# PRE-K THROUGH GRADE 12

## STUDENT/PARENT HANDBOOK









WATERLOO SCHOOLS



WE *inspire* STUDENTS TO
BE INNOVATIVE
BE COURAGEOUS
BE AMBITIOUS

BE BOLD

**Nondiscrimination** (reference Policy #102.0-E1)
The Waterloo Community Schools District offers career and technical programs in the following service areas:

- ⇒ Health Careers
- ⇒ Trades
- ⇒ Education
- ⇒ Business
- ⇒ Information Technology (IT)

It is the policy of the Waterloo Community Schools District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. If you have questions or a grievance related to this policy, please contact the Dr. Charletta Sudduth Associate Director of Human Resources 1516 Washington Street, 319-433-1818. sudduthc@waterlooschools.org

Welcome to Waterloo Community Schools!

This handbook is an extension of Board policy as well as a reflection of the goals and objectives of the Board. The handbook and school district policies, rules and regulations are in effect while students are on school grounds, on school district property, and/or on property within the jurisdiction of the school district:

1. In all school buildings, on the school campus, in bus garages, administrative offices and parking lots within established school boundaries.
2. In close proximity to the school campus when discipline infractions occur in close proximity to the school day or away from school ground or school events if the misconduct directly affects the good order, efficient management and welfare of the school district.
3. On school operated or chartered buses or while being transported under supervision of school personnel or in close proximity to the bus stop.
4. Attending school-sponsored or school-related activities in which a district school participates, whether or not on district-owned premises. This includes events away from the school district if a district school participates.

A violation of a school district policy, rule regulation, or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities, whether the violations occurred while school was not in session.

The District's elementary and middle school program have approximately 10,000 students in PreK-12$^{th}$ grade. With these many students, WCS must maintain firm and consistent programs that create a safe and orderly atmosphere that all children can learn. An essential feature of our district is to take a variety of steps to assist students daily and increase their opportunities for success.

We have compiled this handbook to provide necessary District-Wide information regarding all facets of school life. It is our goal to provide the best education for each student. To do this, building level information will also be provided to each student and parent/guardian giving specific daily schedules and other necessary information. Building practices and procedures will be more specific, but will not override the District policies.

The following is an outline of District information, policies and procedures, building rules, and many other positive attributes of the Waterloo Community Schools.

<u>Disclaimer</u>
This handbook has been prepared to help you. It is issued in order to have regulations made available to all concerned. It gives a variety of information that will make your year in the Waterloo Community Schools more productive and enjoyable.

Each secondary building may have a building specific handbook that shall not supersede this handbook but act as a compliment.

This handbook cannot cover every aspect of school life; therefore, common sense should be relied upon to address any rules not found in this handbook. The District also has Board-adopted policies that cover areas that may not be addressed in the handbook. Various policy supplements have been added to the back of this handbook. As a District, there may also be a need to check laws at the state and federal levels to address certain situations. Parents/guardians are encouraged to discuss this handbook with their student(s). You may also check the District website for more information at www.waterlooschools.org
We hope you have a valuable and pleasant year. If you have any questions, please feel free to call your student's school.

**Dr. Jared Smith**

Superintendent
Education Service
Center
1516 Washington Street | Waterloo, IA 50702
smithjr@waterlooschools.org
(319) 433-1874

Dear Waterloo Schools Families,

I am thrilled to welcome you to what promises to be another memorable year! As I begin my fifth year as your Superintendent, I am more inspired than ever by our 1,700-plus dedicated employees and the incredible community that supports our students. At Waterloo Schools, our mission remains focused: ensuring every student graduates with a diploma and a plan.

Our commitment to your child's success is rooted in four pillars:

- **Excellence**: Pushing for greatness in every achievement.
- **Well-being**: Prioritizing empathy and the health of our school family.
- **Unity**: Maintaining an inclusive environment where everyone belongs.
- **Collaboration**: Working together to ensure every student is supported.

