



INTRAMURAL **HANDBOOK**



MISSION STATEMENT & VISION

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

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TABLE OF CONTENTS

TO THE STUDENTS OF WAUKEE & NORTHWEST HIGH SCHOOL	3
Announcements.....	3
Registration.....	3
RULES & DISCIPLINE INFORMATION	3
Extracurricular Activities.....	3
Intramural Progressive Discipline Procedure.....	3
Participation in School Sponsored Sports.....	4
Sportsmanship.....	4
Student Academic Eligibility Standards.....	4
Student Good Conduct Policy.....	4
DISTRICT POLICIES & PROCEDURES	6
Abuse of Students by District Personnel.....	6
Anti-Bullying/Harassment Policy.....	6
Chapter 103 Notification Statement.....	7
Continuous Notice of Non-Discrimination.....	8
Dress Code.....	8
Federal Section 504.....	8
Gambling.....	8
Gang Activities.....	8
Hazing.....	9
Release of Student Photographs.....	9
Search and Seizure.....	10
Student Fees.....	10
Threats of Violence.....	10
Weapons Policy.....	10
Severe Weather/School Closings	10

TO THE STUDENTS OF WAUKEE & NORTHWEST HIGH SCHOOL

This handbook has been prepared to serve as a useful guide for all Waukee & Northwest High School students and parents. Students and parents are expected to know the provisions of this handbook, which includes a description of the policies and procedures under which the intramural program operates. The intramural program will be coordinated through the Community Education Department.

The purpose of intramurals is to provide additional extracurricular opportunities for Waukee students to increase their overall wellness.

- Promote fitness as a lifestyle
- Encourage healthy competition
- Expose students to a wide variety of fitness activities
- Provide an opportunity for more students to be involved in school activities

Announcements

Parents and students can stay connected by following the WCE Twitter account [@WaukeeCommEd](#), Facebook [Facebook.com/WaukeeCommEd](#), and [imleagues.com](#). Season-specific intramural updates will be shared via the IMLeagues site.

A link to intramural information will be included in daily Waukee & Northwest High School parent and student announcements.

Updates also will be posted on the intramural webpage on the district activity website www.waukeeactivities.org

Registration

Parents, if you accepted the intramural program consent and release form through PowerSchool, your student is able to participate immediately. If you declined the conditions and would like your student to participate, please contact Jeff Longman at jlongman@waukeeschools.org. A waiver will be sent electronically and will need to be completed and returned before the student can participate. Parents will receive a confirmation email once their waiver registration is completed.

Students can register for intramurals via the [imleagues.com](#) website or app. Search “Waukee”. Additional information can be found here:

<https://communityed.waukeeschools.org/intramurals/>

RULES & DISCIPLINE INFORMATION

Extracurricular Activities

ACTIVELY PARTICIPATING

Extracurricular activities are to provide opportunities for students. A student must be in attendance a minimum of two blocks to participate in after school or evening extracurricular activities. The nature of the absence will be the determining factor in these situations.

Intramural Progressive Discipline Procedure

The Waukee Intramural Discipline Procedure has three intended outcomes:

1. to provide a safe and orderly intramural environment, conducive to optimal wellness
2. to modify behavior of students who are habitually disruptive to the intramural program
3. to set boundaries and expectations for student behavior

If a student violates an intramural, school, or district policy/guideline, they will be referred to the WCE office. General violation examples include but are not limited to:

- Foul language
- Arguing with officials
- Suggestive clothing
- Aggressive physical behavior
- Vandalism of school property
- Disobeying supervisors

The degree of violation will determine the assigned consequences and parental notification procedures. The WCE Director or designee reserves the right to assign more than one STEP for severe violations of school policy. If not otherwise prescribed by the violation, the following outline* for notification and consequences will be prescribed:

1. Oral or written notice of allegations against the student.
2. The basis in fact for the charges.
3. The opportunity for the student to respond to those charges.
4. Notify parents if needed.
5. Appeal to WCE Coordinator if student/parent wishes.
6. Meet with WCE Coordinator and/or Director of WCE.

***Additional consequences may be rendered on any step, depending upon the severity of the situation.**

Participation in School-Sponsored Sports

A high school student who participates in a school-sponsored sport is not eligible to participate in an intramural activity during the current sport season without the approval of the WCE Coordinator, Director of WCE, and/or Activities Director.

Failure to obtain approval may result in one-year ineligibility of student/athlete to participate in any school activity.

The Waukee Community School Board allows for a due process procedure in the event of a grievance. The purpose of this procedure is to resolve all complaints at the lowest possible administrative level.

Sportsmanship

Waukee & Northwest High School expects a high level of sportsmanship from fans and student athletes.

