

# **WACO Community School District**

## **Home of the Warriors**



2018-2019

Elementary  
Jr./Sr. High School  
Student Handbook

### **WACO MISSION**

The mission of WACO Community School District is to develop responsible, productive citizens who view learning as a lifelong process. WACO's educational environment encourages continuous improvement, problem solving, measurable outcomes, and community involvement.

### **WACO VISION**

To create an educational environment that affords all students the opportunity to succeed.

# TABLE OF CONTENTS

## **District Information**

### SCHOOL BOARD AND ADMINISTRATION ELEMENTS OF SUCCESS

#### **All Students**

- Absences and Excuses
- Athletic Tickets
- Alcohol, Tobacco, and Drugs
- Book Fee
- Buildings and Grounds
- Child Abuse Reporting
  - Emergency Changes Due to Weather Factors
  - Emergency Drills
  - Free and Reduced Price Meals
- Harassment
- Head Lice
- Homework Request
  - Medication
  - Nutritional Guidelines for Snacks and Celebrations
  - Office Hours
  - Out-of-School Suspension and Expulsion Progress Reports to Parents
  - Pupil Insurance
  - School Dress
- School Hours
- School Meals
- School Volunteer Program
  - Searches of Student Lockers, Desks, and Vehicles
- Student Behavior
  - Student Behavior at School Sponsored Events
- Technology Usage
  - Telephone
- Transportation
- Bus Rule
- Vehicle Searches
- Visitors

#### **Elementary**

- Attendance
- Backpacks
- Behavior and Discipline (PreK-6)
- Birthday Treats
- Building and Grounds
- Bus Discipline
- Changes in After School/Bus Routines
- Electronic Devices
- Field Trips
- Guidelines for Success
- Homework
- Invitations
- Kindergarten
- Playground Rules
- Playground (PreK-6)
- Snack Policy

## **Secondary**

Absences  
Attendance Policy  
Homework Policy  
Appropriate Hallway Behavior  
Appropriate Lunchroom Behavior  
Appropriate Before School Behavior  
Book bags/Backpacks  
Bus Discipline  
Care of Property  
Cell Phone  
Cheating/Plagiarism  
Cheerleading  
Class Organizations  
College Visits  
Consequences for Disrespect towards School Employees  
Curriculum Requirements  
Dance Guidelines  
Drama  
Early Graduation  
Extra Curricular Activities  
Criteria for Extra Curricular Activities  
Attendance  
Eligibility  
Food and Drink  
Good Conduct Rule  
Health and Safety  
Honor Roll  
Illness  
Insurance  
Lockers (Books and PE)  
Make-Up Work  
Media Center  
National Honor Society  
Office Equipment  
Personal Belongings  
School Activities  
SEI Super Conference  
Social Activities  
Lunch Detentions  
Student Behavior  
Student Council  
Tardy  
Transportation  
Vehicles  
Withdrawal and Transfer  
Yearbook

**Annual Notification of Policies and Regulations**

Policy 102, Equal Opportunity

Policy 102.R1, Grievance Procedure

Policy 102.E4, Section 504 Student and Parental Rights

Policy 104, Anti Bullying\Harassment Policy

Policy 501.3, Compulsory Attendance

Policy 501.3R1, Attendance Cooperation Process

Policy 502.6, Weapons

Policy 502.8, Search and Seizure

Policy 502.10R1, Harassment Investigation Procedures

Policy 503.3, Student Fees and Charges

Policy 504.5, Student Fundraising

Distribution of Materials

Equal Educational Opportunity- Section 504

Abuse by Employees

Corporal Punishment

Cumulative Record Procedure

Human Growth and Development

Head Lice

Open Enrollment Notification

Postsecondary Enrollment Options Act

District to Community College Sharing

## **WACO Community School District Board of Education**

**Mr. Tim Graber, President, At Large**

[tim.graber@wacocsd.org](mailto:tim.graber@wacocsd.org)

**Mrs. Amy McLaughlin, Vice President, District 1**

[amy.mclaughlin@wacocsd.org](mailto:amy.mclaughlin@wacocsd.org)

**Mr. Tom Gerot, Director District 2**

[tom.gerot@wacocsd.org](mailto:tom.gerot@wacocsd.org)

**Mrs. Barb Shelman, Director District 4**

[barb.shelman@wacocsd.org](mailto:barb.shelman@wacocsd.org)

**Mrs. Megan Waterhouse, Director District 3**

[megan.waterhouse@wacocsd.org](mailto:megan.waterhouse@wacocsd.org)

## **WACO Community School District Administration**

Phone Numbers:

319-256-6200 (Secondary School)

319-658-2931 (Elementary School)

319-256-62014 (Central Office)

**Mr. Chris Armstrong, Superintendent**

[Chris.armstrong@wacocsd.org](mailto:Chris.armstrong@wacocsd.org)

**Mrs. Emily Settles, Elementary, Principal**

[emily.settles@wacocsd.org](mailto:emily.settles@wacocsd.org)

**Mr. Tim Bartels, Secondary Principal**

[tim.bartels@wacocsd.org](mailto:tim.bartels@wacocsd.org)

Students, parents, employees and others doing business with or performing services for the WACO Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, marital status or disability in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact: Superintendent of Schools 706 N. Pearl Street, PO Box 158 Wayland, Iowa 52654 319-256-6201

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code § 280.3.

### **Our Handbook**

This handbook is only a guideline; additional rules, as deemed necessary may apply to you. Our purpose is to provide a good quality education for anyone who chooses to attend here; please help us succeed.

## **Respectful, Responsible, On Time**

### **ELEMENTS OF SUCCESS**

#### **ALL WACO STUDENTS WILL: COMMUNICATE EFFECTIVELY.**

Use effective writing, speaking, and listening skills.

#### **DEVELOP AND EXHIBIT SOCIAL RESPONSIBILITY.**

Cope with social and personal challenges (peer pressure, reasoning, and decision-making).

#### **DEMONSTRATE BASIC ACADEMIC SKILLS.**

· Perform basic skills in reading, writing, math, science, and social studies.

#### **THINK CRITICALLY AND SOLVE PROBLEMS.**

Apply critical-thinking strategies to solving problems and decision-making.

#### **USE AND APPLY TECHNOLOGY SKILLS.**

##### **COMMIT TO LEARNING AS A LIFE-LONG PROCESS.**

Use skills to continue learning. · Adapt to change.

Self-Evaluate and improve own performances.

#### **DEVELOP AND USE SOCIAL SKILLS.**

· Demonstrate personal responsibility in all situations.

Cooperate with others as part of a team.

Use leadership skills.

· Respect self, others, property.

Work independently, using organizational skills, goal-setting, self-motivation.

Accept criticism.

#### **STRIVE TO LEAD A BALANCED LIFE.**

· Experience arts, sports, music, recreation, leisure activities, and community responsibility.

Practice a healthy lifestyle.

#### **EMBRACE DIVERSITY.**

· Understand global relationships.

· Accept and appreciate differences in others.

· Accept and respect others' ideas and opinions.

The word "parent" mentioned anywhere in this document includes legal guardian, or in the cases of parental separation the legally appointed parent.

## **ALL STUDENTS**

### **ABSENCES AND EXCUSES**

Regular attendance at school is essential to insure success as a learner. Parents should contact the school the day of a child's

absence. Written excuses should give the reason, date and signature of the parent or guardian. It shall be the judgment of the principal if the absence or tardy is excused or unexcused. Being suspended from bus transportation to and from school does not qualify as an excused absence. The principal or designee may call home to verify a student's absence or excuse. If an absence is anticipated, a written request should be sent to the building office prior to the proposed absence, so that work may be made up or necessary arrangements made before the absence occurs.

**In cases of excessive absences that cannot be resolved locally, the County Attorney will be notified.** This is pursuant to Iowa Code. Specific attendance procedures for each building are outlined under each building's heading.

Calling between 7:30 and 8:00 AM is helpful to the staff. When calling, please state the purpose of the call, give your name, your child(ren)'s name(s), the teacher's name(s), and the reason for the absence. If your child is absent

more than one day, please call each day. Your call is important. To report an absence for a PreK-6 student please phone 319- 658-2931. Please phone 319-256-6200 if the student is in grades 7th-12th grade. The attendance line is available 24 hours per day and you are encouraged to leave a message if no one is available to take your call.

## **ATHLETIC TICKETS**

Athletic tickets are available to students, adults and families. This is a non-transferable ticket enabling the holder to attend all home athletic contests (this does not include state sanctioned tournaments) during the school year, including summer sports. Adult tickets are purchased by sport season or the entire year. Price structure is outlined in the back of this handbook.

Senior Citizen passes do not apply to any tournaments sponsored either by the State Athletic Association or the Southeast Iowa Super Conference.

## **ALCOHOL, TOBACCO, AND DRUGS**

WACO is a tobacco free campus. Use of any tobacco product is prohibited on school property at all times per board policy and state law. Students are NOT to use or possess alcohol, tobacco, or other drugs on school property or at school sponsored events. Violation may result in suspension and/or expulsion.

## **BUILDINGS AND GROUNDS**

Students who need to be on school property before or after regular school hours, must be supervised by a WACO teacher or a person assigned by the school. Only WACO students should be in the building.

Outside agencies wishing to rent our facilities or others who wish to use the building must complete a use of facilities request form and give it to the appropriate building principal.

## **BUILDING OFFICE HOURS**

The principal's office at each of the attendance centers shall be open on a regular basis each day that school is in session. The office hours shall be:

**Elementary Building** – Mon- Thurs. 7:30 AM to 4:30 PM, Professional Development Fridays 7:30 AM-12:00 PM **High School Building** – Mon.-Thurs. 7:30 AM to 4:30 PM, Professional Development Fridays 7:40 AM-12:00 PM **Central Office** - hours during the school year will be 7:30 AM to 4:30PM.

## **CHILD ABUSE REPORTING**

According to the code of Iowa, any person who suspects that a child or dependent adult has suffered abuse must report the suspected abuse to the Department of Human Services. The purpose of the law is to protect children whose health and welfare may be jeopardized by abuse or neglect and to ensure that school district employees meet their legal reporting obligation.