We are entering an era of unprecedented progress for our district:

- **New Consolidated High School Progress**: We are officially in our second year of construction on our state-of-the-art high school! The site is buzzing with activity as we build toward our Fall 2028 opening. This facility will eventually offer our students unparalleled access to cutting-edge technology and collaborative learning spaces.
- **Rising Academic Achievement**: We continue to see sustained growth in test scores across all demographics. This success is a direct result of our focused curriculum development and the personalized support provided by our world-class educators.
- **Future-Ready Pathways**: From the Waterloo Career Center (WCC) to our International Baccalaureate (IB) and LifeLab programs, we provide a wide range of experiential, college-credit and career-based opportunities. We aren't just teaching; we are connecting students directly to the global economy.

Your partnership is the key to our success. To stay updated on the construction progress and all district news:

- Web: www.waterlooschools.org
- Social: Follow us on Facebook, Instagram, X, and YouTube.

Thank you for choosing Waterloo Schools. We are honored to serve your family during this historic time in our district's journey!

Sincerely,

Jared R Smith

Dr. Jared Smith, Superintendent

# OUR MISSION

One Waterloo, Infinite Possibilities.

# OUR VISION

The Waterloo Schools will **set the standard for urban education** by ensuring that every student is given the comprehensive support and diverse experiences needed **to graduate with a diploma and a plan.**

# OUR VALUES

**We believe in.....**

**Excellence,** by striving for greatness so that all are successful.
*We believe in innovative ideas, ambitious goals, personalized learning, and strategic action.*

**Well-being,** by prioritizing empathy so that all are valued.
*We believe in holistic development, active listening, mutual respect, and inclusive environments.*

**Unity,** by being inclusive so that all are welcomed.
*We believe in fostering belonging, prioritizing students, celebrating diversity, and respecting differences.*

**Collaboration,** by cooperating with each other so that all are supported.
*We believe in cultivating trust, open communication, meaningful engagement, and supportive partnerships.*

# WATERLOO COMMUNITY SCHOOL DISTRICT

# BOARD OF EDUCATION

•1008 Bertch Ave
•Waterloo, IA 50702
•319-883-2121
•Term Expires 2027
•coxj@waterlooschools.org

## Jonathan Cox



•715 Wildwood Road
•Waterloo, IA 50702
•319-230-9974
•Term Expires 2029
•ewingj@waterlooschools.org

## Janelle Ewing



•511 Glencoe Ave
•Waterloo, IA 50701
•319-226-3225
•Term Expires 2027
•knightj@waterlooschools.org

## Jesse Knight



•1125 Newton St
•Waterloo, IA 50703
•319-290-4096
•Term Expires 2029
•madlockk@waterlooschools.org

## Krystal Madlock



•425 Carolina Ave
•Waterloo, IA 50701
•319-830-5038
•Term Expires 2027
•mills@waterlooschools.org

## Stacie Mills



•1453 South Hill Dr
•Waterloo, IA 50701
•319-290-8651
•Term Expires 2027
•schmittl@waterlooschools.org

## Lyle Schmitt
Vice President



•714 Adam Street
•Waterloo, IA 50703
•319-233-3662
•Term Expires 2029
•williamsa2@waterlooscools.org

## Astor Williams
President



## District Office

Education Service Center
Dr. Jared Smith
Phone 319-433-1800 Fax 319-433-1886
smithjr@waterlooschools.org
www.waterlooschools.org/

## Early Childhood Education

Kittrell Early Childhood
Megan Allen
Phone 319-4331831 Fax 319-433-1881
allenm@waterlooschools.org

Lowell PreK
Megan Allen
Phone 319-4331831 Fax 319-433-1881
allenm@waterlooschools.org
www.waterlooschools.org/schoolsites/earlychildhood/

## Elementary Schools

Cunningham SFE Elementary
Mikayla Montgomery
Phone 319-433-3600 Fax 319-433-2603
montgomerym4@waterlooschools.org
www.waterlooschools.org/schoolsites/cunningham/

