



South Middle School
2350 SE LA Grant Parkway
Waukee, Iowa 50263
515-987-3222, phone
515-987-2785, attendance
515-987-3233, fax

Waukee Middle School
905 SE Warrior Lane
Waukee, Iowa 50263
515-987-5177, phone
515-987-2787, attendance
515-987-2741, fax

Student Handbook 2016-17

Principal

Doug Barry
dbarry@waukeeschools.org

Assistant Principal

Clay Young
cyoung@waukeeschools.org

Counselors

Nicole Baugh
nbaugh@waukeeschools.org
Jessica Zittergruen
jzittergruen@waukeeschools.org

Principal

Adam Shockey
ashockey@waukeeschools.org

Assistant Principal

Susan Anderson
sanderson@waukeeschools.org

Counselors

Lindsey Temple
ltemple@waukeeschools.org
Trudy Vande Kamp
tvandekamp@waukeeschools.org

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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 the level one investigator at 987-5161.

The entire policy on abuse of students by district personnel is defined in Board Policy 413.4 and is available in the principal's office, the administration office, and the public libraries. This information can also be accessed on the district website.

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.

CITIZEN COMPLAINTS

Purpose. The Board recognizes that situations may arise in the operation of the District which are of concern to parents or to the public. The Board strongly believes that all concerns should be resolved at the lowest possible level of decision-making by the individuals involved. Concerns are best dealt with in open communication by the individuals involved. Therefore, the

purpose of these complaint procedures is to resolve, at the lowest possible level, and as expeditiously as possible, complaints of any person regarding any district matter.

Complaint Procedures: Board policies addressing formal, written citizens' complaints are explained in Board Policy 1003.3.

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 Waukeel Community School District has the obligation under Section 504 to identify, evaluate, and, if the student is determined to be eligible, afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

FIELD TRIPS-Policy 603.7

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. The superintendent or designee will approve transportation for field trips and excursions.

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

The superintendent's approval or superintendent's designee's approval will be required for field trips and excursions outside the state or one way travel in excess of 180 miles from the district office. Board approval will be required for field trips and excursions that involve one way travel in excess of 260 miles from the district office or unusual expense.

Field trips and excursions are to be arranged with the principal well in advance. A detailed schedule and budget must be submitted by the employee. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher may be required to submit a written summary of the event.

HARASSMENT AND BULLYING

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:

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

- 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;
- Repeated remarks of demeaning nature that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- 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;
- 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
- 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 Asst. Supt. For H.R. 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 5026

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 Asst. Superintendent of Human Resources., the designated investigator. The alternate investigator is the Asst. 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.

NON-CUSTODIAL PARENTS

Copies of newsletters, teacher flyers/memos, and progress reports will be mailed or emailed to the non-custodial parent upon written request. Progress reports and the Daily Bulletin are available via Powerschool. Access to teacher blogs is available per each school's website. Please contact the student services secretary if you need assistance accessing any of the above resources.

NONDISCRIMINATION 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 at 987-5161.

Inquiries regarding compliance with these policies may be directed to Mr. Terry Welker, Waukee Community School District, 560 SE University, Waukee, IA 50263, to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, Department of Education, Chicago, Illinois.

The Waukee Community School District Complaint Procedure, in its entirety, is located in the Board of Directors Policy Book. Procedures for staff are outlined in Board Policy 405.5. Procedures for parents, students, and community members are referred to in Board Policy 502.9 and 1003.3. Copies are in the principal's office, administration office, and the public libraries. This information can also be accessed on the district's website at www.waukeeschools.org

RELEASE OF STUDENT PHOTOGRAPHS

Student directory information is designed to be used internally within the school district. Directory information shall be defined in the annual notice (506.2-E). It may include the student's name, photograph or likeness, audio files, video recordings, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received. Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Prior to giving directory information to the public, parents (including parents of students open enrolled out of the school district and parents of children home schooled in the school district)

will be given notice annually of the intent to give out directory information and have the opportunity to deny the inclusion of their child's information in the directory information.

It shall be the responsibility of the superintendent to provide notice and to determine the method that will inform parents.

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

The Waukee Community School District attempts to supply the needs and requests of staff members and students for textbooks, instructional materials, supplementary and media materials that will support the goals and objectives of the instructional program, which will provide a variety of points of view and reader appeal. The materials should have aesthetic, cultural, and 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 the principal's office, administration office, and the public libraries. This information can also be accessed on the district's website.

HOMELESS (Board Policy 501.14)

The Board shall make reasonable efforts to identify homeless children and youth within the district, encourage their enrollment and eliminate existing barriers to their receiving education which may exist in district policies or practices, per the McKinney-Vento Homeless Education Assistance Act. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is Peg Erke, Director of Student Services.

STUDENT CONDUCT / DISCIPLINE

Refer to Board Policy 502.1 for information on student conduct and discipline.

The students served in the Waukee Community School District are highly motivated and respectful of the rights of others. They recognize the importance of education and display this through their compliance with necessary rules and policies relative to their behavior while in the school.