The nature of certain people's jobs require them by law to report suspected abuse, these are mandatory reporters. Mandatory reporters in the school setting include any licensed school employee. It is not the role of a mandatory reporter to be the investigator, judge or jury in cases of suspected abuse or neglect. The law does not require the reporter to have proof of the abuse occurred before reporting. It is the role of the school district employees to be faithful and timely reporters of suspected abuse or neglect to the Department of Human Services for investigation. Iowa Code 232.75 provides for civil and criminal sanctions for failing to report suspected child abuse.

Board of Education Policy 402.3 (Abuse of Students by District Employees) appoints the school nurse as the Level I investigator and the Henry County Sheriff's Office as the Level II investigator. Each building principal is the alternate Level I investigator. Copies of the Policy 402.3 and the necessary forms may be obtained by contacting the Office of the Superintendent. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

## **EMERGENCY CHANGES DUE TO WEATHER FACTORS**

- If it becomes necessary to make adjustments to the school schedule because of extremely adverse weather conditions or other unforeseen emergencies, it will be announced over the following media outlets:
  - **KILJ Radio** 105.5 FM Mt. Pleasant
  - **KCII Radio** 106.1 FM Washington
  - **KCRG TV** Channel 9
  - **KWQCTV** Channel 6
- **WACO School Alert System**

Parents may sign up for email and phone alerts through the Iowa School Alerts system [www.wacocsd.org](http://www.wacocsd.org). These announcements will be made as much in advance of the schedule adjustment as possible.

## **EMERGENCY DRILLS:**

Fire Drills: The signal for a fire will be the continuous sound of the fire alarm system. Students should observe these procedures:

- Leave books and materials in the room.
- The teacher will turn off all lights and close all doors and windows.
- Stay calm and walk quickly and quietly out the designated fire exits.
- Avoid pushing or crowding at the exits.
- After leaving the building, assemble a safe distance away from the building with the teacher and other students in the class in session when the alarm sounded.
- The teacher will take attendance. If someone is missing, report the absence to the supervisor.
- Treat each drill as if it were a fire.
- Classes will be signaled when it is safe to return to their classrooms.

Tornado Drill: The announcement of a tornado watch will be given over the intercom. The signal for a tornado warning or a tornado drill will be a series of three short bells rung in repetition. The following procedures should be observed:

- Stay calm and walk quickly and quietly to the designated interior areas.
- Assume the "tuck" position.
- Treat each drill as if it were a tornado.
- The signal to return to class will be announced over the intercom.



## **EMERGENCY INFORMATION FOR PARENTS:**

While we hope your child will not experience an emergency at school, it is important for you to know that WACO CSD is prepared to respond to emergency situations, such as tornadoes, lockdowns, and evacuations.

### What should parents know if there is an emergency?

- Our goal is to keep your child safe!
- Initial information will be disseminated to you as soon as possible via ~~the~~ WACO School Alert System.

Follow-up information will be posted on the WACO website

- Calling the school or cell phones can make it more difficult for emergency personnel to do their job of keeping the children safe.
- Coming to the school or the relocation site can make it more difficult for emergency personnel to do what they need to do.

### What should parents do if there is an emergency?

- Trust the staff and emergency responders to do everything possible to keep children safe.  
Wait for notifications of updated information and student release information.

## **FEES**

It is our purpose to keep our textbooks and school owned instruments updated. Under certain circumstances, student fees, including book fees, can be reduced or waived. Consult the building principal for details.

Students who damage or lose school owned property will be responsible for repair or replacement costs.

- Some college courses will require you to purchase a book and/or supplies.

More information will be available upon enrollment.

## **FREE AND REDUCED PRICE MEALS**

Guidelines and application forms for applying for free or reduced price meals are available at registration and in the school offices. Completed forms must be returned to the principal for approval.

## **HARASSMENT**

Harassment is any action by one person or group to another person that makes an individual feel embarrassed, anxious, or troubled. Harassment can be verbal, physical, or written in nature. It can include threats, put downs, sexual advances or remarks, or spreading of rumors. For more detailed information see Board Policy 104.

## **HOMEWORK REQUEST**

If you have a request for homework, please call the school between 7:40 and 8:10 so that all staff can turn homework into the office. At the secondary level if a student is absent one day, no homework will be compiled for pick up in the office.

## **MEDICATION**

No prescription medication shall be given by school personnel to a student without a doctor's order. Medication should be given at home, however, if dosages cannot be scheduled outside of school hours the medication must be brought to the school nurse with the following criteria:

- Medication must be in the original pharmacy labeled prescription bottle with the doctor's order clearly written on the outside including, name of student, name of doctor, dosage of medication, time of

administration, and expiration date. **Medication that is brought in any other form without a doctor's order will not be permitted.**

Any over the counter medication (Tylenol, Ibuprofen, cough drops, etc) must be brought to the school nurse with signed parent permission. Over the counter medication must be in the properly labeled package it was purchased in. The elementary **WILL NOT** have stock of these medications, parents must provide. Secondary students may receive generic Tylenol or generic Advil from the office with parent permission.

The nurse may require a doctor's order for over the counter medication at her discretion.

All medication will be kept in a safe supervised place within the school.

## **HEAD LICE**

Anyone, adult or youngster, can get head lice. It has nothing to do with the cleanliness and does not reflect on you as a parent. The problem is frustrating, treatment is time consuming, but this can be easily managed. Please read and follow the instructions contained below.

Head lice are transmitted primarily through direct contact with an infected individual. Transmission may also occur as a result of contact with louse-contaminated articles such as combs, brushes, towels, coats sweaters, hats, other head coverings, sheets and pillows.

Adult lice are 2-3 mm in length, lack wings and vary in color from dirty white to grayish black. They live on the scalp. The female louse uses an insoluble glue to attach her eggs to the hair shafts. These eggs, (nits), are usually found on the hair behind the ears and the nap of the neck. Head lice themselves are difficult to see, they are tiny and move quickly. One of the most common symptoms of lice infestation is itching. Upon inspection you may notice the eggs on the hair shaft.

A vital part of the treatment involves removing the nits with a fine-toothed comb after shampooing. This is the most time consuming of the treatment process, however, the effort is well worth it in the long run. Hint: a diluted vinegar solution may help in the combing process.

## **HOW TO ELIMINATE HEAD LICE AND PREVENT THE SPREAD:**

1. All infested individual's hair must be treated with a special shampoo to kill the lice and the eggs. The shampoo is available at drug stores, grocery stores, and department stores.  
Carefully follow the directions on the pediculicidal shampoo. Do not wet the hair first! Apply to dry hair! Shampoo the child's hair over the sink; do not treat in the bathtub. Please note that most shampoos require a second treatment 7 - 10 days later.
2. All nits should be removed. Comb the hair in small sections to remove the nits (eggs). Check the box, usually it contains a fine-toothed comb.
3. Make sure persons with head lice do not share articles (combs, brushes, towels, hats, scarves, pillows etc.) Use hot water to wash clothing, bedding, towels and other washable items. Place items in a hot dryer for 20 minutes. Non-washable items may be placed in a tightly sealed plastic bag for 2 weeks. There are lice control sprays available for use on mattresses, sofas and carpets. Vacuum carpets, furniture, car seats etc. Don't forget to seal up the stuffed animals.

## **NUTRITIONAL GUIDELINES FOR SNACKS AND CELEBRATIONS**

WACO School Board Policy 507.9 states that snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. All treats brought into school must be whole fruits or commercially prepared and packaged.

**OUT-OF-SCHOOL SUSPENSION AND EXPULSION** Board Policy 503.1R1. The Board of Education confers the authority to the building principal to dismiss temporarily any student for violation of the regulations or rules established for the operation of the school, or when his/her presence becomes detrimental to the best interests of the school. When such action is taken, a full report shall at once be given in writing to the board president and superintendent. The normal term of such suspension shall be 3 days or less.

Board Policy 503.1. A student who is accused of committing an assault against a school employee or another student may be suspended immediately. Notice of the suspension will be sent to the board president and superintendent. By special meeting, or at the next regularly scheduled board meeting, the board must review the suspension and decide whether or not to ratify the suspension or hold a disciplinary hearing to determine whether or not to order further sanctions, which may include expulsion, against the student.

Board Policy 503.2. The Board of Education, by majority vote, may expel any student for violation of the rules and regulations established by the Board, or when his/her presence becomes detrimental to the best interests of the school. Such period of expulsion cannot be longer than the end of the current school year.

## **PROGRESS REPORTS TO PARENTS**

Report cards will be issued to each student at the end of each 9-week period. These reports will indicate the progress that the student has made in each subject. We encourage parents to attend parent-teacher conferences that are held twice during the school year. You are also encouraged to make an appointment with your child's teacher at any time you feel it is necessary. Parents may also access student progress information through the PowerSchool student information website at: [www.wacocsd.org](http://www.wacocsd.org). For I.D. and password information, please contact your student's attendance center.

## **PUPIL INSURANCE**

For families who need additional insurance, we have a selection of policies from Student Assurance Services Inc. This is optional coverage and should be purchased in the same manner as any other insurance policy. Review your family insurance needs, review the various policies offered, and make your decision based on your needs. Insurance waiver forms are available for those who feel their present insurance is adequate.

## **SCHOOL DRESS**

WACO encourages students to dress appropriately and in good taste. If the student does not have appropriate clothing available as outlined below, items of clothing will be provided by the school. These items of clothing will be returned to the office at the end of the day. If a student refuses to wear the provided clothing or another appropriate item, parents will be called to either pick up their child or bring appropriate clothing for them to wear. Leaving school to change clothing will be considered an unexcused absence. Habitual offenders of this policy will face disciplinary action.

Clothing guidelines are as follows:

- Students must wear a shirt that covers the midriff (with a minimum of 1 inch wide strap and fabric in the front, back, and on the sides immediately under the armpits), AND
- Pants/Jeans or the equivalent (for example, sweatpants, opaque leggings, or shorts), OR
- A dress or skirt, AND
- Shoes (as appropriate for the environment and activity).

- Apparel such as clothing, or belts with printing or advertising about tobacco, alcohol, drugs, violent images, gang related dress (such as but not limited to bandanas, caps, bracelets, jewelry, permanent or temporary tattoos), or suggestive/obscene language will not be allowed.
  - The wearing of caps or hats in the building is not allowed during regular school hours.
  - Wallet chains or loose hanging chains will not be allowed.
- Graduation Dress Code-** Boys- dress pants with a collared shirt and dress shoes. Girls - a dress or dress pants with dress shoes

**Elementary** students should come dressed appropriate for the weather. This includes warm clothing for outdoor recess in the winter (jackets, boots, mittens, hats, etc.) as well as protection in case a bus breaks down. Classes will go out for recess if the wind chill is above zero degrees. If you need assistance acquiring any of these items, please contact our school nurse. All requests for assistance are confidential.