Fred Becker Elementary
Brandy Welch
Phone 319-433-2180 Fax 319-433-2187
welchb@waterlooschools.org
www.waterlooschools.org/schoolsites/becker/

Highland Elementary School
Matthew Willand
Phone 319-433-2630 Fax 319-433-2633
willandm@waterlooschools.org
www.waterlooschools.org/schoolsites/highland/

Irving Elementary School
Jana Elliott
Phone 319-433-2800 Fax 319-433-2829
elliottj@waterlooschools.org
www.waterlooschools.org/schoolsites/irving/

Kingsley Elementary School
Abby Norgren
Phone 319-433-2210 Fax 319-433-2216
norgrena@waterlooschools.org
www.waterlooschools.org/schoolsites/kingsley/

Kittrell Elementary School
Cassandra Hart
Phone 319-433-2910 Fax 319-433-2916
hartc@waterlooschools.org
www.waterlooschools.org/schoolsites/kittrell/

Lincoln Elementary School
David Nielsen
Phone 319-433-1990 Fax 319-433-1997
nielsend@waterlooschools.org
www.waterlooschools.org/schoolsites/lincoln/

Lou Henry Elementary School
Jacob Young-Kent
Phone 319-433-2860 Fax 319-433-3040
youngkentj2@waterlooschools.org
www.waterlooschools.org/schoolsites/louhenry/

Lowell Elementary School
Carrie Heinzerling
Phone 319-433-1900 Fax 319-433-1905
heinzerlingc@waterlooschools.org
www.waterlooschools.org/schoolsites/lowell/

Orange Elementary School
Ross Bauer
Phone 319-433-2880 Fax 319-433-2888
bauerr@waterlooschools.org
www.waterlooschools.org/schoolsites/orange/

Poyner Elementary School
Jennifer Willand
Phone 319-433-1534 Fax 319-433-1535
willandj@waterlooschools.org
https://www.waterlooschools.org/schoolsites/poyner/

## Middle Schools

Bunger Middle
Ashley Reimer
Phone 319-433-2550 Fax 319-433-2564
reimera@waterlooschools.org
www.waterlooschools.org/schoolsites/bunger/

Central Middle
Neldrekka Whitaker
Phone 319-433-2100 Fax 319-433-2149
whitakern@waterlooschools.org
www.waterlooschools.org/schoolsites/central/

George Washington Carver Academy
Ben Barnett
Phone 319-433-2500 Fax 319-433-2548
barnettb@waterlooschools.org
www.waterlooschools.org/schoolsites/carver/

Hoover Middle
Danielle Hakeman
Phone 319-433-2830 Fax 319-433-2843
hakemand@waterlooschools.org
www.waterlooschools.org/schoolsites/hoover/

## High Schools

East High
Byron Phillips
Phone 319-433-2400 Fax 319-433-2498
phillipsb@waterlooschools.org
www.waterlooschools.org/schoolsites/easthigh/

Expo Alternative Learning Center
Cary Wieland
Phone 319-433-1930 Fax 319-433-1933
wielandc@waterlooschools.org
www.waterlooschools.org/schoolsites/expo/

Waterloo Career Center
Josh Barta
Phone 319-433-2240
bartaj2@waterlooschools.org
https://wcc.waterlooschools.org/

West High
Brian Ortman
Phone 319-433-2700 Fax 319-433-2748
ortmanb@waterlooschools.org
www.waterlooschools.org/schoolsites/westhigh/