Any student, fan, or athlete disqualified from an interscholastic or intramural contest by the administration or game officials for flagrant, violent or verbal misconduct will be ineligible for the next two scheduled games/meets at that level of competition and all other games/meets in the interim at any level. The Waukee Community School District may assess additional penalties.

The second violation carries an eight regularly scheduled game/meet ineligibility. If penalties are imposed at the end of the sport season and no contest remains, the student's penalty is carried over in that particular sport until the next school year. The penalty is not imposed from one sport program to the next sport program. Exception: If a senior (12th grade) is ejected from the last contest of the season in a given sport, the penalty is carried over to the next sport program or intramural program the student participates in.

Student Academic Eligibility Standards

In order to be eligible for extracurricular and co-curricular activities, students must have passed all credited subjects the previous term. Waukee will adhere to guidelines on the "Scholarship Rule" 36.15(2) developed by the Iowa Department of Education, the Iowa High School Athletic Association, the Iowa High School Music Association, and the Iowa High School Speech Association.

If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded (including PSEO, Career Advantage, Correspondence, etc.) the contestant is ineligible to participate in the next occurring intramural opportunity in which the

student is a participant for 30 consecutive calendar days.

For determining eligibility there are four grading periods as follows:

- (1) First term
- (2) Second term
- (3) Third term
- (4) Fourth term

Student Good Conduct Policy

Students who participate in extracurricular and co-curricular activities serve as ambassadors of the Waukee Community School District throughout the calendar year, whether away from school or at school. Students who wish to exercise the privilege of participating in extracurricular or co-curricular activities must conduct themselves in accordance with district school board policy and must refrain from activities that are illegal, unhealthy, or highly inappropriate. Participating in these extracurricular or co-curricular activities is a privilege, conditioned not only upon meeting the eligibility criteria established by the Board, administration and individual activity coaches and sponsors, but also by demonstrating lawful and reasonable conduct. This policy shall be in effect for the entire calendar year (365 days), both during the regular school year, as well as all vacation periods.

Participation in the following extra-curricular and co-curricular activities are subject to the Good Conduct Policy and these rules: Athletics, Intramurals, Instrumental and Vocal Music Contests, Drama Productions, Speech and Debate Contests, State Contests, and Performances for Cheerleading and Dance Team, and any other activities where the student represents the school district outside the classroom.

- It is a violation of this Good Conduct Rule to knowingly engage in the following kinds of conduct:
 - Illegally possess, consume, use, sell, purchase or distribute any alcoholic beverages;
 - Illegally possess consume, use, sell, purchase or distribute controlled substances, as they are defined by the Code of Iowa;
 - Possess, consume, use, sell, purchase or distribute tobacco, in any form;
 - Commit theft, vandalism, assault or any act that would be a violation of the law and grounds for arrest or citations in the criminal or juvenile court system, excluding minor offenses such as traffic offenses, regardless of whether the

- student was cited, arrested, convicted, or adjudicated of the act(s);
 - Violate any provision of the District's Student Conduct – Discipline Policy, the District's Weapons Policy, or the Waukee Community School District's Hazing Policy, where such violation results in a suspension out of school.
- A student will be found to be in violation of the District's Good Conduct Rule if the violation is (1) observed by a staff member or a law enforcement official, (2) the student admits the violation or (3) the violation is supported by substantial evidence presented to school officials or presented in a judicial or administrative proceeding.
 - A student who has been found to have violated the Good Conduct Rule shall be penalized as follows:

FIRST OFFENSE

Student may be required to undergo an assessment by an evaluation agency approved by the Waukee Community School District. Assessment arrangements are to be made, and fees and expenses are to be paid, by the student and/or parent(s). The student shall be responsible for providing the WCE Coordinator with written verification that the required assessment has been completed. Students charged with traffic violations or misdemeanors are NOT required to undergo the assessment.

The student will be suspended from competition for 25% of the current extra-curricular or co-curricular activity season (including any post season competition). If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity the student is involved in. The aforementioned activity's season must be completed in good standing with the WCE Coordinator for the suspension to be served.

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

If the first offense does not involve an illegal substance, a weapon violation, or assault, after one year of no violations, the first offense will be removed from the student's record.

SECOND OFFENSE

Student may be required to undergo an assessment by an evaluation agency approved by the Waukee Community School District. Assessment arrangements are to be made, and fees and expenses are to be paid, by the student and/or parent(s). The student shall be responsible for providing the WCE Coordinator with written verification that the required assessment has been completed.

The student will be suspended from competition for 100% of the current extra-curricular or co-curricular activity season (including any post season competition) or a period not to exceed six months. If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity the student is involved in. The aforementioned activity's season must be completed in good standing with the WCE Coordinator for the suspension to be served.

