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Student Handbook 2016-17

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This agenda belongs to:

Name _____

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Table of Contents

Welcome	4
Foreword	4
School Day	4
Blogs and E-mail Addresses	4
Student Fees	5
Curriculum Offerings	5
Extracurricular Activities	6

General Information

Academic Eligibility for Activities	6
Assemblies	6
Attendance	6
Bags	9
Bicycle/Moped parking	9
Books	9
Bullying/Harassment	9
Cell Phones, Electronic	14
Change of Address or Phone Numbers	14
Change in Class Schedule	14
Chapter 103	15
Cheating	15
Dance Policy	15
Discipline	15
Dress Code	17
Driving & School Permits	18
Driving & Parking	18
Elevator	18
False Alarms of Fire	18
Fire Drills	19
Flyer Distribution	19
Food and Beverage	19
Gang Activities	19
Graduation Requirements	19
Guidance and Counseling Program	20
Gum	20
Hall Passes	20
Hazing	20
Internet Appropriate Use	21
In-Service Day/Early Dismissal Procedure	25
Intolerance	25
Library/Computer Lab	25
Locker Policy	26
Lost and Found	26
Lunchroom Conduct	26
Nutrition Services	26
Medication	27
Office Phone	27
Out-of-School Conduct	27
Physical Education Padlocks	27

Positive Behavior Instructional Support (PBIS)	27
Report Cards and Grading System	28
Rollerblades/Skateboards/Scooters	28
School Grounds	28
School Messenger	28
Silver Cord	29
Technology	29
Textbook Fines	29
Theft/Vandalism	29
Threats of Violence	29
Tornado Drills	29
Traffic in Halls	29
Transportation	30
Visitors or Guests	31
Weather Related Cancellations	32
Weapons and Dangerous Objects	33

Legal Notices & Other District Wide Policies

Non Discrimination Policy	34
Federal Section 504	34
Statement Regarding the Homeless	34
Abuse of Students by District Personnel	34
Student Records	35
Request for Reconsideration of Instructional Materials	35
Citizen Complaints	35
Release of Student Photographs	36
Weapons Policy	36
Non-Custodial Parents	36

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

Waukee Community Schools
Central Administration
560 SE University Avenue
515-987-5161
www.waukeeschools.org

Welcome

The staff and administration of our schools extend a welcome to all students for the 2016-17 school year.

Foreward

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

School Day

School begins at 8:00 A.M. and ends at 2:50 P.M. at our school. All students should arrive at school between 7:30 A.M. and 7:55 A.M. No student should arrive before 7:30 A.M. unless they have an activity to attend or a pass to see a teacher.

When students arrive, they are to report directly to assigned area and may visit quietly. Students will be allowed access to their lockers and proceed to first period class after 7:30 A.M. Students who need to stop in the office to get an admit or need to deposit money in their lunch accounts may do so between 7:50 and 8:00 A.M. Roaming the halls and loitering in the restrooms is not allowed before or after school.

Students are expected to exit the building by 3:10 pm daily unless they are with a teacher.

Blogs & E-mail Addresses

Each subject area maintains a blog where a variety of information is kept. To access the blogs, go to the Waukee Schools website, click on Schools. Next find Prairieview or Timberline. On the left hand side of the page, click on Staff. You will then be able to access each teacher's blog.

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

Examples:

Juley Murphy-Tiernan jmurphy-tiernan@waukeeschools.org

Student Fees

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

9th grade Curriculum Offerings

Band
Basic Art I
Child Development II
Chorus
Computer Applications
Culinary Arts
ELL Services
English I/Honors English
German I & German II
Health
Instructional Methods
Introduction to Business
Introduction to Drafting & Design
Introduction to Engineering Design
Introduction to Publications
Introduction to Woodworking
Math: General Math, Basic Algebra I, Algebra I, Algebra II, Trigonometry, Statistics, A.P. Statistics
Modern World History
Physical Education
Physical Science
Spanish I & Spanish II
Speech