## **SCHOOL HOURS**

School begins at 8:00 AM and dismisses at 3:45 PM each day in both centers.

Secondary students should not be in the school building after 4:15 PM unless involved in a school supervised activity and the supervisor is present.

Elementary students not riding the bus may arrive at school between 7:50 AM and 8:00 AM. After school, students should go directly home. Students are free to return to the playground after 4:30 PM. No supervision is provided after 3:45 PM.

## **SCHOOL MEALS**

Each child will be issued a plastic meal card, which will be used to record meal and milk usage. Lunch cards will be issued and replaced when worn out at no cost; however, we will charge \$1.00 for replacing lost cards. The amount of the balance you maintain in your lunch account will be your choice, but the account will not be allowed to carry a negative balance. Students will be able to “charge” up to five (5) meals or five (5) ala cart items.

Negative account balances must be paid by the last day of school.

Please do not send pop in lunches brought from home.

Elementary students are to take money for lunch or milk to the staff person on duty in the lunchroom. Students should have their identification cards with them when going through the lunch line.

Secondary students may add money to their meal accounts in the office. At the secondary level (7-12) it is the practice that students without their cards will go at the end of the lunch line because of the extra time it takes to look up their account numbers.

The school will provide sack lunches at the normal lunch fee for all students attending a field trip.

## **SCHOOL VOLUNTEER PROGRAM**

WACO Community School has an extensive School Volunteer Program. This program's primary goal is to help the district provide quality education for its students. It is school procedure to conduct a background check on all volunteers.

Many volunteers will be needed to do a variety of tasks. It is hoped that parents, and other community members, will seriously consider becoming involved in the School Volunteer Program. To participate please call the appropriate school office.

## **SEARCHES OF STUDENT LOCKERS, DESKS, AND VEHICLES (Board Policy 502.8)**

Student lockers and desks are the property of WACO Community Schools and are made available to students as a convenience.

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 insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections (including the use of drug dogs) and students have no legitimate expectation of privacy in lockers, desks or other spaces. School officials in the presence of the student or another individual may conduct periodic inspections of all or a random selection of lockers, desks or other spaces. 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 reasonable, expressed suspicion that the contents may contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness, when feasible.

## **STUDENT BEHAVIOR**

Traditionally, WACO students have exhibited a high standard of conduct. The following simple rules explain the expectations we have for WACO students:

- Treat others with respect.
- Respect school property and the property of others.
- Attend classes unless excused.
- Follow the directions of teachers, assistants, and other adults.
- Behave in a way that encourages learning.
- Be on time to school and class.
- Practice safety.
- Possession or use of tobacco, e-cigarettes or vaporizers, alcohol, or other drugs will not be tolerated.

WACO Community Schools are committed to a program of positive discipline, helping students learn appropriate, socially acceptable behaviors. Students who behave inappropriately may be subject to a variety of measures, including re-teaching, warning, conference, detentions, suspensions, counselling, loss of privilege, or written contract. Depending upon the severity and frequency of the offense, a student who violates school rules may also be subject to detention, in-school suspension, out-of-school suspension, and/or expulsion.

## **STUDENT BEHAVIOR AT SCHOOL SPONSORED EVENTS**

We want to maintain good conduct at all times, including school-sponsored events. Parents are asked to provide supervision of elementary age children as well as demonstrate good spectator behavior. Students are expected to support WACO athletes or performers and will not be allowed to play ball or run around during events.

Unacceptable behavior includes fighting, distracting athletes or performers (such as screaming or stomping feet during free throws, exiting or entering during a performance), running in the gym or cafeteria, playing in the restrooms, using foul language, and wandering under or behind the bleachers. If students continue unacceptable behavior after being warned they will be asked to leave the school property and parents will be notified.

## TAG

Students may be identified as being “talented and gifted” using multiple criteria including standardized test scores, grades, and recommendations. Areas of giftedness that are recognized include:

- leadership ability
- creative thinking
- specific ability aptitudevisual & performing arts ability
- general intellectual ability

## TECHNOLOGY USAGE

To gain access to the computer network, including the internet, all students must have a Student Acknowledgement and Parent/Guardian Permission Form for the current school year on file with their respective building. Access, in turn, entails responsibility. Specifically, we expect that when using or accessing the school's computers:

- No person will gain access to, or attempt to gain access to, any web-based electronic mail account unless essential for approved required educational purposes.
- Each staff member and student 4-12 will be issued a school email account. The intended purpose of student's accounts is for communication between staff and students for an educational purpose. The WACO harassment policy applies to these accounts. Student accounts will be monitored.
- No person will deliberately or willfully cause damage to computer equipment or software or assist others in doing the same. Students who damage computer equipment are held responsible for the cost of fixing or replacing the item, whichever is less expensive. The student and their parent/guardian will be billed for the cost. The students will not have a school computer available until this bill is paid.
- No person will deliberately access inappropriate material (as deemed by administration) or show others how to do the same.
- Each person will respect the rights of others to the privacy of the files they store on a computer or external device, and not view or alter those files without the owner's permission.
- Each person will respect and uphold copyright laws.
- Each person will not waste limited resources (file and photo storage, unnecessary printing, streaming audio/video, etc.). Do not store any files that are not needed for an assignment or no longer needed—ie. Music, photos, video.
- Each person will follow any regulations posted in the computer lab or other room where computers are in use.
- Each person will follow the directions of the adult in charge of the computer lab or other room where computers are in use.
- When new technologies such as IM, Blogs, etc. are integrated into the curriculum, each student will follow the guidelines set forth by the teacher.
- All items posted via the web will be subject to review and approval by school staff and/or administration.
- No student will modify the default computer settings ie—control panel, desktop, system preferences.
- At the request of the student or family technology may be taken home. After the application process has been approved and a deposit has been made.

Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. WACO believes that the internet benefits overshadow the possible contact with non-educationally appropriate material.

**The Technology Coordinator along with school administrators will deem what is inappropriate use, and their decision is final.** Accordingly, administration may deny, suspend or revoke specific user accounts. Use of the network must comply with local, state and federal law. Prosecution from misuse may result. Violations of this Authorized Use Policy will result in a loss of network access and internet usage, as outlined below, as well as other applicable disciplinary and/or legal action. If offense is severe enough, steps may be skipped at the discretion of the administration.

- 1st violation: Written and verbal warning.
- 2nd violation: Written and verbal warning, restriction or elimination from use of network and/or internet access for three weeks.
- Additional violations will be handled on a case by case basis. This may include disciplinary actions up to and including suspension.
- Offenders will be held financially responsible for any cost incurred by the district due to theft or vandalism that requires repair or replacement.

## TELEPHONE

Telephones are for school business only. Telephone calls to students shall not be permitted if such calls would take the student from class. Parents may call in messages to the office of the building in which the student is located and they will be given to the student as soon as possible. Please be sure to call the school before 3:00 PM to give the office staff time to get the message to the student.

In an emergency or urgent situation, students may ask to use the office phone. For all situations students should expect to be asked to explain the nature of the call they wish to make. School personnel will screen these requests to determine the extent of need

## TRANSPORTATION

Bus transportation is provided by the district for students' and parents' convenience. Students are expected to behave in a safe, orderly manner. Students whose behavior is not acceptable may be suspended from the bus. Being suspended from bus transportation to and from school does not qualify as an excused absence. The driver and/or adult monitor is in charge of the bus, students, and their safety. Students will obey the driver and/or adult monitor at all times. Parents must transport all animals and large items being brought to school.

One of WACO's goals is to provide the most convenient transportation to and from school in the safest way possible. In an effort to insure the safety of your children and to minimize confusion among teachers, bus drivers, substitute teachers and substitute bus drivers, parents need to use a single pickup and drop off point. If there is a need for additional pick up or drop off points they will need to be the same each week. For example, every Monday, your children will be dropped off at a sitters rather than home. If your child's bus or after school routine needs to be changed, send a note, **with a parent's signature**, to your child's school office.

Students should be at the designated loading points on time. If they have to walk any distance along the highway, they should walk on the left side, facing traffic. They should not stand in the road while waiting for the bus.

Before entering the bus, students should clean excess mud and snow off their feet. Students are assigned seats in the bus and are to occupy that seat only. Students are to remain seated while the bus is in motion and remain seated until the bus stops at its destination.

Students are considered bus passengers not only on the regular daily routes but also on any special bus trips such as field trips; band, vocal and athletic contest trips; etc. On these trips students must ride the bus to and from the activity unless they have prior permission.

Bus drivers are instructed to stop only at their designated stops and at the school buildings. Please do not ask him/her to do otherwise.

## **BUS RULES**

### **SCHOOL BUS SAFETY IS YOUR JOB**

Goal: The WACO school buses will be a safe and orderly (appropriate) environment where people interact with courtesy and respect.

#### **Responsible School Bus Behavior**

Students will:

- Board and exit the bus in a friendly, orderly manner.
- Greet the bus driver appropriately.
- Go directly to your assigned seat.
- Sit facing forward with their bottom on the seat. Keep their hands, feet, and other objects to yourself for the entire bus ride.
- Place his/her book bag, lunch box, and instruments out of the aisle. Bus aisle should remain clear at all Times.
- Lunches, snacks, beverages, or treats (candy, pop, or gum) must remain in lunch boxes or book bags.
- Keep the bus clean and safe.
- Visit quietly with the students near your seat.
- Only use appropriate, friendly language.
- Follow the driver's and/or adult monitor's instructions at all times.
- Disagree appropriately, if necessary.
- Report peer behavior to the bus driver after the bus unloads except in an emergency situation.

## **VEHICLE 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 vehicle on the school premises may be searched if the school official has reasonable, expressed suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

## **VISITORS**

Visitors, especially parents, are always welcome at WACO. All visitors to the school are requested to sign in at the office and wear a visitor name sticker. This helps reduce the concern of students and staff and also gives us an opportunity to introduce ourselves and make the visitor feel welcome. In the event of an emergency this allows us to account for any visitors in the building. To limit classroom disruption, we encourage parents to schedule limited classroom visits after the first week of school and before the last week of school.