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

THIRD OFFENSE

Student may be required to undergo an assessment by an evaluation agency approved by the Waukee Community School District. Assessment arrangements are to be made and fees and expenses are to be paid, by the student and/or parent(s). The student shall be responsible for providing the WCE Coordinator with written verification that the required assessment has been completed.

The student will be suspended from competition in all extracurricular or co-curricular activities for a period of one year (including any post season competition), effective immediately. If the student is not competing in an activity at the time of the violation, the penalty will be enforced at the beginning of the next activity the student is involved in.

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

FOURTH OFFENSE

The student will be suspended for the remainder of the student's high school career.

DETERMINATION & APPEAL PROCESS

A student who has allegedly violated the Good Conduct Rule will be notified of the alleged violation of the Good Conduct Rule, the information that supports the allegations and will be given an opportunity to respond. Upon a review of all the evidence and circumstances, the WCE Coordinator will make a decision regarding the alleged violation of the Good Conduct Rule. If the WCE Coordinator determines that the student has violated the Good Conduct Rule, the WCE Coordinator then will determine a period of ineligibility.

Whenever a student is declared ineligible under the Good Conduct Rule, the following procedures shall apply:

- A conference will be held with the WCE Coordinator and the student. At that time, the length of the period of ineligibility and a specific explanation of the reasons for ineligibility will be discussed. The offense and the consequences will thereafter be put in writing and sent to the student and parent(s). If the student or parents(s) do not wish to appeal the ineligibility decision, the WCE Coordinator's decision will be in effect and considered final.
- If the student or parent(s) wish to appeal the WCE Coordinator's decision, they must do so in writing to the Director of WCE within three business days of the receipt of the WCE Coordinator's decision. The Director of WCE shall consider the circumstances and evidence of the case and shall make a decision, which will be communicated in writing to the student, parent(s), and WCE Coordinator. The decision of the Director of WCE shall be made within 14 business days following the date on which the appeal was received.
- If the student or parent/guardian wish to appeal the Director of WCE's decision, they must do so in writing to the Superintendent within three business days of the receipt of the Director of WCE's decision. The Superintendent shall consider the circumstances and evidence of the case and shall make a decision, which will be communicated in writing to the student, parent(s), and Director of WCE. The decision of the Superintendent shall be made within 14 business days following the date on which the appeal was received.
- If the student or parent/guardian wish to appeal the Superintendent's decision, they must do so in writing to the Waukee Community School Board within three business days of the receipt of the Superintendent's decision. The appeal shall be heard by the Board at the earliest feasible opportunity.
- The Board shall schedule a special meeting for

the purpose of reviewing the matter with all individuals involved. At the Board meeting, both the student and his/her parent/guardian and the administration will have an opportunity to present evidence and information in support of their position. The meeting will be conducted in closed session, unless the student or parent(s) request that it be conducted in open session. However, any formal action by the Waukee Community School Board must be taken at an open meeting. The Board shall issue a written decision, which includes finding of fact and conclusions.

- During the appeal procedure the student will be ineligible from participating in any extracurricular or co-curricular activities.

DISTRICT POLICIES & PROCEDURES

Abuse of Students by District Personnel

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

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

Anyone believing that a student has been abused by a district employee or volunteer may report the abuse to Mary Jo Hromatka, Middle School nurse and level one investigator (987.5177).

The entire policy on abuse of students by district personnel is defined in Board Policy 413.4 and is available in the District Administration Office, the Principal's office in each building, and the Waukee Public Library.

Anti-Bullying/Harassment Policy

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

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.

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

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

Individuals who feel that they have been harassed should:

Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.

If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

- tell a teacher, counselor or principal: and
- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened; who was involved; exactly what was said or what the harasser

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

The principal will notify the primary investigator, human resources manager, or designee, if further exploration is needed. The investigator will request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, recordings, social media posts, texts, or pictures. The investigator will interview the complainant and the alleged harasser and other witnesses as deemed appropriate. The alleged harasser may file a written statement in response to the complaint. The school or school district will promptly and reasonably investigate allegations of bullying or harassment. Information received during the investigation is kept confidential to the extent possible. The investigator (with the approval of the principal) or the principal has the authority to initiate an investigation in the absence of a written complaint.

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 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 school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal. 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. ([Board Policy 103](#) & [103-E](#))

Chapter 103 Notification Statement

Notice: Corporal Punishment, Restraint, Physical Confinement and Detention

State law forbids schools employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or

intended to cause pain” to do certain things, such as prevent harm to persons or property.