8th grade Curriculum Offerings

8th grade Art
8th grade FCS
Robotics/Engineering
Band
Chorus
ELL Services
German I
Health
Instructional Methods
Language Arts/Advanced Language Arts
Math: General Math, Basic Algebra I, Algebra I, Algebra II, Trigonometry, Statistics,
Physical Education
Science
Social Studies
Spanish I
Speech & Theater Tech
Study Hall

Extracurricular Activities

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

All athletes must have a physical on file before they can participate in athletics. All athletic physicals are valid for one year from the examination date. All students should also be covered by either school offered insurance or a home accident policy as the school is not responsible for injuries. A participants' eligibility for all extracurricular activities will depend on his/her grades, behavior, attendance at practices, and compliance with state association and local school board policies as well as rules provided by each activity sponsor and the Activities Director. Our 9th grade athletes are held to our Student Good Conduct policy. This 9th grade policy is available on the district website or can be obtained from the Assistant Athletic Director.

8th grade Good Conduct Policy

The Waukee Community School District Good Conduct Policy includes 8th graders involved in athletics and extracurricular programs.

The student who violates this policy shall be declared ineligible to represent the District. Ineligibility penalties are outlined in the district's good conduct policy.

The school assistant activities director will be responsible for enforcing penalties under this policy.

A student, after completing the 8th grade school year and/or 8th grade competition, will have his/her good conduct record cleared, unless the penalty for subsequent violations has not been completed. Students will officially change grade levels on August 1 each year.

General Information

Academic Eligibility for Activities

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

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

Assemblies

Each student is expected to:

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

Attendance

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Student attendance has been found to have a close correlation to student achievement. Generally, students who attend school regularly achieve higher grades and standardized test scores. Participating in class discussion, developing an appreciation for the views and abilities of other students, and

forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood. Consequently, students are expected to be in attendance at scheduled classes for one thousand and eighty hours per academic year.

Exceptions to this principle of one thousand and eighty hours are explained later in the section on absences.

If a student's absences indicate to school staff that they are affecting academic success, then teachers, administrators, counselors, and/or school resource officers will contact the student and/or the parents expressing concern about academic progress and how absences may be affecting the student's performance.

Absences:

1. If a student cannot report to school, it is the responsibility of the parents to report that absence prior to 9:00 a.m. stating the student's name, grade, and the reason for the absence. If parent notification is not received prior to 9:00 a.m., the attendance clerk will attempt to contact the parents. If parent contact is not possible, the student must bring a note signed by their parents to the office stating the student's name, grade, and explanation for the absence prior to being readmitted. Failure to receive absenteeism information within twenty-four hours of the absence may cause the student to be considered truant or unexcused. An unexcused absence is an absence not approved by parents and/or school. An unexcused absence may be assigned a consequence.
2. It is recognized that there are some unique circumstances that require a student to be absent from school. However, most students benefit from direct instruction and discussion taking place in the classroom. Parents should insist that their child attend school regularly unless the student is seriously ill or there is some unfortunate occurrence within the immediate family. Feeling a bit uneasy, nervous, or tired is generally not a reason to keep a student home. A student who attends school regularly generally does better in school than one who does not.
3. After 5 days of absence per school quarter, a notice may be mailed to the parent/guardian, and a referral will be made to the student's counselor.
4. After 8 days of absence per school quarter, the assistant principal may mail a notice to the parent/guardian that will indicate the amount of time the student has been absent, and a conference may be requested with the parent/guardian to establish guidelines to improve attendance. If applicable, the parent will provide a letter from the student's physician regarding any recurring or underlying medical condition that may cause excessive absences.
5. If absences continue, the principal/assistant principal may refer the matter to the district's truancy officer. The truancy officer may contact the parent regarding the legal requirements of compulsory school attendance.
6. If the intervention of the truancy officer is unsuccessful, the principal may file the student as truant with the Dallas County Attorney.
7. Students participating in school activities are expected to be in school for the last one-half day on the day of the event in order to participate in a school activity.