However, in any school setting, it is realistic to acknowledge that situations will arise which are in conflict with established rules and policies. In that event, students may be disciplined for conduct, acts of behavior which disrupt the orderly and efficient operation of the school or school activity, conduct which disrupts the rights of other students to obtain their education or participate, or conduct which interrupts the maintenance of a scholarly, disciplined atmosphere.

Breach of discipline may include, without limitations:

1. Refusal to conform to school policies, rules, or regulations.

2. Conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school-related activity.
3. Refusal to comply with directions from teachers, administrators, or other school personnel.
4. Physical attack or threats of physical attack to students, teachers, administrators or other school personnel.
5. Possession of weapons, contraband or dangerous objects.
6. Extortion.
7. Criminal or illegal behavior.
8. Theft or robbery.
9. Damaging, altering, injuring, defacing or destruction of any building, fixture or tangible property.
10. Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any school property, whether or not any such property is actually damaged or destroyed.
11. Threatening to place or attempting to place any incendiary or explosive device or material, or any destructive substance or device, in or about the school premises or premises where a school-sponsored activity will be held.
12. Fighting or engaging in disruptive or violent behavior at school or at school events.
13. Making noise in the vicinity of the school or school-sponsored activities which disrupt the orderly, efficient and disciplined atmosphere of the school or the school-sponsored activity.
14. Abusive epithets, threatening gestures, or harassing behaviors to other students, teachers, administrators or other school personnel.
15. By words or action initiating or circulating a report or warning of fire, epidemic, or other catastrophe knowing such report to be false or such warning to be baseless.
16. Obstructing school premises or access to school premises or premises where a school activity is being held.
17. Possessing or consuming alcoholic liquors or beer on school property or while attending a school activity.
18. Possession of a controlled substance or controlled substance look-alike.
19. Use of tobacco or any controlled substance.
20. Gambling.
21. Documented conduct detrimental to the best interest of the school district.

This discipline policy shall govern students while on school premises; while on school-owned and/or operated school or chartered buses; while attending or engaged in school activities; while away from school grounds if misconduct will directly affect the good order, efficiency, management and welfare of the school.

Consequences for Violation of the Regulations, Rules and Policies of the School District

Students who violate policies, rules or regulations of the school district, or who have documented cases of conduct detrimental to the best interest of the school district, may be suspended or expelled from school or otherwise punished as provided by this policy. The principal or designee(s) shall have the authority to suspend students temporarily. Such suspension may be for a period not to exceed ten (10) school days. A suspended student shall be given opportunity

to make up work and receive credit on the same basis as other absentees. A day of suspension shall be counted as an absence. The initiative to make up work must be made by the student.

The principal or designee(s) may impose a range of penalties based upon professional judgment and the facts and circumstances of each situation. Consequences may range from warning, counseling, reprimand, detention, in-school suspension, loss of privileges, suspension from school, suspension from participation in activities, or recommendation for expulsion.

The Board of Directors, upon recommendation of the building principal or designee, may expel a student from school for violation of the policies, rules, or regulations of the school district or for documented cases of misconduct detrimental to the best interest of the school district. Any student who possesses a weapon or dangerous object while on school property will be suspended and recommended for expulsion to the Board of Education. The Board may expel any incorrigible child or any child whose presence in school may be injurious to the health or morals of other students or to the welfare of the school.

If it becomes necessary to discipline a child who is eligible for special education services and the disciplinary action would result in a change in placement, the District will observe all procedural safeguards and due process procedures required by state and federal laws. The District remains responsible to offer an appropriate instructional program to the child by establishing the necessary program in accordance with state and federal laws and rules.

A child with a disability in this district is entitled to an appropriate instructional program through 21 years of age or graduation after the satisfactory completion of the appropriate course of study.

STUDENT FEES

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

STUDENT RECORDS-BOARD POLICY 505.1

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

Parents and eligible students shall have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of post-secondary education. Parents of an eligible student shall

be provided access to the student records only with the written permission of the eligible student. Parents of an eligible student who is defined by the Internal Revenue Code as a dependent student may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's student records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records.

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

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

Copies of student records will only be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records shall be waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

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

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

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

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

- to school officials within the school district whom the Superintendent has determined have a legitimate educational interest;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records;
- to the U.S. Comptroller General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organization conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- in connection with a health or safety emergency; or,
- as directory information.

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

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

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

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to the special education student, the parents or eligible student shall be notified. If the parents or eligible student request that the records be destroyed, the school district must destroy the records. Prior to the

destruction of the records, the school district must inform the parents or eligible student of the reasons for which they may want the records maintained. .

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

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

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

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

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

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

WEAPONS POLICY

School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes 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-a-likes 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 the principal's office, the administration office, and the public libraries. This information can also be accessed on the district's website.

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 that have subscribed. Extra buses and drivers may be utilized so that all bus students can be dismissed at the same time. Buses will begin loading prior to the announced dismissal time. Students who walk or are picked up by parents will be dismissed at the announced dismissal time.
- 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.

ACADEMIC HONESTY

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, electronically copying, sending, texting, photographing, copying from other sources or similar cheating is not tolerated. Discipline procedures will be followed as outlined in this handbook.

