELEMENTARY

Buses will pick up students on the **NORTH** side of the building. **This area is designated for BUSES ONLY to park in this area to drop off and pick up students. PLEASE DO NOT PULL IN THE NORTH LOT AFTER 3:00 PM.** If you do, you may not be able to leave those spots until at least 3:50 PM, because of the buses picking up children in that area.

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

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

If there are is no place along the curb and you choose to park in the available parking spaces, you must park and walk to the sidewalk to accompany your child to your vehicle. **NO CHILDREN WILL BE ALLOWED TO WALK BY THEMSELVES TO YOUR VEHICLE BUT WILL REMAIN ON THE SIDEWALK UNTIL YOU COME FOR THEM.**

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

EASON ELEMENTARY

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

to park in this area to drop off and pick up students. PLEASE DO NOT PULL IN THE WEST LOT AFTER 3:15 PM.

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

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

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

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

GRANT RAGAN

Buses and daycare vans will pick up students on the **NORTH** side of the building. **This area is designated for BUSES and DAYCARE vans only to park in this area to drop off and pick up students.** Please do not pull into this lot after 3:00 p.m.

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

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

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

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

MAPLE GROVE ELEMENTARY SCHOOL

Buses will drop off and pick up students on the NORTH side of the building. **This area is designated for BUSES AND DAYCARE VANS ONLY.** Please do not pull in the north lot after 3:00 p.m.

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

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

If you choose to park, you must park in a designated parking space and walk to the sidewalk to accompany your child to your vehicle. No children will be allowed to walk by themselves to your vehicle but will remain on the sidewalk until you come for them.

SHULER ELEMENTARY

Buses will drop off and pick up students on the WEST side of the building. **This area is designated for BUSES AND DAYCARE VANS ONLY.** Please do not pull into the west lot after 3:00 p.m.

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

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

If you choose to park, you must park in a designated parking space and walk to the sidewalk to accompany your child to your vehicle. No children will be allowed to walk by themselves to your vehicle, but will remain on the sidewalk until you come for them.

VINCE MEYER LEARNING CENTER

BUSES AND DAYCARE VANS will drop off and pick up students on the WEST side of the building (5th Street). **THIS AREA IS FOR BUSES AND DAYCARE VANS ONLY. PARENTS PICKING UP OR DROPPING OFF ARE ASKED TO FOLLOW THE PROCEDURES BELOW.**

Parents are asked to use the specified drop off/pick up lane located along the North side of the building. This drop off/pick up lane is accessible only from **5th Street**. Parents using the designated drop off/pick up lane must exit onto Ashworth (right turn only). During the day, the curb in the north lot is a FIRE LANE and is not to be used as a lane for parents to pick up or drop off their students. Visitor parking spaces are available in the parking lot.

Parents using the Vince Meyer Learning Center parking lot are asked to walk their children to and from the sidewalk running adjacent to the front entrance of the building. **NO CHILDREN WILL BE ALLOWED TO WALK BY THEMSELVES TO YOUR VEHICLE BUT WILL REMAIN ON THE SIDEWALK UNTIL YOU COME FOR THEM.**

Please DO NOT form a double lane when picking up or dropping off children. This area must be reserved for parents exiting the lot. These procedures have been put in place to increase the safety of your children.

WALNUT HILLS ELEMENTARY

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

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

Entrance/Exit Doors Preschool-5:

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

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

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

We have a crossing guard in place directly in front of the school on 156th Street and Winston each day from 8:15 – 8:45 AM and again from 3:30 – 4:00 PM. Please do not allow your child to cross 156th Street in any other area.

WAUKEE ELEMENTARY

Buses and Daycare Vans will drop off and pick up students on the **NORTH** side of the building. **This area is designated for BUSES AND DAYCARE VANS ONLY.** Please do not pull in the north lot after 3:00 p.m.

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

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

Parents choosing to park in the available parking spaces must use the crosswalk to accompany your child to and from your vehicle. **NO CHILDREN WILL BE ALLOWED TO WALK BY THEMSELVES TO YOUR VEHICLE, BUT WILL REMAIN ON THE SIDEWALK UNTIL YOU COME FOR THEM.**

WOODLAND HILLS ELEMENTARY

Buses and Daycare vans will drop off and pick up students on the **NORTH** side of the building. **This area is designated for BUSES and DAYS CARE VANS ONLY.** Please do not pull in the north lot after 3:00 p.m.

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

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

Parents choosing to park in the available parking spaces must use the crosswalk to accompany your child to and from your vehicle. **CHILDREN WILL NOT BE**

ALLOWED TO WALK BY THEMSELVES TO YOUR VEHICLE, BUT WILL REMAIN ON THE SIDEWALK UNTIL YOU COME FROM THEM.

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

DISTRICT POLICIES

Non-Discrimination Policy

It is the policy of the Waukee Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), genetic information (for employment), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Department of Human Resources, 560 SE University Avenue, Waukee, IA 50263. Phone number: 515-987-5161. Or to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa; or to the Director of the Region VII Office of Civil Rights, Department of Education, Chicago, Illinois. The Waukee Community School District complaint procedure in its entirety is located in the Board of Directors' Policy Manual. Procedures for staff are outlined in Board policy 405.5. Procedures for parents, students and community members are referred to in Board policy 502.9 and 1003.3. Copies of the Policy Manual are on the District's website, <http://www.waukeeschools.org>, or can be referenced at the District Office at 560 SE University Avenue, Waukee, IA.

Federal Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Waukee Community School District has the obligations under Section 504 to identify, evaluate, and, if the student is determined to be eligible, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

Federal Title 1 - Parent Notification

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

Parents/guardians may request this information from the District Office by calling (515) 987-5161, or by sending a letter of request to Waukee Community School District, 560 SE University Avenue, Waukee, IA 50263.