Tardies

1. Students who arrive after the school day has begun must check in with the attendance clerk in the office and have parent permission (phone call, note, email or in person) for

- admission to class.
2. If a student arrives at school after classes have begun, and parent notification has not occurred, the tardy will be considered unexcused. If the tardy is unexcused, an unexcused pass will be issued and the tardy recorded. These unexcused tardies and any unexcused tardies thereafter may result in an office referral to school administration, school counselor, and/or school resource officer. After 5 unexcused tardies per quarter, the school may mail a notice to the parent/guardian and a referral will be made to the student's counselor. After 8 unexcused tardies per quarter, the school may mail a notice to the parent/guardian that will indicate the amount of time that a student has been tardy, and a conference may be requested with the parent/guardian. Tardies are cumulative for all classes, not for individual classes.
 3. Students will be expected to arrive on time to all classes. The amount of time between classes is sufficient for all students to get to their scheduled classes on time. The student will be recorded as tardy when he/she is not present in the classroom when class begins. If a teacher detains a student, then the student should obtain a pass from that teacher. The office will not issue an excused pass for being late to class. Tardies in excess may result in detention, Saturday School or In School Suspension.

Absence for School-Related Activities

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

Activity Participation When Absent

Students who are not in school all day because of illness, suspensions, or unexcused absences cannot practice or participate in any after school or evening activity but may attend. Advance (24 hours or more) appointments for a doctor or dentist are exempt.

Leaving For Appointments

Students who have appointments that require missing school time will be given an appropriate amount of time to get to the appointment and return to school. Students who have early appointments before 9:00

A.M. are not expected to come to school first. Students who cannot return for medical reasons should have a note so stating from the doctor who treated them. Please make your arrangements in advance if at all possible with the attendance secretary or call the morning of the appointment before school begins.

Leaving During The School Day

Students who need to leave school during the school day must receive a pass from the office before school and have a note signed by their parents or have their parents telephone/email the office. Students must sign in with the attendance office when they arrive after the school day has begun. Students are not released to anyone other than their parents during the school day unless there is parent approval or it is the emergency contact person. The parent must arrive in the office and sign out the student. Students leaving classes/campus without permission may result in suspension.

Noon Hour Policy

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

School Sponsored Trips and Activities

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

Bags

Gym bags, backpacks, equipment bags, purses that are larger than class textbook size and other similar bags, are to be used only to transport needed materials and supplies to and from school. These bags are to be stored in the student's locker during the school day. Bags may be used between PE and locker.

Bicycle/Moped Parking

All bikes should be parked and locked in the bike racks provided at our school. Mopeds must be parked in the same area.

Bicycle and Moped Rules (Bd. Policy 504.4)

1. All mopeds must be registered in the principal's office the first week of school.
2. Before school, once the bicycle or moped is parked, the student is to go immediately in the building.
3. Students are not to ride their bicycles or mopeds on school sidewalks.
4. Students are not to start their mopeds until they get to the riding areas.
5. Students should at no time walk their bicycles or mopeds between buses.
6. Riding a bicycle/moped to school is a potential safety hazard with all the buses, cars, and pedestrians before and after school. Therefore, any student found using a bicycle/moped carelessly or recklessly may lose their riding privileges.
7. Each family must assume the risk of vandalism on bicycles/mopeds, since there is no direct supervision available.
8. All students riding mopeds are encouraged to wear helmets and to obey traffic laws at all times.

Books

Students are responsible for returning all textbooks in good condition. Students must pay for lost or stolen books. When textbooks are issued the student should make a note of any marked or torn pages, or any excessive wear and give it to the teacher. When issued, the student should print his/her name in ink on the bookplate to help identify books when they become lost.

Bullying and Harassment

Students or employees who feel they have been harassed are encouraged to contact a school official. Procedures for addressing alleged harassment are outlined in Board Policy 103. Copies are in the

Principal's Office, the Administration Office, and the Public Libraries. This information can also be accessed on the district website at www.waukeeschools.org.