Children of school age (PreK-12) and non-relatives must be accompanied by a parent or guardian. Relatives or friends of school age should not visit school unless accompanied by a responsible adult. We are not authorized to provide supervision for underage visitors. We recommend that school age visitors, accompanied by adults, do so during lunch and recess times. We appreciate your understanding and cooperation with this request.



## **ELEMENTARY ONLY**

### **ATTENDANCE**

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Families are encouraged to plan family vacations outside of the school year.

- An "excused" absence, is an absence that is due to a medical condition or an equally compelling reason. Examples of equally compelling reasons are: illness, family emergencies, recognized religious observances, approved activities, and school-sponsored activities. Excessive excused absences will be monitored on an individual basis.
- An "unexcused" absence shall include, but not be limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations, hair appointments, personal business, and employment. Students who earn unexcused absences may receive a consequence up to and including In-School-Suspension based on the judgment of the principal.

When the student is to be absent, it is the responsibility of the parent/guardian to notify the school either by phone or in writing within two days. If a student does not bring a written excuse or phone verification from the parent within two school days, the absence will be considered unexcused.

Truant students (students with five or more unexcused absences as outlined above) who have not yet completed sixth grade will be subject to the Attendance Cooperation Process outlined in Board Policy 501.3. It will be the judgment of the principal as to whether an absence is to be considered excused. Parents should contact the principal if they have any questions as to whether their child's absence will be counted towards the five absences resulting in initiation of the Attendance Cooperation Process.

**Note: Please remember that students are to be fever free without the use of fever reducing aids for a minimum of 24 hours prior to returning to school. Students absent from school are encouraged not to attend school sponsored events that night.**

### **BACKPACKS**

**Be sure to check backpacks, assignment books, and take home folders on a daily basis for important messages from school.** Backpacks with wheels will not be allowed to be used in school.

### **BEHAVIOR BELIEFS (PreK-6)**

**Acquiring appropriate behavior is a lifelong developmental process.** Age appropriate social skills need to be taught in order to develop lifelong skills.

- It takes time to change behavior.
- Age appropriate social skills need to be taught in order to develop lifelong skills
- All students can succeed.
- Children can be taught to behave appropriately.
- Mistakes create opportunities to teach proper behavior.

**Behavior is best when children feel secure and loved in a caring environment where their basic needs are met.**

- Children need to value themselves before they can value others.
- Children need to be told what they are doing right.
- Children need good role models of self-control and self-discipline.
- Children need to be responsible for their actions.
- Children need to be given responsibilities.

**Positive student behavior should begin in the home and be supported by school, parents, and community.**

- Children need freedom to fail in a safe, accepting environment.
- Cooperation among students and staff creates a positive atmosphere.
- Mutual respect by all is essential for fostering good behavior.
- Children and adults need to listen to adults and children.
- School staff needs to support all students and recognize different abilities.

**All school staff are responsible for consistently teaching discipline and appropriate behaviors at all locations and levels.**

- Clear and concise set of basic rules should be established, communicated, and understood by all (students, staff, parents, and community).
- Discipline should focus on the development of self-control and self-discipline
- Quality communication is a key ingredient of consistency.
- Discipline should be positive reinforcement.
- Fair treatment is not always equal treatment.
- A system of relevant consequences and rewards will achieve more than punishment.

Serious infractions such as stealing, fighting, threatening, bullying, vandalism, and chronic misbehavior will result in parents being contacted and possible suspension at the discretion of the principal.

## **BIRTHDAY TREATS**

Birthday treats will be shared during the day at the teacher's discretion. Healthy choices are encouraged. Chewing gum should not be a part of the treat. All treats brought into school must be whole fruits or commercially prepared and packaged.

## **BUS DISCIPLINE**

The seriousness of any offense may justify an immediate suspension from the bus. Consequences for Infractions--Elementary

When a student misbehaves, the following consequences will be implemented. Drivers are encouraged to communicate with families personally, whenever possible, to answer any questions.

**Incident Report #1**--Principal will meet with the student and review bus rules. Other teaching elements may include a Think Sheet or a consequence appropriate for the infraction. Parents will be notified in writing and possibly verbally.

**Incident Report #2**--Principal will meet with the student, parent, and driver, if possible. The student is included in the development of a behavior modification or action plan. The implementation of this plan is monitored on a regular basis.

**Incident Report #3**--Principal will meet with the student to discuss the infraction. The parents are notified and

transportation arrangements are made for a three-day suspension from the bus. The student will make an oral presentation to classmates before returning to the bus.

**Incident Report #4--**Principal will meet with the student to discuss the infraction. The parents are notified and transportation arrangements are made for a one-week suspension from the bus. The student will make an oral presentation to the elementary staff before returning to the bus.

**Incident Report #5--**Principal will meet with the student to discuss the infraction. The parents are notified and transportation arrangements are made for a two-week suspension from the bus. The student will make an oral presentation to classmates and elementary staff before returning to the bus.

**Incident Report #6--**Principal will meet with the student to discuss the infraction. The parents are notified and transportation arrangements are made for a 9-week suspension from the bus. The student, accompanied by his/her parent(s) or guardian(s), will make an oral presentation to the superintendent before returning to the bus. If the offense occurs at the end of the year, a consequence determined by the building principal will result.

**Incident Report #7--**Principal will meet with the student to discuss the infraction. The parents are notified and transportation arrangements are made for a semester suspension from the bus. The student, accompanied by his/her parent(s) or guardian(s), will make an oral presentation to a member(s) of the school board before returning to the bus. If the offense occurs at the end of the year, a consequence determined by the building principal will result.

When students are suspended from the bus, parents are responsible for having their child(ren) delivered by 8:00 AM in the morning and picked up by 3:45 PM each day. During a suspension, students will not be allowed to ride the bus for field trips or other school-sponsored activities.

**CHANGES IN AFTER SCHOOL/BUS ROUTINES** One of WACO's goals is to provide the most convenient transportation to and from school in the safest way possible. In an effort to insure the safety of your children and to minimize confusion among teachers, bus drivers, substitute teachers and substitute bus drivers, parents need to use a single pickup and drop off point. If there is a need for additional pick up or drop off points they will need to be the same each week. For example, every Monday, your children will be dropped off at a sitters rather than home. If your child's bus or after school routine needs to be changed, send a note, **with a parent's signature**, to your child's teacher. The school must receive a phone call or note each time a student needs to stay for an after school practice. Calls should be made to the school prior to 3:00 p.m. to allow the school time to notify teachers and students. Students will be allowed to call home one time per year if they do not have a note. Students will follow their regular after school routine unless parents have notified the school.

## **DROP-OFF AND PICK-UP PROCEDURES**

The safety of every child is one of our goals. The elementary school will use the following pick-up and drop-off procedures:

### **Drop-Off Procedure:**

1. Drop off begins at 7:50 a.m.
2. Take South St. (south of the school) to the drive near the playground
3. Follow that drive around to the lunchroom doors
4. There will be school personnel there to help child(ren) exit the vehicle and enter the building
5. Drivers must remain in their vehicles
6. Exit the parking area by turning back onto South St. before reaching the buses

**Pick-Up Procedure:**

Please follow the same procedure as the a.m. drop off  
School dismisses at 3:45 p.m.  
School personnel will be at the lunchroom doors to help assist students at the end of the day  
Drivers must remain in their vehicles

**Please call the office at 319-658-2931 by 3:00 p.m. if you will be picking your child(ren) up at the end of the day.**

**ELECTRONIC DEVICES**

Cell phones and other electronic devices used for entertainment are not conducive to creating a quality educational environment. These devices will not be used during the regular school day. **The school does not assume responsibility when these items are lost, stolen or damaged.**

- If a staff member sees a student with these devices, they will confiscate them and turn them into the office. Students may pick them up at the end of the day or parents may be called to pick up these devices from the office.
- When there is chronic misuse of an electronic device, students will be required to leave the device in the office during school hours.

**FIELD TRIPS**

Permission forms will be available at registration that parents can sign that will give permission for field trips throughout the year. Information will be sent home prior to each field trip. Parent permission is required for students to participate in field trip activities. Chaperones are asked not to bring other children on the field trip. The school will provide sack lunches at the normal lunch fee for all students attending a field trip.

**GUIDELINES FOR SUCCESS**

A Successful WACO Elementary Student:

- Is respectful
- Is responsible
- Is cooperative
- Takes pride and tries to do his/her best
- Has a positive attitude towards self, others, and tasks
- Is a good citizen

**HOMEWORK**

Parents often ask us how they can help with their child's education. At WACO we believe that a student's success at school relies on the partnership between home and school. At the elementary, we are building the foundations for learning. Our purpose for any work sent home is to practice skills learned in school and to support the home/school partnership.

The following guidelines have been established to help guide your work at home with your child: PK-Grade 2: 10-15 minutes/day

Grades 3-6: 20-30 minutes/day

We understand that this may vary day to day and depending on your child's abilities, but if you are exceeding this time on a regular basis and your child is experiencing frustration, please contact your child's teacher with questions or concerns.

One of the most important things you can do with your child is daily reading. There also may be times that teachers will send home ideas for working with your child. We encourage you to enrich your child's education by implementing some of these ideas.

## **INVITATIONS**

Elementary students may distribute invitations only when each student in class receives an invitation. Selective distribution is the responsibility of the parent through other non-school means such as the U.S. mail service.

## **KINDERGARTEN**

Kindergarten students attend on an all-day every day basis, with the same schedule as all other students. To start Kindergarten in WACO Community Schools, each child must be five years old on or before September the 15th, and must be registered before school begins. The student **MUST** meet the current State of Iowa Immunization requirements for kindergarten school entry. All incoming kindergarten students are required to provide documentation of a dental and lead screening. Forms are available at one of the attendance center offices. Lead screening may be documented on the Kindergarten Physical Form.

## **POSITIVE BEHAVIOR AND INTERVENTION SUPPORTS (PBIS)**

WACO Elementary is a PBIS school. We believe that we can build a positive school environment conducive to good learning by providing a school wide system of support that defines, teaches, and supports appropriate student behaviors.

The goal of our school wide PBIS program is to establish a positive climate in our school that leads to positive academic, social, and emotional growth for our students.