ADMINISTRATION OF MEDICATION

If medication is to be administered at school, a school form must be filled out and signed by the parent (forms are available at the school office and on the school's website). The medication must be in the original container, which is labeled by the pharmacy or the manufacturer with the name of the student, name of the medication, time of day to be given, the dosage, and duration. Over-the-counter medications such as acetaminophen, ibuprofen, cough drops, etc., require the parent'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 medication could be detrimental to the student, the nurse may refuse to administer the medication.

ATTENDANCE

Philosophy:

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 educational 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 hundred and eighty days (180) per academic year. It is suggested that parents/guardians consult the school calendar before arranging medical and dental appointments.

Exceptions to this principle of one hundred and eighty (180) days are explained later in the section on absences.

If a student's absences indicate an affect on 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 middle school 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 not a reason to keep a student home. Research shows, a student who attends school regularly 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 present a signed note from their parents 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 the assistant principal and/or school resource officer. After 5 unexcused tardies per quarter, the assistant principal 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 assistant principal 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.
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. PBIS guidelines will be followed for unexcused tardies.

Leaving During The School Day

1. Students leaving school during the day for any reason should bring a signed note from their parent/guardian in advance or have parent/guardian call the office stating the reason for the absence. Students who return to class or arrive after the school day has begun must sign in at the office for readmission.
2. Students are not released to anyone other than their parents during the school day unless there is parent approval or if it is the emergency contact person. The parent must arrive in the office and sign out the student.

3. Students leaving classes/campus without permission may result in disciplinary action. For student safety, it is standard protocol for the school to alert parents and/or the police department if students leave the building/campus without permission.

Make-Up Work

When students are absent, it is considered the responsibility of the student to obtain and complete any make up assignments. Students who know they are going to be absent prior to an absence should make arrangements with their teachers in advance to make up schoolwork. If a student misses more than two consecutive days, a parent should call the office and arrangements will be made to gather assignments.

BAGS

Gym bags, backpacks, suitcases, briefcases, equipment bags, purses and other similar bags are not to be used other than 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. Lockers are intended to store basic supplies. It is the student's responsibility to use items/supplies that fit within the provided locker. With the exception of transporting items to/from PE or if it involves a personal health need, bags are not permitted in the hallways during passing time.

BEHAVIORAL EXPECTATIONS STATEMENT

This handbook is an extension of the board policy and is a reflection of the goals and objectives of the school board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language.

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district, while on school-owned and/or school-operated buses or vehicles or chartered buses, while attending or engaged in school activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district or involves students or staff. A violation of a school district policy, rule, regulation, or student handbook policy may result in disciplinary action and may affect a student's eligibility to participate in extra-curricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations, and student handbook. Students who fail to abide by the school district's policies, rules, regulations, and student handbook may be disciplined for conduct which disrupts or interferes with the educational activities, conduct which disrupts the rights of other students to obtain their education or to participate in school activities, or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can

also include prohibition from participating or being a spectator in extra-curricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the middle school office for information about the current enforcement of the policies, rules, regulations, or student handbook of the school district.

BICYCLES, MOPEDS, ROLLERBLADES, AND SKATEBOARDS

Bicycles may be ridden to school but are not to be ridden during the school day. Bicycles must be taken directly to the bike rack area upon arrival at school. It is recommended that bikes be locked. Mopeds are motorized vehicles and cannot be ridden on school grounds. They must be parked in designated parking lot, within a parking space, and cannot be used during the school day. If riding a moped to school, please refer to Board Policy 504.4 for guidance on specific safety expectations and procedures. Rollerblades are not to be worn in the building, and skateboards are not to be ridden on school grounds. Upon entering the building the skateboard must immediately be turned into the office and may not be picked up until dismissal time. The school cannot be responsible for any damage done to these items.

BUILDING HOURS

The normal school day is from 8:05 a.m. – 2:58 p.m. Students should not be present on school grounds or in the school building before 7:35 a.m., unless special arrangements have been made with a teacher, coach, or office personnel. Students, except those involved in extra-curricular activities or those needing help from a teacher, should leave the building and/or school grounds by 3:05 p.m. If school is dismissed early, students are expected to leave the school grounds within ten minutes of dismissal. Parents are reminded that students must be picked up by 1:15 on early dismissal days.

Middle school students who arrive prior to 7:55 a.m. are to report to the morning assembly area and are not to enter grade level zones or go to their lockers or other classroom areas prior to 7:55 without a pass or permission from a teacher. Students in the morning assembly area are expected to visit quietly or study while waiting for the start of the school day.

Students, including those riding school buses, may not leave the school grounds once they arrive at school.

CARE OF SCHOOL PROPERTY

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Students are responsible for keeping hallways, classrooms, lockers, and dining areas clean. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

CELL PHONES / ELECTRONICS / MUSICAL DEVICES

Students are expected to keep their communication/electronic devices turned off or on vibrate during the instructional parts of their day. The exception to this is if the students have legitimate school use and permission has been obtained in advance from the appropriate teacher, coach, or sponsor. The school will not be responsible for any lost or damaged personal devices.