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 in place 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 of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

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

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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:

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

"Electronic" means any communication involving the transmission of information by wire, radio,

optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

1. Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the effect of causing injury, discomfort, fear, or suffering to the victim;
2. Repeated remarks of demeaning nature that have the effect of causing injury, discomfort, fear, or suffering to the victim;
3. Implied or explicit threats concerning one's grades, achievements, property, etc. That have the effect of causing injury, discomfort, fear, or suffering to the victim;
4. Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
5. Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found

to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Director of Human Resources or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Human Resources Director or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The superintendent shall report to the board on the progress of reducing bullying and harassment.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web-site,

And a copy shall be made available to any person at the central administrative office at 560 SE University, Waukee, IA 50263.

ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 1. tell a teacher, counselor or principal: and
 2. write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;

- exactly what was said or what the harasser did;
- witnesses to the harassment;
- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser responded.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the Director of Human Resources, the designated investigator. The alternate investigator is the Associate Superintendent of School Improvement. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The 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.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

Cell Phones and Electronic Devices

Laser pointers, or other distracting devices should not be brought to school. CD players, MP3 players, iPods, and video games are allowed in the classroom by teacher discretion. Confiscation, detention and/or suspension may result from violations.

Cell phones are allowed at our school. Students are free to use their phones before and after school, during passing periods and lunch. Phones should be put away prior to the start of class. If a student fails to comply the phone may be confiscated.

For each semester, if a student's cell phone or other electronic device is confiscated the following steps will be followed:

1st offense: warning

2nd offense: teacher keeps phone for remainder of period. Teacher issues 20 minute detention and parent contact

3rd offense: Student may pick up phone from the office at the end of the school day, office staff contacts home, and a letter will be sent home.

4th offense: A Parent/Guardian must pick up the phone from the office. Office staff will contact home.

5th offense: A Parent/Guardian must pick up the phone from the office. Office staff will contact home and a student detention will be issued.

Additional offenses: A Parent/Guardian must pick up the phone from the office and additional consequences may apply.

Change of Address or Phone Numbers

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

Change in Class Schedule

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

CHAPTER 103 ANNUAL NOTIFICATION STATEMENT

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention

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

State law also places limits school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s website at www.iowa.gov/educate.

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

Cheating

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

If you cheat, the following actions will be taken:

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

Dance Policy

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

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

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

Discipline Information

The PV/TL Discipline Procedure has three intended outcomes:

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

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

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

Detention

Detention should be completed within 3 days of being assigned unless alternate arrangements have been arranged with school personnel. Reporting late for detention will not be allowed. Failure to serve detention in the allotted time may result in additional consequences. Students will be expected to read or work on assignments while serving detention.

Suspensions/Expulsion

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

1. Habitual violation of one or more rules.
2. Possession or smoking of cigarettes, tobacco, and/or e-cigarettes, vapor pens and look alike.
3. Possession or use of alcoholic beverages, drugs and/or look alike-including prescription drugs. All prescription drugs must be checked in with school nurse.
4. Insubordination and/or profanity.
5. Failure to make up detention time.
6. Fighting/Physical Aggression
7. Disrespect to property, adults, and fellow students.
8. Theft
9. Truancy
10. Harassment/Bullying
11. Violation of weapons policy
12. Indecent Exposure
13. Arson/Possession or use of Incinerary devices
14. Inappropriate Use of Technology
15. Vandalism
16. Other items as determined by the administration/board policy

In-School Suspension (ISS) Rules

1. Bring all books and materials with you when you report to the office for ISS.
2. Use the restroom for the one morning and afternoon break.
3. Teachers will send assignments to you. Many students finish work early. You will bring additional reading materials.
4. At no time is sleeping allowed.
5. You are responsible for the appearance and condition of the furniture, carpet, and walls in the ISS room. You will be held accountable for any damage.
6. If you are in ISS, you may not participate in any school activity that day.
7. Failure to follow the above rules may result in additional suspension time.
8. Cell phones/technology are not permitted unless necessary for academic purposes.