There are multiple components in order to be identified as a PBIS school. These include:

1. Be Respectful, Be Responsible, and Be Safe are the "3Bs" that are consistently used to define expectations for behavior in our school. There are 1-2 rules listed under each of the "3Bs" that are posted in the common areas of our school (i.e.: lunchroom, hallway, restroom, playground, bus) and in each classroom.
2. Common language and expectations for voice levels
3. Classroom and schoolwide reward systems Expectations are taught and reviewed as needed throughout the year.
- 4.

### **Preschool SNACK POLICY**

. Snacks are provided through the contributions of parents. (Pre-packaged and labelled) Each student has the choice to partake of what is being served. Individual snacks will be allowed for religious or medical reasons only. Preschool has a morning snack. Milk is offered for purchase. This cost is not covered under the F/R meal application.

## Secondary Only

### ABSENCES

Students are expected to be at school at all times. Students will not be allowed to leave school unless permission from the student's parent/guardian is received beforehand, except in the case of an emergency.

Any student leaving school during the school day must notify office personnel and sign out before leaving or the absence will be considered unexcused. If an absence is anticipated, a written request, detailing the reason for the absence, should be sent to the office with as much notice as possible prior to the proposed absence. The student will be issued a form to take to each teacher so that the teacher may issue assignments. Knowing the whereabouts of a child is deemed more important than the inconvenience that may be caused by calling a parent/guardian at work. If you do not wish for us to call you at work call 319-256-6200 to report your student's absence. It is up to the principal to determine if extracurricular absence is excused or unexcused.

### ATTENDANCE POLICY

Regular attendance by students is essential to obtain maximum opportunities from the education program. **Because each day of school in the 4 day schedule is equal to 1.35 days in a traditional schedule, parents and students are strongly encouraged to schedule all appointments on Fridays and when school is not in session.**

When a student is absent 3 days from one single class in a semester, a letter will be sent notifying the parents of their child's accumulated absences.

When a student accumulates 6 days from one single class in a semester, the parent and student will be required to attend a conference with the principal; notification may also be sent to the Henry County Attorney. Once a student has missed 6 days, they may be limited in attending/participating in field trips and other out-of-school activities. If a student accumulates 9 absences (excused or unexcused) from one single class in a semester, the parent and student may be required to attend a conference with the school administration to determine credit eligibility. Notification may also be sent to the Henry County Attorney.

### TARDY POLICY

A student, who is not in their assigned place when the bell rings, is tardy. A tardy becomes an absence ten minutes after the class starting time.

**Students who are tardy to school MUST report to the office upon arrival to sign in and then report to class with a note from the office.** The parent of a student who knows he/she will be late must call the office with an explanation. **If a student is tardy to school, they will serve a lunch detention that day.** (A parent MUST provide a doctor's excuse to waive any tardy to avoid it counting toward their three absences.) If the tardy is to be excused, the parent must contact the office prior to lunch. Without a note or call, the tardy will be considered unexcused and the lunch detention served that day. If a student is tardy because he/she was detained by a staff member, the student should present an explanation from that staff member. Office personnel will NOT issue excuses for a tardy unless the student has been detained by them. On a student's third tardy, excused or unexcused, he/she will receive a lunch detention.

Excessive abuse of this policy is subject to alternative consequences as determined by the principal.

### ILLNESS

In the case of student illness, students are required to **first report the illness to the school nurse or the office** to determine the degree of the illness and choose the best course of action. The school nurse or secretary will then contact the parent or guardian to report on the status of the student. Failure to follow this procedure will be considered a violation of the cell phone policy.

**APPROPRIATE BEFORE SCHOOL BEHAVIOR** Students should remain in the cafeteria until 7:30. At 7:30 students may either eat breakfast or go to the gym. High school students should sit on the southeast bleachers and Junior High on the southwest bleachers.

- Remain seated at all times.
- Respect others.
- Speak in a conversational tone.
- Keep hands and feet to yourself.
- Use acceptable language.
- Take all personal belongings with you.
- Dispose of garbage in appropriate receptacles.

Students may go to work in a teacher's classroom if prior approval from the teacher has been received and the teacher is in the room. Students should not be waiting in the hallways before 7:50.

### **APPROPRIATE HALLWAY BEHAVIOR**

- Students must have an approved hallway pass.
- Keep hands and feet to yourself.
- Speak in a conversational tone.
- Close lockers gently.
- Respect others.
- Use acceptable language.
- Help keep the hallways and lockers clean.
- No decorations on outside of lockers only magnets.
- PE students should remain in hall area outside locker rooms.(Not in foyer)

### **APPROPRIATE LUNCHROOM BEHAVIOR**

- Help keep the floor and tables clean.
- Use proper table manners.
- Respect each other's space.
- Speak in a conversational tone.
- Use acceptable language.
- Dispose of garbage and utensils in proper receptacles.

### **STUDENT BEHAVIOR**

Teachers will issue consequences for inappropriate/disruptive behavior as determined by the teacher. These consequences could include, student-teacher conferences, parent-teacher conferences, or detentions before school or after school.

### **DETENTION**

Detentions that are assigned by staff members for a student's inappropriate behavior in the classroom will be set up for Monday - Thursday before or after school throughout the school year from 7:30 - 7:55 AM or 3:45-4:45 P.M. The issuing staff will determine when and where the detention is served, and will monitor the student during this time.

Any student with one (1) hour or more of detention (including lunch detention) not served WILL NOT be allowed to participate in any extracurricular activities (i.e. Contests, practices and rehearsals) or in any school sponsored activities (i.e. Homecoming, Prom, Graduation Ceremony) until the detention is served.

- Any flagrant disrespect towards any school employee will automatically result in an out of school suspension. A second offense will require that the student and parent(s) hold conference with the principal before being allowed to return to school.
- Suspension (In or Out of School) – Credit may be granted for student work during a suspension. Suspended students may arrange to have assignments picked up by a parent or other responsible person. Credit will be granted for properly completed work. However, any assignment or portion of an assignment based on classroom participation shall be recorded as a zero (no credit). All assignments submitted for credit are due on the school day following the conclusion of a suspension term.

Discipline infractions vary in their degree of seriousness. Therefore, a corresponding degree of latitude will be given to school personnel in disciplining those involved.

- Possession of alcohol, any controlled substance, any look-alike substance or drug paraphernalia on school property or at school sponsored activities:

First Violation

- Parents contacted
- Law enforcement contacted
- Five day out of school suspension
- Referral to counsellor

Second Violation

- Parents contacted
- Law enforcement contacted
- Ten day out of school suspension
- Possible recommendation of expulsion to the Board of Education

- Selling or distributing of any controlled substances or any look-alike substance on school property or at school sponsored activities:

First Violation

- Parents contacted
- Law enforcement contacted
- Ten day out of school suspension
- Recommendation of expulsion to the Board of Education

- Students under the influence or use of alcohol or any controlled substances while on school property or at a school sponsored activity:

First Violation

- Parents contacted
- Law enforcement contacted
- Five day out of school suspension
- Referral to counsellor and/or outside agencies for assessment of potential chemical abuse or misuse

Second Violation

- Parents contacted
- Law Enforcement contacted
- Ten day out of school suspension



- Possible recommendation of expulsion to the Board of Education
- Stealing
  - Parents contacted
  - Replacement of items or money taken
  - Possible referral to law enforcement
  - 4 days lunch detention
- Fighting
  - First Violation
    - Parents contacted
    - Possible referral to law enforcement
    - 2 days out of school suspension
  - Second Violation
    - Parents contacted
    - Law enforcement contacted
    - Five day out of school suspension
  - Third Violation
    - Parents contacted
    - 5-10 day suspension
    - Law enforcement contacted
- Vandalism
  - First Violation
    - Parents contacted
    - Students/parents assume the cost and/or labor of repairs
    - One hour after school detention
    - Law enforcement contacted
  - Second Violation
    - Parents contacted
    - Students/Parents assume the cost and/or labor of repairs
    - Law enforcement contacted
    - 2 hours before/after school detention
- Possession or use of tobacco on school property or at a school sponsored event.
  - First Violation
    - Parents contacted
    - Possible referral to law enforcement
    - 1 day out of school suspension
  - Second Violation
    - Parents contacted
    - Law enforcement contacted
    - 2 day out of school suspension
  - Third Violation
    - Parents contacted
    - Law enforcement contacted
    - 5 day out of school suspension
- Threats, harassment, obscene gestures, sexual harassment directed at another student and bullying of other students will not be tolerated. Cyberbullying (texting, instant messaging, youtube, facebook, etc.) that occurs outside the school but interferes with the safety and learning of students during the school day will be considered a school matter and will follow school policy as listed below.
  - First Violation
    - Parents contacted
    - 2 hours after school detention
  - Second Violation

- Parents contacted
  - 2 day out of school suspension
  - Notify Law enforcement
- Third Violation
- Parents contacted
  - Referral to Law enforcement
  - 5 day out of school suspension
- Possession or use of weapons, dangerous objects, and look-alikes( or anything with a blade)
- First Violation
- Parents contacted
  - Possible Law enforcement contacted
  - 1 Day out of school suspension
  - (Firearms brought to school require a twelve-month expulsion.)
- Second Violation
- Parents contacted
  - Law enforcement contacted
  - 2-Day out of school suspension

## **BUS DISCIPLINE**

- 1st Bus Warning--Go over school bus behavior and discipline policy with student, have student sign verification sheet that he/she is aware of behavior and discipline policy regarding school buses. Parent notification – Verbal warning.
- 2nd Bus Warning--Talk with student concerning incident and explain what rules were violated, level 3 and contact parents regarding consequences of next Bus Warning.
- 3rd Bus Warning--3-days off of the bus, parent responsible for transportation. Level 4 - Provide written notification to parent regarding consequences of next Bus Warning. Inform Superintendent and School Board President of actions taken.
- 4th Bus Warning--2 weeks off of the bus, parent responsible for transportation. Level 5 - Provide written notification to parent regarding consequences of next Bus Warning. Inform Superintendent and School Board President of actions taken.
- 5th Bus Warning--9 weeks off of the bus, parent responsible for transportation. Five day out of school suspension. Provide written notification to parent regarding consequences of next Bus Warning. Inform Superintendent and School Board President of actions taken.
- 6th Bus Warning--Recommend to School Board that student no longer be allowed to ride school bus for remainder of current school year. 10 day out of school suspension.
- School administrators have the right to issue a more severe consequence if the offense requires a more severe penalty. If the offense occurs on the last day of school, a consequence determined by the building principal will result.