Cell phones and other communication devices that are disruptive to the learning environment or are used inappropriately will be confiscated and may be retrieved from the office at the end of the school day. After the second and third offenses, a referral to the guidance counselor will be made for the purpose of re-teaching PBIS expectations on the use of electronic devices. For offenses beyond the third, a parent must come in to retrieve the phone. Repeated offenses beyond the third will be considered insubordination.

No phones or other electronic devices shall be used in restrooms or locker rooms.

Laser pointers are not allowed in the school setting. Students using laser pointers will receive a consequence, and the laser pointer will be confiscated.

COUNSELING PROGRAM

South Middle School
Mrs. Nicole Baugh
Mrs. Jessica Zittergruen

Waukee Middle School
Mrs. Lindsay Temple
Ms. Trudy Vande Kamp

Waukee Middle School and South Middle School have full-time school counselors who facilitate in the development of the personal, social, academic, and career needs of all students. Counselors serve as points of contact for parents for a variety of issues/concerns, while at all times remaining an advocate for the student. The counselors deliver services through the following methods: individual counseling, small group counseling (data-driven), and assisting with classroom lessons. Visit each counselor's blog for current information or opportunities from the Counseling Program.

DANCES/MIXERS

School-sponsored dances/mixers must be approved by the principal. School district policies, rules, and regulations will be enforced. Students violating school district policies, rules, or regulations will be asked to leave the dance/mixer and school grounds. Students who leave a dance/mixer will not be allowed to re-enter and also must leave the school grounds. Non-WMS/SMS students are not allowed to attend school dances/mixers. Students serving discipline during the period of the dance/mixer will not be allowed to attend.

DEFINITIONS

In this handbook, the word “parent” also means “guardian” unless otherwise stated. An administrator’s title, such as superintendent or principal, also means that individual’s designee unless otherwise stated. The term “school grounds” includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school operated buses or vehicles and chartered buses. The term “school facilities” includes school district buildings and vehicles. The term “school activities” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

DIVERSITY AND INCLUSION

The Waukee Community School District is dedicated to building genuine relationships by promoting the learning of individual perspectives and positively contributing to a diverse global community.

In 2010-11, the district administration along with a representation of K-12 teaching staff, parents, and community members formed a Diversity Leadership Team. The initial goals of this group were to clearly define diversity and inclusion in the Waukee Community School District, develop a district philosophy statement, examine current professional development and classroom practices that address diversity and inclusion, and develop a comprehensive plan that ensures diversity awareness and education for Waukee staff and students.

Philosophy Statement and Guiding Principles of the Diversity and Inclusion Leadership Team

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

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

The team identified five main components that comprise the comprehensive plan. The components include professional development for all Waukee staff, enhanced communication through website improvements and a parent liaison group, acquisition of resources to supplement curriculum and instruction, and data collection for analysis of implementation. These focus areas guide the team’s work to ensure diversity awareness and education continues to be an important facet of the district mission and vision.

Diversity Definition

Any aspect of an individual that makes her or him unique.

“It is our individual stories that make us diverse. Your story matters.”

Inclusion Definition

Inclusion refers to the behaviors and actions of accepting, embracing and appreciating diversity.

Our Commitment

The Diversity Leadership Team is continuing this important work to ensure the commitment to diversity and inclusion is intentional, thoughtful, and authentic throughout the school system and community.

DRESS CODE

During school hours, WMS and SMS students are expected to dress and groom themselves in a way that is neither offensive nor distracting to other 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 or leave school 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 of such things as alcohol, tobacco, or drugs, clothing which displays obscene material, profanity, vulgar statements, satanic symbols, gang symbols, hate messages, sexual innuendoes, suicide, intolerance, violent messages, reference to subversion, making reference to prohibited conduct, or other messages which are interpreted as being inappropriate or offensive. Face painting is not allowed.

Clothing must serve the purpose of protection and privacy. Clothing must cover genitals, upper thigh, full back, chest, stomach and bottom, for both male and female. No undergarments should be visible. Sleeveless shirts are acceptable. Staff will have discretion in determining if dress code is violated.

Shoes or sandals must be worn at all times. Bedroom slippers and shoes with rollers are not allowed.

Chains are not allowed. A pocketbook chain will be permitted provided the chain is not more than twelve inches long or greater than $\frac{1}{4}$ inch in diameter. No spiked jewelry may be worn.

Students will not be permitted to wear caps, hats, bandanas, hoods, or any headgear unless prescribed by a doctor. Coats and outdoor jackets are also not allowed. Medical or religious circumstances involving such items will be considered on a case-by-case basis. In addition, sunglasses cannot be worn in school unless prescribed by a doctor.

EMERGENCY DRILLS

Periodically, the school holds emergency fire, lockdown, and tornado drills. At the beginning of the school year, teachers will notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Drills may be held without warning, and students need to be familiar with the route to be taken from every room in which they have a class.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules, and regulations, may be reported to law enforcement officials.

EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in a wide variety of non-academic activities designed for middle school students only. Vocal and instrumental music, as well as student plays and other opportunities are available to all middle school students.

Students who choose to participate in extra-curricular activities are expected to meet all commitments as determined by the coach/director/sponsor.

Students participating in school activities are expected to be in school for the last half of the day on the day of the event in order to participate in the school activity.

It is expected that all young people attending Waukee Middle School and South Middle School are intending to receive an education. Therefore, students are expected to give an appropriate effort, display a positive attitude, work to the level of their ability, be respectful, and adhere to all rules for each classroom and to those stated in the handbook. If a student does not meet the guidelines as required by the teacher, then the student is in jeopardy of losing his/her extra-curricular status. Rather than set up a weekly eligibility list, each teacher, working through the counselor or assistant principal, has the ability to withhold a student from participation if the student does not meet the teacher's expectations and requirements. The teacher may elect to keep this ineligibility in place until satisfactory progress has been demonstrated. This ineligibility could include, but is not limited to, low quality work, failing work, incomplete work, absenteeism, and an inability to follow class/school rules. There is no specific time frame for the ineligibility. The teacher, working in conjunction with the counselor or assistant principal, would be able to determine the length of time reasonable to correct the problem.

GAMBLING

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

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

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

CANDY, FOOD, AND DRINKS

Food and drink, with the exception of water, may not be consumed in any area of the building except the lunchroom, including the locker area. No glass containers are permitted. Cough drops will be considered candy unless their use is documented by a parent through a note to the health office.

HALL PASSES

Students must have a hall pass to be in the halls when classes are in session.

HAWK-I INSURANCE FOR CHILDREN

Parents can apply for low-or-no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet the certain criteria are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy, and hospital services to name a few. Parents are urged to call 1-800-257-8563 or go to the website at www.hawk-i.org for more information.

HEALTH NEEDS OF STUDENTS

There is a registered nurse in charge of the middle school health office. There are CPR/First Aid certified personnel and medical response personnel in each building to immediately respond to emergency situations during school hours. If students are ill or need to go to the health office, they should get a pass from their teacher and go directly to her office. Except in emergencies, students should not go to the health office between classes. In case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents, or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency personnel, if necessary, and will make every effort to have the student transported to the medical facility designated on the student information sheet.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENT'S POSSESSION

Students are prohibited from dispensing, manufacturing, possessing, using and being under the influence of alcohol, drugs, or look-a-like substances and related paraphernalia. No student is permitted to possess or use tobacco, tobacco products, or look-a-like substances. Any student who is under the influence or possesses, transmits, or uses such substances or materials shall receive a suspension from school and/or be required to meet with and follow the recommendations of a counselor. The school resource officer will be notified of the offense and may take legal action accordingly (ex: issue a ticket, place on probation, etc.). In addition, such students will also be subject to loss of eligibility for participation in extra-curricular activities.

IMMUNIZATIONS

Effective 2013-2014 school year and thereafter, all 7th grade students born on or after September 15, 2000, will need to receive a Tdap (adolescent tetanus, diphtheria and pertussis) booster vaccine and submit a completed Certificate of Immunization or Provisional Certificate of Immunization prior to enrolling in school. (Iowa Administrative Code)

INCLEMENT WEATHER / EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities or practices scheduled for the day or evening of a day when school is cancelled or dismissed early may be cancelled and rescheduled. The 8-9 Activities Director may determine whether to hold extra-curricular activities or practices. If the extra-curricular activity is not to be held, students and parents are notified in the same manner as the notification that school was dismissed.

INSTRUMENTAL MUSIC

For the most part, instruments for use in band will be purchased or rented by parents from area music stores. Some larger instruments, such as tubas, may be rented from the school. Students are responsible for buying their own supplies (reeds, oil, lesson book, etc.) and for any repairs to their own instrument. Each student is expected to be responsible for the care and maintenance of any instrument they play.

INTERNET APPROPRIATE USE (POLICY 605.6)

Computer technology available in the Waukee Community School District enables students and staff to gain access to a vast amount of online resources, develop essential technology skills, and expand classroom educational opportunities.

The district provides computing, networking, and information resources for access and use by students, faculty, staff and other persons affiliated with the district. These resources include the access and use of district's email system and computer network. The district has the responsibility and duty to maintain the integrity, operation and availability of its electronic systems for access and use.

The district cannot and does not guarantee user privacy or system reliability and is not liable for any loss or corruption of data resulting from using the Internet. Users should be aware that on occasion duly authorized personnel have authority to access individual user files or data in the process of performing repair or maintenance of equipment, or through routine monitoring. Users are responsible for making regular backup files of their work.

The Internet provides a vast collection of educational resources for students and employees. It is a global network, making it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received

on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students, and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

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

The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;

Student safety with regard to:

- safety on the Internet;
- appropriate behavior while on online, on social networking Web sites, and
- in chat rooms; and
- cyberbullying awareness and response.

Compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Inappropriate use of the Internet will result in disciplinary measures established in handbooks consistent with Board Policy.