Guidelines For Saturday School/Early Out School

1. Students may be assigned to Saturday School for excessive tardiness to class, repeated violations of the discipline policy, failure to complete assigned detention, or as a component of or fulfillment of administrative action taken in a discipline incident.
2. Saturday School will be held from 8:00 A.M. to 12:00 P.M. Early Out School will be held from 1:00 P.M. to 3:00 P.M.
3. Students arriving after the designated start time may not be able to serve detention that day.
4. Students will bring assignments to work on during each session. Students will be working under the supervision of school personnel.
5. Parents will be responsible for bringing and picking up students from Saturday School/Early Out School.
6. Students are expected to be respectful to the teacher(s) assigned to monitor the Early Out School/Saturday School and of school property. Students will be expected to behave and dress in accordance to what is required for regular school days.

Violations of Saturday School/Early Out School

1. If a student cannot attend Saturday School/Early Out School because of a medical or family emergency, they should notify the school, and they will make up the entire session. If a student leaves Saturday School early, for other than family or medical emergency, they will make up the entire session. If a student becomes ill during Saturday School, they will be expected to make up the time remaining at the next Saturday School session.
2. If a student does not comply with the Guidelines for Saturday School, the supervising teacher has the authority to ask them to leave, and the student will be required to complete the original period of Saturday suspension.
3. If a student assigned to a Saturday School session does not report, the student will be required to complete the original period of Saturday suspension and may be assigned one additional Saturday or other disciplinary measures. The principal will contact the student's parents at this time to discuss the missed session and any additional consequences.

Dress Code

During school hours, PVS & TL students are expected to dress and groom themselves in a way that is neither offensive nor distracting to students and/or faculty. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not.

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

Faculty members are permitted to specify a dress code for field or activity trips.

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

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

Shoes or sandals must be worn at all times.

Chains are not allowed. A pocketbook chain will be permitted provided the chain is not more than twelve inches long or greater than ¼ inch in diameter. No spiked jewelry may be worn.

Students will not be permitted to wear caps, hats, hoods, or any headgear including bandanas, unless prescribed by a doctor during the school day. In addition, sunglasses cannot be worn in school unless prescribed by a doctor.

Driving & School Permits

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

Driving & Parking

Student parking may not be available at Prairieview.

Timberline Parking Information:

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

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

Timberline School has the authority to deny use of the Timberline School parking facilities to parking violators. Other limitations may be established by the school.

Elevator

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

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

False Alarms of Fire

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

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

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

Fire Drills

Emergency and Fire Drills will be held at various intervals during the school year in accordance with state laws. Students will be notified by the communication system of the school or by a runner. Instructions for leaving each classroom will be given by your instructor and instructions will also be posted in each classroom. Make sure you are familiar with these instructions to help eliminate any confusion that would prevent an orderly exit. Please walk quickly and do not talk. Once outside the building, students should proceed in an orderly fashion to a safe distance from the school.

Flyer Distribution

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

Food and Beverage Outside the Lunchroom

Only water will be allowed outside of the lunchroom/commons without written permission from the school nurse or principal. Open food and candy containers are not to be stored in lockers or carried in the hallways. Students will be expected to dispose of these open containers immediately in a trashcan. Failure to comply with a staff member's request for disposal will be considered insubordination. Students may not order food to be delivered during the school day.

Gang Activities

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

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

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

Graduation Requirements

9th grade is considered part of the comprehensive high school experience. All courses designated for high school credit will be entered on the high school transcript. Students must earn a total of 53

credits to graduate from Waukee High School. The current requirements are listed below: Language Arts (8 credits that must include Speech), Math (7 credits that must include Statistics), Science (6 credits), Social Studies (6 credits that must include American History and American Government), Health (1 credit), Physical Education (1 credit issued each year), and Electives (21 credits).

Guidance and Counseling Program

The role of the Counselor is as follows:

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

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

Gum

Teachers decide whether or not they will allow gum in their respective classes. If a teacher determines that they do not want students chewing gum, consequences will be given if students do not comply.

Hall Passes

Anytime a student is in the halls, other than between classes, he/she should have their planner or a pass stating his/her destination and from what class he/she is being excused. It is the student's responsibility to fill out the planner/pass and have their teacher sign it. Students in the corridors, restrooms and other areas without their planner/pass may be assigned detention.