When students are suspended from the bus, parents are responsible for having their child(ren) delivered by 8:00 in the morning and picked up at 3:45 PM each day.

## **HOMEWORK POLICY**

Graded homework may be assigned and should be expected in 5.0/college-level courses. Independent practice time will be provided during class following guided instruction. Independent practice may need to be completed outside of the school day if not completed during the time provided in class.

- If a student doesn't use their independent work time effectively in class, then they will need to take work home with them.
- Projects and tests are excluded from this policy.
- Students are encouraged to study at home prior to taking a test.

The amount of independent practice will be determined by research-based (standardized and local) grade-level expectations.

Extra practice will provide reinforcement, application, and greater opportunity for mastery of what is taught in class, prepare students for meaningful class participation, and help them more successfully demonstrate the "I Can" statements in each class. Teachers of experienced based classes may assign assistance if needed.

Summative assessments (projects, research assignments, etc.) may be administered in all classes. Due dates and clear expectations for success will be established at the beginning of the unit. Progress is expected to be made by the student outside of school hours.

### **MAKE-UP INSTRUCTION**

It is the student's responsibility to check with their teachers following an absence to determine what instruction has been missed. At that time, teachers will set a time with the student to get the missed instruction. For each day of an excused absence students will be allowed two days to complete the work missed. Extensions may be requested in unusual situations (tests, quizzes, projects).

If a student had already been given the due date of an assignment or project prior to any type of absence, extra time to complete the work will not be provided. In the event of an extended absence, it is the responsibility of the student to communicate with teachers regarding the completion of work.

### **BOOK BAGS/BACKPACKS**

We realize that it is important for students to have a way of carrying books and school supplies back and forth from school. Book bags/backpacks fulfill that need. However, it has become distraction and a safety issue for students to use book bags/backpacks to carry books from class to class. Book bags/backpacks will be stored in a student's locker (not their PE locker) during the day and will not be taken to classes or study hall.

### **LOCKERS (Hallway AND PE)**

Lockers will be assigned to students. There will be no switching of lockers without permission from the office. The students to whom the locker is assigned are responsible for keeping the locker in working order. If the locker is damaged, students will be charged for the repair costs. **The school is not responsible for stolen property. We encourage students to keep items in their locked lockers for security.**

### **PERSONAL BELONGINGS**

Students must keep all personal belongings and equipment in their **locked** lockers provided by the school. Loose items found in the corridors, locker rooms, and classrooms will be put in lost-and-found.

Students should use a permanent marker to label items such as shoes and gym clothes in case of loss. Students who must bring money or other valuable items to school should bring them to the office for safekeeping. **The school is not responsible for lost or stolen articles.**

### **FOOD AND DRINK**

Students may keep re-sealable transparent bottles of water in their lockers as long as this privilege is not abused. Allowable exceptions to this rule are at the discretion of the principal.

Snacks kept in lockers **MUST** be kept in sealed containers or bags. Students must discard ALL snack or food wrappers and keep their locker clean of crumbs and food particles. Failure to do so will result in losing the privilege of having snacks in the locker.

## **CARE OF PROPERTY**

Respect for others and their property is a sign of maturity and is expected of WACO students. Students will be held responsible for the proper care of all books, technology, supplies, furniture and other property furnished by the school district.

## **CELL PHONE**

The WACO technology policy is geared to support and enhance students' education by utilizing technology with emphasis on responsible usage. Students may use cell phones and an electronic device **prior to the beginning of the school day, during lunch** and **after** the academic day has ended.

Students will be asked to place their phones in an assigned place in each classroom at the beginning of a period. Students may use cell phones for educational purposes during class if the teacher directs them to do so. If a student does not comply with these guidelines, the following steps will be taken:

**1st offense:** teacher takes phone to office for student to pick up at the end of the day.

**2nd offense:** parents must pick up the student's cell phone from the office.

**After the 2nd offence,** students **MUST** leave their cellphones in the office upon arrival at school.

## **CONTENT RECOVERY**

Content Recovery is designed to provide students the opportunity to meet with teachers to receive help with specific skills or content that have been identified as a need by the teacher through the use of data from any given assessment. Multiple opportunities are provided for Content Recovery to occur. This time will occur before or after school.

## **OFFICE HOURS**

WACO teachers provide office hours each Professional Development Friday for students who would like or need additional instruction or teacher-guided work time. Office hours will occur between 7:40 and 9:15am.

## **CHEATING/PLAGIARISM**

Cheating and/or plagiarism is not acceptable. Each classroom teacher will handle individual situations dealing with cheating/plagiarism according to the situation. Teachers will inform students in writing at the beginning of each semester of their expectations and consequences if these expectations are not followed.

## **CURRICULUM REQUIREMENTS**

WACO follows a seven-period day, which allows students to take advantage of the wide variety of course offerings available. Students are urged to take as many courses as they can handle and to sample a variety of interest areas.

Students in seventh grade are required to take English, math, social studies, science, physical education, and nine weeks each of family consumer science, music, PLTW, independent study strategies, art, and keyboarding.

Eighth grade students are required to take English, math, social studies, science, physical education, and nine weeks each of Spanish, guidance, PLTW, industrial tech, art, and keyboarding.

WACO High School students must earn 52 credits. Included in the 52 credits must be eight (8) credits of English, which includes, eight (8) credits of math, six (6) credits of science, six credits of social sciences, and two (2) credits of Health. High school students are also required to earn four (4) credits of Physical Education.

Grade level classification for high school students will be determined by the following.

- 9<sup>th</sup> grade Students in high school who have achieved less than 12 credits.
- 10<sup>th</sup> grade Students must be in at least their second year of high school and achieved 12 credits.
- 11<sup>th</sup> grade Students must be in at least their third year of high school and achieved 24 credits.
- 12<sup>th</sup> grade Students must be in at least their fourth year of high school and achieved 36 credits.

## **LIBRARY**

The library has a complete range of materials to enhance students' academic study, as well as personal reading enjoyment. Our staff welcomes student use of our resources and is here to help students find the information they are looking for.

To insure that the library is best able to meet the needs of all users, the following guidelines will be enforced:

Books may be checked out for two weeks. At the end of the two-week checkout period the book may be renewed for another two weeks if no one else has requested it.

Books that teachers place on reserve may be checked out for only one period at a time. Reserve books may be checked out last period for overnight and weekend use (due the following school day before first period).

The most recent issue of magazines and newspapers are kept in the library. Back issues may be checked out for two weeks.

Reference works such as encyclopedias, dictionaries, atlases, etc. are for use in the library only. Students may have articles photocopied for home use if special need arises.

All materials must be properly checked out.

Students are expected to take care of all library resources. Students will be charged for any materials they lose or damage. After using materials, students should return them to the proper location.

The goal of the library staff is to provide prompt and friendly service to all faculty, students, and members of the school community. Please feel free to contact the library staff about information needs, concerns, or suggestions.

## **HONOR ROLL**

Honor rolls will be prepared at the end of each quarter and semester. The student must have at least a B grade average in all academic subjects in order to be recognized on the Honor Roll.

## **COLLEGE VISITS**

As juniors, students are encouraged to attend "official" college visitation days that are sponsored by the colleges. Individual college visits are an opportunity for juniors and seniors to explore colleges to attend the fall after their graduation. Two individual college visits for juniors and seniors will be considered as excused absences.

## **EARLY GRADUATION**

Students who meet the graduation requirements set by the board, and wish to graduate in less than 8 semesters may apply to the principal to graduate early. Students must apply in writing at least 30 days prior to the completion of graduation requirements. In order to graduate early, students must have the approval of the superintendent, principal, and WACO Board of Education.

Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for graduation ceremonies and awards night.

**EXTRA CURRICULAR ACTIVITIES** WACO students have traditionally participated enthusiastically and successfully in a variety of extra curricular activities.

Junior high students may participate in football, volleyball, basketball, wrestling, track, baseball and softball.

High school students may participate in varsity and junior varsity activity in football, volleyball, cross country, basketball, wrestling, track, softball, baseball, cheerleading, and dance team.

WACO provides students with special talents the opportunity to improve their skills to an extent not usually afforded in the regular classroom. A good program of student activities also allows students to discover talents and develop interests in new fields.

Extra-curricular activities contribute to school loyalty and happiness in school life, develop personality, establish habits of good citizenship, and increase the powers of self-direction. They help students develop a personal sense of responsibility and social cooperation.

While student activities are important for the development of the student, they must be secondary to the academic program of the school. Regular class work must come first.

## **CHEERLEADING**

Cheerleaders may be chosen for the following sports: junior varsity/varsity football, wrestling, and basketball.

Information regarding cheerleading will be given in the spring.

## **CLASS ORGANIZATIONS**

All classes, 7-12 will meet and elect officers during the first few weeks of school. A class sponsor must be present at each class meeting. Meetings are to be conducted in a dignified manner and in accordance with standard parliamentary procedure. With the consent of the class sponsor, the president of a class may call a class meeting when necessary.

## **DANCE GUIDELINES**

School dances are held for the purpose of social interaction and for students to have fun together outside of the school day. The student council developed the following guidelines to ensure that dances maintain a positive school culture, are appropriate for all ages of students, and respect the dignity of all students at WACO.

- Out of school guests must be signed up in the office during the school days prior to the dance. No out of school guests will be admitted to the dance unless they are registered through the school office prior to the dance.

- No one over 20 years of age will be admitted. Identification will be required from out of school guests to ensure this guideline is met.
- Students who do not maintain an appropriate style of dance will be asked to discontinue their actions. If the problem persists, the student will be escorted out of the dance.
- Chaperones will have final decisions on what is appropriate or inappropriate for dances.

## **NATIONAL HONOR SOCIETY**

National Honor Society recognizes students who have demonstrated outstanding qualities in scholarship, leadership, service, and character. Membership is conferred by a faculty committee. To be considered for membership, a student (sophomore and above) must achieve a cumulative grade point average of 3.25 and must have attended WACO for the equivalent of at least one semester or more. From those eligible, a point system for the qualities of scholarship, leadership, service, and character is used to elect the members. Active members must be juniors or seniors; sophomores may be admitted as provisional members. All members are periodically reviewed to maintain proper standards.