Statement Regarding The Homeless

The Board of Directors of the Waukee Community School District 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.

Abuse of Students by District Personnel

It is the policy of the Waukee Community School District that school employees and volunteers not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, towards students.

It is the policy of the district to respond to allegations of abuse by school employees or volunteers by investigating or arranging for the full investigation of any allegations, and to do so in a reasonably prudent manner.

Anyone believing that a student has been abused by a district employee or volunteer may report the abuse to Mary Jo Hromatka, middle school nurse and level one investigator (987-5177).

The entire policy on abuse of students by district personnel is defined in Board Policy 413.4 and is available in the Administration office, the Principal’s office in each building, and the public libraries.

Chapter 103 Annual Notification Statement

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention State law forbids schools 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 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 web site: www.iowa.gov/educate.

Note: Waukee School District's Board Policy on corporal punishment can be found in Board Policy 502.7.

Student Records

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

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

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

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level and from middle school to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained.

Request for Reconsideration of Instructional Materials

The Waukee Community School District attempts to supply the needs and requests of staff members and students for textbooks, instructional materials, supplementary and media materials that will support the goals and objectives of the instructional program, which will provide a variety of points of views and reader appeal. The materials should have aesthetic, cultural, literacy or social value and are to be judged as a whole and not by individual words, phrases or incidents. It is unavoidable that the instructional materials will not completely satisfy all persons. The procedures for raising objection to, or asking for reconsideration of, instructional materials or the manner in which they are being used is outlined in Board Policy 602.9. Copies are in each Principal's office, the Administration office, and the public libraries.

Harassment or Bullying

Harassment and bullying of students and employees are against federal, state, and local policy, and are not tolerated by the Board. The Board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end the Board has policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment will not be tolerated in the school or school district.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student 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 in reasonable fear of harm to the student's person or property.
- Has a substantially detrimental effect on the student's physical or mental health.
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges by a school.

An individual who believes that the individual has been harassed or bullied will notify the Assistant Superintendent of Human Resources, the designated investigator. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over the evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible. The investigator, with the approval of the principal or the principal has the authority to initiate an investigation in the absence of a written complaint.

Students or employees who feel they have been bullied or harassed are encouraged to contact a school official. Procedures for addressing alleged harassment or bullying are outlined in Board Policy 103. Copies are in each Principal's office, the Administration office, and the public libraries.

Hazing

Students are not to engage or participate in any act of hazing in the Waukee Community School District. In accordance with Iowa Code 708.10, hazing occurs when “the person intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admissions into, or affiliation with, any organization operating in connection with a school, college, or university.

Citizen Complaints

The Waukee School Board recognizes that situations may arise in the operation of the District that are of concern to its patrons. The Board believes that all concerns should be resolved at the lowest possible level.

Any person with a complaint or concern regarding a School District matter should:

- Talk first with the school official or employee involved as soon as possible.
- If not satisfactorily resolved, a meeting should be scheduled with the employee’s immediate supervisor or principal.
- If the issue continues to be unresolved, the complaint should be addressed to the Superintendent of Schools.
- If all efforts at resolution are unsuccessful, the matter may be referred to the Board of Education. The Board shall not actively investigate complaints regarding performance of employees as personnel matters are confidential and will be investigated by the immediate supervisor.

Board policies addressing formal, written citizens’ complaints are explained in Board Policy 1003.3.

Release of Student Photographs/Information

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

Weapons Policy

School district facilities are not an appropriate place for weapons or dangerous objects and look alikes. Weapons and other dangerous objects and look alikes shall be taken from students and others who bring them onto school district property. Parents of students found to possess a weapon or dangerous object or look alikes shall be notified of the incident and reported to law enforcement officials if intended to cause harm.

Students bringing a firearm to school or knowingly possessing firearms at school shall be expelled for not less than twelve months. The Superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis.

Board Policy 502.10 explains in detail the District weapons policy. Copies are in each Principal's office, the Administration office, and the public libraries.

Weather-Related Changes in Schedule

The decision for a weather related change in schedule will be made by the Superintendent of Schools.

- **School Cancellation**

Decisions will be made and announced on local radio and TV stations prior to 6:00 AM if at all possible. Posting on the district web site will occur as soon as the decision is made.

- **Delayed Starts**

Decisions will be made and announced on local radio and TV stations prior to 6:00 AM if at all possible. Posting on the district web site will occur as soon as the decision is made. Breakfast will not be served on delayed start days.

- **Early Dismissals**

Under most circumstances, radio media announcements will be made one hour prior to dismissal.

- **Inclement Weather/Emergency Dismissal – Options for Parents**

If your child rides a bus, he/she will be delivered to the place you indicate on your Inclement Weather Information Form.

Be sure the school has accurate and up-to-date information on file regarding any alternate sites or arrangements for weather-or emergency-related early dismissals.

If you have regular e-mail access, you may subscribe to the Inclement Weather Listserv that notifies parents immediately of weather-or emergency-related early dismissals.

Each school's onsite childcare program opens early when school is dismissed early.

Each school's onsite childcare program can be designated as the weather-or emergency-related early dismissal site for unscheduled early dismissal days.

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

Internet Appropriate Use

Computer technology available in the Waukee Community School District enables students and staff to gain access to a vast amount of online resources, develop essential technology skills, and expand classroom educational opportunities. The 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 does employ filtering software that restricts access to certain web sites. 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. Students are 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) Internet Appropriate Use.

Student Fees

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

Non-Custodial Parents

Copies of newsletters and/or progress reports will be provided to the non-custodial parent upon written request.