Hazing

Policy Title Hazing Prohibition Code No. 502.11

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

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

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

Reporting

The district encourages any individual who believes he/she has been a victim of hazing to report the incident. The district requires any staff member with knowledge of an alleged hazing incident to report the alleged incident immediately to the building principal. The building principal and the activities director are the primary, designated investigators. The alternate investigator will be the Assistant Superintendent of Human Resources

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

This policy shall appear in each student handbook for each district building, as well as in each staff handbook each year.

Date of Adoption September 12, 2006

Internet Appropriate Use

WAUKEE COMMUNITY SCHOOL DISTRICT recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student use. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
- Users of the network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

WAUKEE COMMUNITY SCHOOL DISTRICT may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, WAUKEE COMMUNITY SCHOOL DISTRICT will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies

All technologies provided by WAUKEE COMMUNITY SCHOOL DISTRICT are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access

WAUKEE COMMUNITY SCHOOL DISTRICT provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow protocol to alert an IT staff member or submit the site for review.

Email

WAUKEE COMMUNITY SCHOOL DISTRICT may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social / Web 2.0 / Collaborative Content

Recognizing that collaboration is essential to education, WAUKEE COMMUNITY SCHOOL DISTRICT may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

WAUKEE COMMUNITY SCHOOL DISTRICT may provide users with mobile computers or other devices to promote learning both inside and outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices, including use of the school network, may be monitored.

Personally-Owned Devices

Students may use personally-owned devices (including laptops, tablets, smartphones, and cell phones) at any time during school hours—unless such use interferes with the delivery of instruction by a teacher or staff or creates a disturbance in the educational environment. Any misuse of

personally-owned devices may result in disciplinary action. Therefore, proper netiquette and adherence to the acceptable use policy should always be used. In some cases, a separate network may be provided for personally-owned devices.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run programs over the school network or onto school resources without express permission from IT staff. For the security of our network, download such files only from reputable sites, and only for educational purposes.

Netiquette

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content.

Users should use trusted sources when conducting research via the Internet.

- Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

- Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet.
- Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

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

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.

Cyberbullying Board Policy

As per: 103 Anti-Bullying/Harassment Policy

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use

I will:

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

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

Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful to myself or others.
- Search inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students.
- Try to find ways to circumvent the school’s safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts, or content that isn’t intended for my use.

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

Limitation of Liability

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

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

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

Professional Development Day/Early Dismissal Procedure

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

Intolerance

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

Library/Computer Lab

The library provides many services including books, magazines, computers, audio-visual materials, and research assistance.

The library is open from before/after school daily. Students are welcome to use the library during study hall, classes, or at any other times if a prearranged pass has been received.

Books are checked out of the library for a two-week period and are renewable. Magazines and reference materials must be used in the library. When checking out books, students will need their student number.

Overdue notices are distributed to students in PLAN. Students are responsible for returning any overdue materials immediately. Students are expected to behave responsibly in the library or the privilege of using the library may be removed.

Library/Computer Lab Step Procedures

If a student is asked to leave the library/computer lab for inappropriate behavior, the following consequences will generally be administered depending on the severity of the behavior:

1. First Occurrence: The student will not be allowed in the library/labs for the remainder of the day.
2. Second occurrence: The student will not be allowed in the library/labs for one week. A letter will be sent home explaining the behavior and the previous action. The principal will be informed.
3. Third occurrence: The student will not be allowed in the library/labs for two weeks. A letter will be sent home explaining the behavior and previous action. The principal will be informed. The student will not be allowed back in to the library/labs until the parent responds to the letter either verbally or in writing.
4. Fourth occurrence: The student will be placed on restricted status for the rest of the school year. A telephone call will be made to the parent/guardian of the student and a letter will be sent home outlining the behavior. The principal will be informed. The student may use the library/lab resources with their teacher-accompanied class or have a pass from a teacher that states a specific reason and time frame for their use.