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

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

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

Continuous Notice of Non-Discrimination

It is the policy of Waukee Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment) marital status (for programs), genetic information (for employment), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy please contact one of the following:

Executive Director of Human Resources: Roxy Livermore

Waukee Community School District
560 SE University Avenue, Waukee, IA 50263
Phone: 515.987.5161
Fax: 515.987.2701
Email: rlivermore@waukeeschools.org

Director of the Iowa Civil Rights Commission

Grimes State Office Building
400 E. 14th Street, Des Moines, IA 50319
Phone: 1.800.457.4416

Director of the Region VII Office of Civil Rights

Department of Education
Citigroup Center, 500 W. Madison Street, Suite 1475,
Chicago, IL 60661-4544
Phone: 312.730.1560
Fax: 312.730.1576
Email: OCR.Chicago@ed.gov

The Waukee Community School District complaint procedure is outlined in [Board Policy 405.51](#).

Dress Code

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

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

Athletic shoes must be worn at all times.

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

Federal Section 504

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

Gambling

Gambling in any form is forbidden in the school building, on school grounds, in buses or on school sponsored trips. All cards, dice, coin and other items used in gambling will be taken away, and referral will be made to the appropriate authority. Violations will result in parental contact and disciplinary action.

Gang Activities

The district’s philosophy is that the presence of gangs and gang activities has caused and continues to cause a substantial disruption of or material interference with school and school activities. A gang as defined in the Iowa Code 723A means any ongoing organization, association, or group of three or more persons, whether

formal or informal, having as one of its primary activities, the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity. The “pattern of gang activity” means the commission, attempting to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the same criminal street gang. By this policy we act to prohibit the existence of gangs and gang activities as follows:

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

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

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

Hazing

Policy Title Hazing Prohibition Code No. 502.11

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

As outlined in the Iowa Code 708.10, the term “Hazing” will mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for

the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity, whether such behavior is planned or occurs on or off school property. All staff that has knowledge of a hazing incident or event must report the information to the school principal.

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

REPORTING

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

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

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

Date of Adoption: September 12, 2006

Note: Waukee School District’s Board Policy on hazing can be found in [Board Policy 502.11](#).

Release of Student Photographs

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

Search and Seizure

School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles under the circumstances permitted by the law. Any illegal, unauthorized or contraband materials discovered in the search may be seized.

Searches of individual persons and/or individual locker, desk or work area searches will be conducted immediately and without prior notification whenever there exists “reasonable suspicion.”

Maintenance inspections of lockers, desks, or work areas may be conducted at any time and without prior notice. Periodic inspections of school lockers, desks or other facilities or spaces owned by the school and provided as a courtesy to a student may be conducted using a drug-sniffing animal.

Student Fees

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

Threats of Violence

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

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

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

Weapons Policy

School district facilities are not an appropriate place for weapons or dangerous objects and look-alikes. Weapons

and other dangerous objects and look-alikes shall be taken from students and others who bring them onto school district property. Parents of students found to possess a weapon or dangerous object or look-alikes shall be notified of the incident and reported to law enforcement officials if intended to cause harm.

Students bringing a firearm to school or knowingly possessing firearms at school shall be expelled for not less than twelve months. The Superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. Board Policy 502.10 explains in detail the district weapons policy. Copies are available on the district website, in the District Administration Office, and at the Waukee Public Library.

Severe Weather/School Closings

In the event that severe weather conditions or other emergency situations dictate the need to delay the beginning of school or cancel school entirely, the following procedures will be used:

1. The Superintendent and Chief Operation Officer (COO) monitor weather forecasts.
2. Prior to 5:00 a.m., the Superintendent and members of operation team drive the district routes to determine safety of transportation.
3. Consultation occurs with Des Moines and other neighboring school systems.
4. In consultation with the COO and /or the Superintendent, a decision is normally made by no later than 5:30 a.m. to delay the beginning of the school day by one hour or two hours or to cancel school.
5. If the decision is made to delay the beginning of the school day, conditions may change enough to warrant cancellation. The decision to cancel school following a decision to delay will usually be made by 6:30 a.m. and no later than 7:00 a.m.

Weather related closings/cancellations:

- If school is cancelled all day due to inclement weather,, intramurals will be **cancelled**.
- If school is let out early due to inclement weather, intramurals will be **cancelled**.
- If PM activities are cancelled due to inclement weather intramurals will be **cancelled**.

The district reserves the right to conduct fire and tornado drills in all facilities without notice to participants.

HOW FAMILIES ARE CONTACTED

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

Waukee Community School District will be using ParentSquare for emergency notifications. This includes notifications like inclement weather, late starts or other emergency situations that may arise during school hours. ParentSquare fully integrates with PowerSchool, and families are automatically opted in to receive notifications. All contact information must be listed correctly in PowerSchool. If you would like to add or update a phone number or email address, please contact your building secretary.