## **CRITERIA FOR EXTRA CURRICULAR ACTIVITIES**

### **HEALTH AND SAFETY**

Board Policy 507.1 Students who desire to represent WACO in interscholastic sports or cheerleading shall have the approval of a licensed physician.

### **ATTENDANCE**

A student must have been in attendance the last four periods of the day (fourth through seventh) of the scheduled event. The attendance rule also applies to students participating in daily practices. The only exceptions will be doctor appointment, court appearance, college visit, or funeral. (This rule does not apply to events held on non-school days.) All appointments will need written verification from practitioners to allow participation in that evening's event.

### **INSURANCE**

Board Policy 507.6 Students who desire to participate in extracurricular athletics or cheerleading shall either purchase suitable insurance through the school or present a statement that they are covered adequately by another policy.

## **ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES INCLUDING THE FINE ARTS**

All extra-curricular activities will follow the state of Iowa Scholarship Rule 36.15(2) which requires that students pass all of their courses at the end of each semester to retain all eligibility.

A student who receives a failing grade at the end of either the 1<sup>st</sup> or 3<sup>rd</sup> quarter will be ineligible for 15 calendar days in their current extra-curricular activity or the next activity in which they participate.

Students who receive a failing grade at the end of the 1<sup>st</sup> or 2<sup>nd</sup> semester will follow the state eligibility rule (below).

### **Iowa Scholarship Rule 36.15(2)**

- A student must receive credit in at least 4 subjects at all times.
- A student must pass all classes and make adequate progress toward graduation to remain eligible.

- If a student is not passing all classes at end of a final grading period (semester), student is ineligible for a period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.
- A student with a disability and an IEP is judged based on progress made toward IEP goals.
- The ability to use summer school or other means to make up failing grades for eligibility purposes is not available. The rule now also requires that all original failing grades (even those remediated for purposes other than athletic eligibility) be reported to any school to which the student transfers.

## **GOOD CONDUCT RULE**

Board Policy 503.4. Students who participate in school-sponsored activities represent the school and the people in the district. Any student who is observed by staff, law enforcement officials, or admit to, or is placed on probation by a judicial official to have:

- possessed alcoholic beverages with knowledge, intent and control thereof;
- consumed alcoholic beverages;
- possessed controlled substances as they are defined by the Code of Iowa, without a legal prescription, and with knowledge, intent and control thereof;
- used controlled substances, as they are defined by the Code of Iowa, without a legal prescription;
- used / possessed tobacco, in any form;
- committed theft, vandalism, or other serious offenses, including those which would violate the Iowa Criminal Code;

will automatically be suspended from any activity in which she/he is participating for six weeks. Off-season indulgence will be handled individually, with a six-week suspension from the first practice date of the next season or when the student begins practice. Students who are placed on suspension must continue to practice but will not be allowed any interscholastic competition or participation in any public appearance. Students who begin a sport during a period of ineligibility must continue to practice and participate in that sport for the duration of the season. Athletes will be suspended from a minimum of 20% of scheduled events at their level of competition. (Performances in the fine arts are not included in the 20% rule) Service Learning may be chosen in lieu of 4 of the 6 weeks of suspension. The Service Learning will consist of 30 hours to be completed in a 14-day period prior to the student becoming eligible for interscholastic competition. Service Learning will be arranged and monitored by the secondary principal. In addition to service learning the student will be required to attend an appropriate counselling session.

Second offence will result in the doubling of the above-mentioned consequences.

Third offence will result in a 12 month suspension from all school activities.

## **SCHOOL ACTIVITIES**

Board Policy 504.2. All organizations shall handle all financial matters through the regular school activity accounts as designated by the Superintendent of Schools.

Board Policy 504.2 Secondary school student-initiated non-curriculum-related groups and student curriculum-related groups, upon receiving permission from the principal, may use school facilities for group meetings during non-instructional time.

## **SEI SUPER CONFERENCE**

WACO is a member of the SEI Super Conference. Following is a list of conference schools (as officially alphabetized).

Burlington Notre Dame



Cardinal (Eldon)  
Central Lee (Donnellson)  
Columbus Junction  
Danville  
Fairfield, Maharishi  
Highland (Ainsworth, Riverside)  
Holy Trinity (hs-Aquinas, jh-Marquette)  
Iowa Mennonite  
Keosauqua Van Buren  
Lone Tree  
Louisa-Muscatine (Letts)  
Mediapolis  
New London  
Pekin (Packwood)  
Wapello  
Wayland WACO  
West Burlington  
Winfield Mt. Union

## **SOCIAL ACTIVITIES**

When a group wishes to sponsor a social event, the president and sponsor of the group should meet with the principal to discuss the date, location, time, custodial assistance needed, and the names of the chaperones who will attend. (The group's sponsors are required to attend or provide suitable substitutes.)

The usual starting time for social activities will be 7:00 p.m. Except by special arrangement, weeknight social activities must end by 10:00 and weekend social activities at 12:00. Once in the building for social activities, students are to remain until they are ready to leave for the evening; there will be no re-entry. Students are expected to display socially appropriate behavior. Members of the sponsoring group are responsible for cleanup following the activity.

## **STUDENT COUNCIL**

Student Council consists of sixteen members elected according to Article III of the Constitution. In addition to jurisdiction over many of the activities of the school program, Student Council acts for the good of the students, the school, and the community. Students should know their council members so that they are fully represented in the decision-making process.

Junior high students elect seven representatives to the Junior High Student Council.

## **TRANSPORTATION**

Transportation to and from school activities will be furnished by the district. Students belonging to the group or team or participating in the activity will travel as a group. Students will not provide their own transportation.

Occasionally it is necessary for students to ride home with parents (the student's own parents or another student's parents). If a student rides home with his/her own parents, no note is necessary, but the parent must make contact with the coach or sponsor before leaving the event. If the student is to ride home with another student's parent, the student should bring a note to the coach from his/her parents regarding such arrangements. At the time the student is to leave the event, the parent driving must make contact with the sponsor or coach. Without contact, the student will ride the school transportation home.

## **VEHICLES**

Permission to park in the school parking lot is a privilege extended to students who drive to school. Students are expected to park their vehicles in designated parking spots. Students will drive safely, courteously and follow all traffic laws. Students who disregard traffic laws will lose the privilege to park in the school parking lot.

## **WITHDRAWAL AND TRANSFER**

A student who plans to withdraw from school or transfer to another school must meet with the principal and guidance counselor to obtain withdrawal information. Before withdrawing, the student will return books and other materials belonging to the school, obtain a record of grades-to-date in each class, pay any outstanding bills, and arrange for a transfer of records.

## **YEARBOOK**

The yearbook is published by an all-school staff. The book features articles and pictures that interpret student life and becomes a real treasure as the years pass. The yearbook sponsor makes the selection of an editor and staff. Consideration is given to those students who possess abilities in graphic design, photography, time management and organizational skills, deadline orientation, leadership, and teamwork. The yearbook editor will review all photos and information that is submitted for entry into the yearbook. If you have photos or are interested in contributing to the WACO Yearbook please contact Laurie Miles at [Laurie.Miles@wacocsd.org](mailto:Laurie.Miles@wacocsd.org)

## **ANNUAL NOTIFICATION OF POLICIES AND REGULATIONS**

### **POLICY 102 EQUAL EDUCATIONAL OPPORTUNITY**

The board will not discriminate in its educational activities on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age (except for permitting/prohibiting students to engage in certain activities), political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX

(Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

**POLICY 102.R1 GRIEVANCE PROCEDURE** Students, parents of students, employees, and applicants for employment in the school district shall have the right to file a formal complaint alleging discrimination under federal or state regulations requiring nondiscrimination in programs and employment.

Level One - Principal, Immediate Supervisor or

Personnel Contact Person

(Informal and Optional - may be bypassed by the grievant)

Employees with a complaint of discrimination based upon race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42

U.S.C. § 12101, et seq.) are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and

2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and “marital status” isn’t a protected class for employees.

A student, or a parent of a student, with a complaint of discrimination based upon their race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two - Compliance Officer

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and

attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

#### Level Three - Superintendent/Administrator

If the complaint is not resolved at level two, the grievant may appeal it to level three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, rather, the parents have a right to an impartial hearing to resolve the issue.

The Compliance Officer is:  
Superintendent of Schools  
706 N. Pearl Street,  
Wayland, Iowa 52654

319-256-6201  
Office Hours 8:00 - 4:30 PM

### **POLICY 102.E4 SECTION 504 STUDENT AND PARENTAL RIGHTS**

The WACO Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. If has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- receipt of free educational services to the extent they are provided students without disabilities;
- receipt of information about your child and your child's educational programs and activities in your native language;
- notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a reevaluation of your child;
- inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;
- hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 should be directed to:

Superintendent of Schools  
706 N. Pearl Street, Wayland, Iowa 52654

319-256-6201  
Office Hours 8:00 - 4:30 PM

who has been designated by the school-district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, § 504 and Iowa Code 280.3.

**EDUCATIONAL PHILOSOPHY POLICY 104 ANTI-BULLYING/HARASSMENT POLICY** 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, including but not limited to, 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 based upon basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and

256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). 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 an individual 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 individual’s person or property;
- Has a substantially detrimental effect on the individual’s physical or mental health;
- Has the effect of substantially interfering with the individual’s academic performance; or
- Has the effect of substantially interfering with the individual’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 purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or 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 purpose or 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 Superintendent of Schools or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Superintendent of Schools 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 principal, 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 in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

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 to any person at the central administrative office at:

706 N Pearl  
Wayland, Iowa 52654

### **STUDENTS 501.3 COMPULSORY ATTENDANCE**

Parents within the school district who have children over age four (4) and enrolled in the statewide preschool program, over age five (5) and enrolled in the District's kindergarten program, or over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age shall attend school a minimum of 1,096 Hours or in the case of Preschool or kindergarten, student will attend school a minimum of 1,080 hours.

Students over age four (4) on September 15 and enrolled in the statewide preschool program and students over age five (5) on September 15 and enrolled in the District's kindergarten program, may not attend the minimum days only if the student's parent notifies the District in writing of the parent's intent to remove the child from the preschool program and/or from enrollment in the District.