Locker Policy

Lockers are the property of the school and are provided for your convenience at no cost. They are subject to inspection by school officials. Students will be charged for any damage to lockers. Student access to each locker is limited to the use of a combination lock. Students are not allowed to jam their lockers for easy access. Students must clean out lockers at the end of the school year. It is also recommended that lockers be cleaned out several times during the year. Students are to only use the locker they are assigned. Any change must be approved at the front desk through the secretary in charge of lockers. Refer to Board Policy 502.5- Searches/Seizures.

Lost and Found

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

Lunchroom Conduct

All students are expected to display acceptable behavior in the lunchroom. This includes following all lunchroom rules. Students are expected to keep their lunch table clean, return all trays and silverware, and pick up any products on the floor near their table. Students are to treat lunchroom supervisors, food service personnel, and fellow classmates with respect. Failure to follow these procedures may result in a period of suspension from the lunchroom and/or assigned seating within the lunchroom.

Nutrition Services

Students will enter their district issued student I.D.# when checking out at the cash register via a secured keypad.

Breakfast and lunch is served each day in our schools. Prepayments for accounts can be made online by electronic check or credit card by accessing the RevTrak system at:

<http://waukee.revtrak.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:

<http://www.waukeeschools.org/business/forms/RevTrakFlier.pdf>

All money will go into one nutrition account. ParentOnline allows parents to view their child's nutrition account, set up low balance e-mail 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>

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

Per board policy, there is no charging allowed for breakfast, lunch, or a la carte items.

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.

Medication: Administration of medication

If medication is to be administered at school, a school form must be filled out and signed by the parent/guardian. (Forms available at the school office and on the school website.) 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 in which it is to be given, the dosage and duration. Over-the-counter medication such as acetaminophen, ibuprofen, etc. requires parent/guardian's written permission and must be brought in the original-labeled container with specific directions. At the discretion of the school nurse, the student will be allowed six doses of over-the-counter medications (acetaminophen or ibuprofen) with a completed permission form. After the six doses, the parent will need to provide medication for their student and a new permission slip. If the school nurse determines the over-the-counter could be detrimental to the student, the nurse may refuse to administer the medication.

Office Phone

Permission must be granted to use the Attendance Office phone at any time. Students are expected to take proper care of the phone and demonstrate appropriate behavior when waiting to use it. Only one or two minute local calls are to be made. The classroom and office phones are not for student use.

Out-of-School Conduct

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

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

Physical Education Padlocks

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

Positive Behavior Instructional Support (PBIS)

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

Dismissal of Student From Class for Disciplinary Reasons

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

Displays of Affection

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

Minor Problem Behaviors:

Incomplete work
Not following directions
Excessive Talking
Bother others Physically or Verbally
Disruptive
Being Disrespectful
Inappropriate Language

Major Problem Behaviors:

Abusive Language
Fighting/Physical aggression
Harassment, teasing, taunting
Disruption leading to interruption in instruction or safety
Theft
Vandalism
Possession of firearm, alcohol and/or tobacco
Gambling

Report Cards and Grading System

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

Rollerblades/ Skateboards/Scooters

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

School Grounds

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

SchoolMessenger

SchoolMessenger is the communication system used to relay information to our Waukee Community. Information regarding school closings, early dismissals and late starts are all sent through this system to personal email accounts. When your student is registered for school, you provide an e-mail so that the district /school can contact you as needed. That email is used to send SchoolMessenger.

Silver Cord

9th grade students become eligible to earn Silver Cord hours in November of their 9th grade year.

Technology

Students are given the opportunity to use technology within their education. It is an exciting way to learn, but with it comes responsibility. Each student must agree to follow the rules and procedures for using technology as required by the Waukee Community School District.

Textbook Fines

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

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

Theft/Vandalism

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

Threats of Violence

Any threat, verbal or otherwise, to staff members or other students is strictly prohibited. Threats intended as a joke will be treated with complete seriousness. Consequences, including suspension and/or exclusion may be imposed at the discretion of the school administration or Board of Education. Legal authorities may also be asked to assist in some cases.

Tornado Drills

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

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

Traffic in Halls

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

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

You have four minutes between classes for passing from one room to another. Please keep to the right and do not congregate in the halls. Do not run. Keep your hands to yourself. Talk quietly. After school, students who do not have school business are asked to leave the building by 3:10 P.M.