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

LIBRARY / MEDIA CENTER

A teacher librarian or associate is available to assist students during the school day. Books (electronic, audio, and print), magazines, and newspapers are available for free reading. Reference materials, computers, audio-visual equipment, books, computers, and Internet service is available for assigned work and student research projects.

Materials may be checked out for two weeks, with a renewal for the same amount of time if necessary. Overdue materials will be charged a fine of five cents per school day. Lost and damaged materials will also be assessed a fine.

LIFE-THREATENING ALLERGIES

The Waukee School Board has adopted a policy to minimize the chance of a child experiencing a life-threatening allergic reaction. For a complete understanding of the policy, refer to 504.2 of the Waukee Board Policy.

The focus of the policy is to request that parents and students avoid including nuts and nut products in lunches and snacks in all grades. No homemade treats or food items for students will be allowed to be brought into Waukee Schools.

In grades K-9, no type of food or candy item may be used in a project. This would include projects created at school or outside of school and sent to school.

LOST AND FOUND

There are designated areas in the middle school for lost and found items. Please check promptly at the office if you are missing something, as unclaimed items will be removed periodically. Students are responsible for their own personal and school items. When a personal belonging appears to be missing or stolen, school officials will attempt to assist the student in the recovery. If found, money, purses wallets, and other valuable items are to be turned in to the office. Students are urged to make a prompt inquiry concerning such items. The best advice for students is to always take the time to secure personal belongings in a locker.

LUNCH/BREAKFAST PERIOD

Middle school students are not to leave the school grounds during the lunch or breakfast period. All lunches and breakfasts, hot and cold, are to be eaten in the student commons. Students will be expected to follow PBIS expectations in the lunch area as well as in the halls and classrooms. Students are to walk into the lunchroom and go through the serving lines quietly, treat each other and the kitchen staff respectfully and courteously, and use a voice level no louder than that which can be heard at the table. Students will be expected to stay seated except to purchase food, return a tray, or throw away garbage. If a student decides not to follow proper lunchroom behavior, the student may be removed from the lunchroom immediately and may be assigned additional consequences. Lunchroom and breakfast supervisors reserve the option to assign students to specific seats in the lunchroom.

Food is to be eaten and beverages are to be consumed in the commons area and are not to be taken into the hallways or locker areas. Please do not send pop, energy drinks, or any caffeinated beverages with your child's cold lunch, as he/she will not be allowed to drink it. Exceptions to this will only be made on field trip days, special outdoor activity days or our annual field days. Milk, 100% juice boxes, and 8 oz. water bottles are available for purchase or may be sent from home. Students are expected to clean their table area before being dismissed and to follow all directions of the lunchroom or breakfast supervisors.

Parents are welcome to visit their student for lunch or breakfast in the commons. Otherwise, visitors are not allowed in the lunchroom.

LUNCH PROGRAM/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.

Negative Balance Policy

6th-7th grades:

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

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

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.

MESSAGES & DELIVERIES TO STUDENTS DURING THE SCHOOL DAY

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

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

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

MONEY

Students should not bring money to school without a specific reason for it. When cash is needed, it is recommended to limit it to the amount required. If cash is brought, students should try to pay for the purchase as early in the day as possible. When larger amounts are involved, a check is preferred.

MUSIC LESSONS

Music lessons will be scheduled during the school day as per board policy. Each 6th and 7th grade band student will be scheduled for a 20-minute lesson during each six-day cycle.

PARENTAL CONCERNS

During the course of a school year, there may be times when parents have concerns relating to their child and a particular situation with which they are involved. When situations of this nature arise, there is a certain process a parent should follow in attempting to clarify or remediate the situation. The parent's first contact should be with the teacher, followed by their child's counselor, assistant principal, and finally to the building principal. If resolution is not achieved through this process, the parent has the option of contacting the superintendent of schools.

PHYSICAL EDUCATION

All students are required to dress for physical education in appropriate gym clothes. Cut-off jean shorts and spandex bicycle shorts are not allowed. If there is any safety concern related to clothing, the PE instructor shall have the discretion to require the student to change clothing to eliminate the safety concern. Shower facilities are available, and their use is encouraged. School

PE uniforms are not required. Clothing left in the locker room will be considered discarded and will be given to appropriate charities

Unless a doctor’s note is provided, illness and injury do not excuse students from PE activities. See the PE syllabus for the requirements for participation.

PHYSICAL EXAMINATIONS

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to submit a physical form that is provided by the Iowa Athletic Association. This can be obtained on the district website at www.waukeeschools.org.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

The vision of Waukee Middle School and South Middle School upholds student achievement and good character. We are a Positive Behavior Interventions and Supports (PBIS) school and strongly believe in creating an environment that promotes and models the Five Keys to Success: Trustworthiness, Fairness, Caring, Respect, and Responsibility.

Advisory time is a vehicle to teach, promote, and reinforce good character and positive behaviors. All students are expected to participate and be a positive force in these sessions. Additionally, PBIS is infused in individual classes, hallways, cafeteria, on the bus, at assemblies, field trips, extra-curricular activities and throughout the day to further promote good character and positive behavior.