Students of compulsory attendance age, students over age six (6) and under age sixteen (16) on September 15, may not attend the minimum days only if the student falls into one of the following exemptions:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or probation approved private college preparatory school;
- are attending an accredited nonpublic school; or,
- are receiving competent private instruction.
- is subject to the Attendance Cooperation Process.
- .

It is the responsibility of the parent (or legal guardian) of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

The principal shall investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance, the principal should discuss the next step with the superintendent who may refer the matter to the school board. If after school board action, the student is still truant, the superintendent shall refer the matter over to the county attorney for students in grades 7-12. Truant students who have not yet completed sixth grade will be subject to the Attendance Cooperation Process outlined in the supporting administrative regulation.

The school will participate in mediation if requested by the county attorney. The superintendent shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

## **STUDENTS 501.3R1**

**ATTENDANCE COOPERATION PROCESS** When it is determined that a student in grades K-6 is in violation of the school district attendance policy and procedures, the at-risk coordinator will check the Department of Human Services records to determine whether the student's family is receiving Family Investment Program (FIP) benefits. If the student's family is receiving FIP benefits, the at-risk coordinator will notify DHS. DHS is then responsible for the ACP.

If the student's family is not receiving FIP benefits, the at-risk coordinator will initiate the ACP. The parents will be contacted to participate in the ACP. The at-risk coordinator may also invite juvenile court officers, the county attorney, other school officials and others deemed appropriate. If others are invited who don't have access to the student's records either by law or a Juvenile Justice Agency Information Sharing Agreement, parental consent is needed for them to participate in the ACP.

The purpose of the ACP is to determine the cause of the student's non-attendance, get the parties to agree to solutions addressing the non-attendance and initiate referrals to any other services that may be necessary. The agreement is then written. The agreement is to include all terms agreed to and future responsibilities of all parties. All parties must sign the agreement and failure to sign by the parents is considered a violation of the process and initiates the next level.

If the parents (or guardians) do not participate in the ACP, if the parties do not enter into an ACA or if the parents violate a term of the agreement, the student is deemed truant. For FIP students and non-FIP students, the school district notifies the county attorney when students are truant. When an FIP student is deemed truant, DHS is again notified and DHS then initiates the process whereby FIP benefits are reduced.

## **POLICY 502.6 WEAPONS**

The board believes weapons and other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects and look-alikes. Weapons and other dangerous objects and look alike shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous object or look-alike on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than twelve months. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.



A "dangerous weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in a manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that a person intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade.

A "look-alike" is any object that a reasonable person could construe to be a dangerous weapon or object. A student who brings a "look-alike" to school will be subject to disciplinary action that may include, but is not limited to, suspension from school.

Following a suspension or expulsion under the provisions of this policy, the superintendent shall convene a meeting of appropriate educational personnel to develop a plan for the continued school involvement of a student who is suspended or expelled for possession of a dangerous weapon. This plan shall include provisions for the reintegration of the student into the school following the suspension or expulsion.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects or look-alikes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

## **STUDENTS 502.8 SEARCH AND SEIZURE**

School district property is held in public trust by the board. School district authorities may, without a search warrant, search a student, student lockers, personal effects, 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 may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non-prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may 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. NOTE: This policy reflects the law regarding school district authority for searching students and their possessions.

## **POLICY 502.10R1 STUDENT-TO-STUDENT HARASSMENT INVESTIGATION PROCEDURES**

If you feel that you have been harassed the following procedure is to be followed:

- Contact either your school counselor or building principal, or any other staff member. The staff member will assist the student in contacting the counselor or principal.

The counselor after listening to your complaint will advise you of your choices in procedure

- A. Conflict mediation
- B. Informing the principal
- C. Personal mediation or management

The building principal after listening to your complaint will:

- Do an investigation, which will include interviewing the person harassed and the harasser as well as those who may have been witnesses to the incident.
- After the investigation the principal will write up the result of the investigation.
- Copies of this investigation will be given to both parties as well as the parents of both individuals.
- Punishment can include both in-school suspension or suspension or a recommendation for expulsion depending on the specific case. Staff members will be subject to administrative action.

#### **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.
- If the investigator is a witness to the incident, the alternate investigator shall be the investigator.
- Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

**POLICY 503.3 STUDENT FEES AND CHARGES** The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

The superintendent shall inform the board of the dollar amount to be charged to students or others for fines, charges, or fees annually. Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

#### **POLICY 504.5 STUDENT FUNDRAISING**

Students may raise funds for school-sponsored events with the permission of the building principal. Fundraising by students for events other than school-sponsored events is not allowed.

Collection boxes for school fundraising must have prior approval from the principal before being placed on school property.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy for inclusion in parent, student, and staff handbooks.

**POLICY 903.5 DISTRIBUTION OF MATERIALS** The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution. It shall be the responsibility of the superintendent, in conjunction with the building principals to draft administrative regulations regarding this policy.

**EQUAL EDUCATIONAL OPPORTUNITY - SECTION 500 NOTICE OF NONDISCRIMINATION** This series of the board policy manual is devoted to the board's goals and objectives for assisting the students of the school district in obtaining an education. Each student shall have an opportunity to obtain an education in compliance with the policies in this series.

It is the intent of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

In the educational process, students shall treat the employees with respect and students will receive the same in return. Employees shall have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

This section of the board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual shall mean the legal parents. It shall also mean the legal guardian or custodian of a student and students who have reached the age of majority or are otherwise considered an adult by law.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, shall be directed in writing to the Affirmative Action Coordinator, Superintendent of WACO Community School District, Wayland, Iowa; 52654 or by telephoning (319)256-6201.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 10220 N. Executive Hills Blvd., 8th Floor, Kansas City, Mo. 64153-1367, (816) 891-8156 or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

## **ABUSE OF STUDENTS BY EMPLOYEES**

The WACO School District does not tolerate abuse of students by employees. Students who are physically or sexually abused by an employee should notify their parents, teacher, principal, or other school employee. A two-step investigation procedure has been established by the Iowa Department of Education to guide investigations of alleged abuse. WACO has designated Jeff Nance, school principal, as the Level I investigator at the High School.

## **CORPORAL PUNISHMENT**

School employees shall appeal to the better nature of the students and shall use kindness and fairness in all disciplinary actions. If necessary, reasonable physical force may be used commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy: seriousness of the offense, attitude and past behavior of the child, nature and severity of the behavior, motivation of the teacher, age and strength of the child, and availability of less severe but equally effective means of dealing with the situation.

## **CUMULATIVE RECORD PROCEDURES**

The superintendent, building principal, teachers, and counselor are the custodians of student records as long as each student is enrolled in this system.

A parent who wishes to examine his/her child's records shall notify the principal and make an appointment. Short prior notice is acceptable.

Access to records will be granted to a parent during the regular school day and when proper school officials (principal or counselor) are present for discussion and to help interpret the records that are being examined.

Access may be granted to others only by written consent of the parent specifying the record which is to be released, the reason for such release, and to whom it is to be released. The parent will be given a copy of the released record if requested. Telephone or other oral requests for information or transfer of records will not be honored.

State law provides access for the following exceptions:

- Local and area education agency professional staff members who have a legitimate educational interest
- Local professional staff in another school district in which the student intends to enroll
- Certain federal and state officials specified by law, but under conditions which do not identify the student or parent
- Individuals designated by subpoena or a court order (upon condition that the parent and student are notified in advance of the compliance and release of information in the records)
- Individuals involved in the student's application or receipt of financial aid

All of the above require that when the file is consulted a record is made, signed, and dated by the person who consulted the student's record, and that same person indicated his/her legitimate interest or reason for consulting the student's record. A file shall be kept on the items mentioned in this at paragraph. Any notes included in the student's records must be signed and dated.

Parents, students, or others shall not be allowed to remove records from the school office or possession of the principal.

A parent shall have the right to challenge information in the records and to request its removal or correction. A parent who wants to challenge information in the records should use this procedure:

- Notify the principal in writing.
- Review the reasons with the principal.
- If it is felt by the principal that no change in the information should be made, the next step is to review the matter with the superintendent.
- If no correction is made after step 3, the parent has a right to request a School Board hearing on the matter.

## **HUMAN GROWTH AND DEVELOPMENT CURRICULUM**

The Iowa State Legislature has mandated each school district to develop a health curriculum guide and to implement it in all grade levels. The WACO School District does not attempt to replace the human growth and development education provided by parents and churches, but seeks to assist in this process.

A committee of parents, health professionals, teachers, and administrators developed the WACO human growth and development curriculum over a two-year span.

Parents have the right to inspect the curriculum used in their child's grade level. A pupil will not be required to take instruction in human growth and development if the pupil's parent or guardian files with the appropriate principal a written request that the pupil be excused from instruction, and together they develop alternative assignments.

The human growth and development curriculum guide will be available for parent examination during fall registration each year. Exemption forms will be available in the principals' offices.

**OPEN ENROLLMENT NOTIFICATION** Parents/guardians considering the use of the open enrollment option to enroll their child/ren in another public school district in the state of Iowa should be aware of the following dates:

- Sept. 1, 2018- Last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the following school year.
- March 1, 2019 - Last date for regular open enrollment requests for the 2019-2020 school year.

Parents should be aware that open enrollment may result in the loss of athletic eligibility. For details contact the superintendent's office.

**DISTRICT TO COMMUNITY COLLEGE SHARING** WACO students may have the opportunity to take courses at a junior college, if a course is not offered at WACO. This program was designed to give students vocational opportunities they might not otherwise be offered. Interested students should contact the guidance counselor for details when registering for classes.

## **MEAL CHARGES**

In accordance with state and federal law, the WACO Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

**Payment of Meals:** Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than five (5) meals or five (5) ala carte items to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Money may be added to lunch accounts in the following ways: PaySchool, which is online via [www.wacocsd.org](http://www.wacocsd.org) or bring money to school. Elementary students may take money to the office. Junior High and High School students may take money to the lunch attendant.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Employees may use a charge account for meals, but may charge no more than five (5) meals and ala carte items to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches five (5) meals. Families will be notified by preferred method of an email on file with the district, or note sent home with the student. Families can sign up to receive low account balance notifications. Negative balances not paid prior to the last day of the school year will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law. Payment plans may be available by contacting Central Office during business hours. 319-256-6200.