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 destinations safely. This requires the cooperation of parents, students, bus drivers and school administrators.

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

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

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

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

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

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

Fourth Violation—Students receiving a fourth violation will lose bus-riding privileges for 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 School Services representative and the school administrator has resulted in an agreement of satisfactory resolution to the problems.

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

At any time a single violation of the conduct rules is deemed to be so serious in nature as to jeopardize the overall climate of the bus, a school administrator may suspend the student for the

remainder of the school year. A meeting with the student, parent, bus driver, Durham School Services representative and the school administrator will take place and serve as notification. When a suspension from the bus for the remainder of the school year is invoked, the Chief Operating Officer will also be notified.

School Bus Rules and Regulations

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

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

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

Students crossing the roadway to board or depart from the bus will pass in front of the bus (no closer than ten (10) feet, look in both directions and proceed to cross the road or highway only after a signal from the driver.

The use or possession of alcohol, tobacco, illegal substances or weapons is strictly prohibited on the bus. No food or drink shall be brought onto or consumed while riding the bus.

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

Students damaging seats or equipment will be required to pay for the cost of the repairs. Students are allowed to ride only at their assigned times and on their assigned buses. Friends or relatives may not ride due to limited space.

Violations of bus rules and regulations will be documented on a School Bus Incident Report form. The form will be distributed per the bus discipline section. No additional students may ride buses on early dismissal days. For safety reasons, students may not bring skateboards, roller blades or scooters onto the bus.

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

Visitors or Guests

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

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:

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

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

Weather-Related Cancellation or Early Dismissal Procedures

The decision for an early dismissal due to weather conditions will be made by the Superintendent of Schools with information gathered from various individuals, reports from the weather radio monitor, and area schools in the path of the storm. Posting on the district website will occur as soon as a decision is made.

- School Cancellation: Decisions will be made and announced on the local radio and television stations prior to 6:00 a.m. if possible.
- Early Dismissals: Under most circumstances, radio announcements will be made one hour prior to dismissal. The email emergency parent notification will be distributed to those parents who have subscribed.
- Delayed Starts: Delayed starts will be announced on local radio and television stations prior to 6:00 a.m. if at all possible, as well as posted on the district's website. A weather-related delayed start serves two purposes. It allows time to track the severity of a storm front. If conditions worsen, the announced delay may become a cancellation. A delayed start also provides additional daylight and improved visibility, which may be all that is necessary with some conditions.

In the event of school closing for an emergency, weather or otherwise, the following will apply:

1. School Cancelled:
Events/practices will be cancelled. Varsity events will be cancelled or adjusted as determined by the Superintendent/designee and Principal/designee.
2. School Dismissed Early:
Events/practices will be cancelled. Varsity events will be cancelled or adjusted as determined by the Superintendent/designee and Principal/designee.
3. Delayed start: Practices/events will be held as scheduled unless safety will be compromised.

Parents and students are not to call school during emergencies or storm conditions, as we want to keep telephones open for emergency calls as much as possible.

Weapons and Dangerous Objects

Students are strongly discouraged from bringing knives and other sharp instruments to school. Any knife or other potentially dangerous objects may be confiscated by the principal/designee. The parent will be notified and the principal/designee will determine whether consequences are necessary. Any student in possession of a knife with a blade that exceeds two inches in length will be suspended.

LEGAL NOTICES AND OTHER DISTRICT WIDE 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), 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 Equity Coordinator, Mr. Terry Welker, Director of Human Resources, 560 SE University Avenue, Waukee, IA 52316. Phone number: 515-987-5161. Email: twelker@waukeeschools.org.

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.

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 nonnuclear 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 Mrs. Jo Hromatka, nurse at Waukee Middle School, and level one investigator (987-5177) or Extension 3425..

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.

Student Records

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

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

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

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level and from middle school to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained.

Request for Reconsideration of Instructional Materials

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

Citizen Complaints

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

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

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

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.

Non-Custodial Parents

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