One of the goals of PBIS is to celebrate and recognize students behaving in accordance with the PBIS expectations. When behavior occurs that does not meet PBIS expectations, students engage in a sequence of reteaching lessons, along with consequences as determined by teachers and/or administrators.

PBIS School-wide Behavior Expectation Matrix

Typical Setting-Contexts	↔ Caring	↔ Respectful	↔ Responsible	↔ Trustworthy	↔ Fair
Classroom	Keep hands, feet and objects to self Use the words please and thank-you	Respect other people’s personal space and property Be an active listener Use appropriate language and volume level	Be on time Come prepared with materials to class Fill out your planner	Stay focused on your own work Give your best effort Be truthful Follow electronics policy	Be a team player Be quiet so that others can work
Hallways	Walk in the hallway	Use appropriate language and volume level	Put litter in trashcans	Get to your destination Be on time to school,	Allow others to get to their correct destination

	Keep hands, feet and objects to self Appropriately greet others	Respect building property Respect other people's personal space and property	Have a pass during class time	class, lunch, and dismissal from the building Follow electronics policy	
Lunchroom Commons	Show appropriate table manners Use the words please and thank-you Keep hands, feet and objects to self	Ensure that your table and floor area is clean Pick up any dropped items Sit where directed Use appropriate language and volume level	Be on time Have your lunch card or money daily Have money in your account Eat own food, no sharing	Purchase own lunch Leave other's things alone at the table. Follow electronics policy	Engage all persons in appropriate table conversation
Library	Use quiet voices Use the words please and thank-you Clean up work area prior to leaving	Take care of books checked out Ensure that your area is clean Use appropriate language and volume level	Return books on time Push in chairs	Use computers for school work Use library time for appropriate purposes Always have a pass Follow electronics policy	Be quiet so that others can work
Gym Auditorium	Keep hands, feet, and objects to self	Be quiet and listen to guest speakers Respect building property Use appropriate language and volume level	Sit in and stay in assigned area	Exit through the correct doors Exit when dismissed Follow electronics policy	Take turns exiting and entering
Bathrooms	Clean up after self Keep hands, feet and objects to self	Respect the privacy of others Use appropriate language and volume level	Respect building property Have a pass during class time Be free of candy and gum	Go directly there and directly back to class Always have a pass Follow electronics policy	Take turns Let others into bathroom and/or drinking fountains

POSTING OF INFORMATION-FLIERS

The District Communication Coordinator can explain or answer questions regarding the school's rules on posting and distributing materials.

Flier Distribution

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

accessed by visiting, <https://blogs.waukeeschools.org/waukeebackpack/>

POWER SCHOOL

Power School is a specific communication tool intended to keep students and parents informed of student progress and other student information. Parents are able to access this information with an assigned password. The password will not be issued by phone or email. In an effort to protect the confidentiality of students, parents must arrive in person at the school office and show appropriate identification to receive their password. There may also be unique cases, after given approval from the district or school administration, where the parent access information may be sent home with a student.

PROGRESS REPORTING

Guiding Principles for Middle School Grading:

1. Differentiation of instruction is necessary in order for students to grow and progress.
2. Behavior is not included in the proficiency indicator and will be reported separately.
3. Extra credit will not be given at any time.
4. Retakes and Revisions will be allowed at teacher discretion. Students will be allowed multiple opportunities to show mastery in various ways.
5. Teachers will determine proficiency by considering multiple points of data using the most recent data and provide evidence to support their determination.
6. Independent practice will be meaningful, purposeful, of high quality and aligned with objectives. Students will have multiple opportunities for practice before the objectives are assessed for a proficiency score.
7. Students are expected to complete all assigned work. Teachers will allow students opportunities to complete work with no consequence to the proficiency indicator.

Standards-based progress reports will be used to document ongoing progress and proficiency levels of standards specific for each class in 6th grade and 7th grade.

- Exceeds Expectations (E)- Student demonstrates above grade level understanding for the targeted skill or concept.
- Secure (S) - Student can apply the skill or concept correctly and independently.
- Developing (D) - Student shows some understanding. Reminders, hints, and suggestions are needed to promote understanding to become secure.
- Beginning (B) - Student shows little understanding of the concept. Additional teacher support is needed to become secure.
- Insufficient Data (ID) – Not enough data to determine proficiency level.

High School Credit for Core Courses in Middle School

Waukee Board policy states:

For the students who complete high school level I courses or higher in the 8th grade or below, a pass/fail (70%) grade will be awarded and will count towards fulfillment of the high school department requirement. (The 70% refers to the score at the end of the year.)

This means students will receive a grade on his or her progress report at Waukee Middle School or South Middle School; however, only a pass/fail will be recorded on his or her permanent high school transcript. Likewise, within this policy, your child will receive a high school credit toward graduation.

SCHEDULE CHANGES

Schedule changes will be permitted for the first week of the current semester. Any changes that are exceptions to this must be approved by the parent, the teacher(s) impacted by the change, the student's counselor, and the assistant principal.

SCHOOL RESOURCE OFFICER

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

SCHOOL TRANSPORTATION

The safety of every student on our school buses is of great concern to all of us. Every precaution is taken to see that students arrive at their 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, a 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, a 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 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 busses. 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 busses 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.

FUNDRAISING

Students may raise funds for school activities only upon approval of the principal and following submission of the required paperwork. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal/board prior to spending the money raised.

LOCKERS AND DESKS

Lockers and combination locks will be provided for all students. Student lockers and desks are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for the attendance at school. Students may also be supplied with an individual P.E. locker. It is the responsibility of each student to keep their assigned locker and desk clean and undamaged. There is no decorating of lockers without approval from the office; otherwise, it will be seen as defacing school property. Nothing three-dimensional is permitted. Students who do have permission to decorate are also responsible for removing the decorations at the end of the day. The expenses to repair damage done to a student's locker and desk are charged to the student. It is the responsibility of the student to keep their locker combination confidential, as sharing of lockers is not permitted.

Although school lockers, desks, and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers, desks, and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections, and students have no legitimate expectations of privacy in the locker, desk, or other space. Periodic inspections of all or a random selection of lockers, desks, or other spaces may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk, or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable suspicion that the contents included illegal or

contraband items or evidence of a violation of law or school policy or rule. Such searches will be conducted in the presence of another adult witness when feasible.

PLANNERS

The use of a planner is an excellent way for a student to stay organized and offers the parents a tool for communication about their child's daily study. A planner is provided to each student at the beginning of the school year. Management of planners is directed and modeled. Students are expected to use a planner daily as a regular part of their educational study. If the planner becomes unusable or is lost, then the student is required to purchase a new planner.

SEARCH & SEIZURE (BOARD POLICY 502.5 & 502.5R)

School district property is held in public trust by the Board. School district authorities may, without a search warrant, search a student, student lockers, desks, work areas or student vehicles based on a reasonable suspicion that a board policy, school rule or law has been broken. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities.

School authorities shall seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. The Board prohibits the use of tobacco and prohibits the possession, use, or being under the influence of beer or alcohol, other controlled substances, or "look alike" substances that appear to be tobacco, beer or alcohol or controlled substances by students. Such items are not to be possessed by a student anywhere at school district facilities or at school-sponsored, school-approved or school-related activities. Possession of such items will be grounds for disciplinary action including suspension or expulsion and shall be reported to local law enforcement authorities.

The Board believes that such illegal, unauthorized or contraband materials cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

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

I. Searches, in general.

A. Reasonable Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school policy or rules.

Reasonable suspicion may be formed by considering factors such as the following:

- (1) eyewitness observations by employees;
- (2) information received from reliable sources;
- (3) suspicious behavior by the student; or,
- (4) the student's past history and school record although this factor alone is not sufficient to provide the basis for a reasonable suspicion.

B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- (1) the age of the student;
- (2) the sex of the student;
- (3) the nature of the infraction; and
- (4) the exigency requiring the search without delay.

II. Types of Searches

A. Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school authority has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated board policies, school rules or the law.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.

(a) Pat-Down Search: If a pat-down search or a search of a student's garment (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.

(b) A more intrusive search of the student's person is permissible in emergency situations when the health and safety of the students, employees, or visitors on the school premises or property within the jurisdiction of the school district or at school-sponsored or school-approved events are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present, unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker Searches

1. Maintenance Searches: Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers are properly maintained. For this reason, periodic inspections of lockers is permissible to check for cleanliness and vandalism. General maintenance inspections may be conducted by school authorities with at least twenty-four hours notice to the student, without the student's consent, and without a search warrant.

Any contraband discovered during such searches shall be confiscated by the administration. The administration shall attempt to correct the problem through counseling, parental involvement, medical referrals, or other such referrals depending on the severity of the situation.

2. Non-maintenance Searches: The student's locker and its contents may be searched when a school authority has reasonable suspicion that the locker contains illegal or contraband items. Such searches should be conducted in the presence of another adult witness when feasible.

C. Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

TEXTBOOKS

In classes that use textbooks, only one textbook and/or electronic password for a textbook will be issued to a student. If a student loses or misplaces his/her assigned textbook, he/she will have to reimburse the school for the cost of the book before another textbook will be issued.

THREATS OF VIOLENCE

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

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

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

VISITORS

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

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

How It Works:

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

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

It is the policy of the Waukee Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), genetic information (for employment), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district’s Equity Coordinator, Mr. Terry Welker, Director of Human Resources, 560 SE University Avenue, Waukee, IA 50263. Phone number: 515-987-5161. Email: twelker@waukeeschools.org; or to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa; or to the Director of the Region VII Office of Civil Rights, Department of Education, Chicago, Illinois. The Waukee Community School District complaint procedure in its entirety is located in the Board of

Directors' Policy Manual. Procedures for staff are outlined in Board policy 405.5. Procedures for parents, students and community members are referred to in Board policy 502.9 and 1003.3. Copies of the Policy Manual are located in each Principal's office, the Administrative Office, the Waukee Public Library and the District's website, <http://www.waukeeschools.org>.