# WATERLOO COMMUNITY SCHOOL DISTRICT

## INDEX OF OTHER WCSD OFFICES

| | Phone | Fax | Administrator |
|---|---|---|---|
| Athletics | 319-433-1817 | 319-433-1881 | Josh Payton |
| Building Operations and Central Stores | 319-433-1828 | 319-433-1882 | Zach Kelly |
| Community Education | 319-433-1802 | 319-433-2240 | Josh Barta |
| Educational Services | 319-433-1839 | 319-433-1881 | Amy Schmidt |
| Financial Services | 319-433-1820 | 319-433-1891 | J.T. Anderson |
| Food Service | 319-433-2037 | 319-433-2040 | Heather Bathen |
| Human Resources | 319-433-1834 | 319-433-1890 | Sam Kreassig |
| Information/Assistance | 319-433-1804 | 319-433-1889 | Emily Frederick |
| Career and Technical Services | 319-433-1802 | 319-433-1882 | Josh Barta |
| Print Services | 319-433-2124 | 319-433-2131 | Rochelle Fleshner |
| School and Community Relations | 319-433-1804 | 319-433-1889 | Emily Frederick |
| Special Education | 319-433-1854 | 319-433-1881 | Megan Allen |
| Student and At-Risk Services | 319-433-1801 | 319-433-1887 | Sheena Canady |
| Superintendent | 319-433-1874 | 319-433-1889 | Dr. Jared Smith |
| Success Street (Carver) | 319-433-2530 | 319-433-2531 | Joni Spencer |
| Success Street (East) | 319-433-2446 | 319-433-2447 | Joni Spencer |
| Success Street (West) | 319-433-2780 | 319-433-2799 | Joni Spencer |
| Title I Services | 319-433-1839 | 319-433-1881 | Amy Schmidt |
| Transitional Alliance Program (TAP) | 319-433-1854 | 319-433-1881 | Megan Allen |
| Transportation (Durham Transportation) | 319-291-4879 | 319-226-9807 | Brianne Henson |

# Waterloo Community Schools 2026 / 2027 District Calendar - ELEMENTARY

**July**

| Su | M | Tu | W | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | |

4 Independence Day

**August**

| Su | M | Tu | W | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

** August 24th -25th Rolling Start
Students start as indicated and continue attending

19-21 District & Building PL / Teacher Work Day
24 START DATE for K, 1, 2, 6, 9
*2 hour early dismissal for students*
25 START DATE for 3, 4, 5, 7, 8, 10, 11, 12
*2 hour early dismissal for students*
27 START DATE for Pre-K

**September**

| Su | M | Tu | W | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |
| | | | | | | |

7 Labor Day * - No School

25 District-Wide Professional Learning * - No School

**October**

| Su | M | Tu | W | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | | | | | | |

2 Midterm
16 District-Wide Professional Learning* - No School
27 Conferences - Regular School Day for Students & Staff - PreK - 12 Conferences from 4-7:30pm
29 Conferences * - No School - PreK - 12 Conferences from 12-8pm
30 Teacher Comp Day * - No School

**November**

| Su | M | Tu | W | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |
| | | | | | | |

13 District - Wide Professional Learning* - No School
12 End of 1st Trimester - (55 Days)
16 Start of 2nd Trimester
25-27 Thanksgiving Break * - No School

**December**

| Su | M | Tu | W | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | |

21 District-Wide Staff Work Day* - No School
22-31 Winter Break * - No School

**January**

| Su | M | Tu | W | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

1 Winter Break * - No School
4 School Resumes
11 Midterm
15 Professional Learning* - No School
18 Martin Luther King Day * - No School

**February**

| Su | M | Tu | W | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |
| | | | | | | |

12 Staff Work Day* - No School
23 Conferences - Regular School Day for Students & Staff - PreK - 12 Conferences from 4-7:30pm
23 End of 2nd Trimester (56 Days)
24 Start of 3rd Trimester
25 Conferences * - No School - PreK - 12 Conferences from 12-8pm
26 Teacher Comp Day * - No School

**March**

| Su | M | Tu | W | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |
| | | | | | | |

15-19 Spring Break * - No School
26 Buildings and Offices Closed * - No School
29 Kindergarten Registration / Enrollment OPENS (Online)

**April**

| Su | M | Tu | W | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |
| | | | | | | |

12 Midterm

23 District-Wide Professional Learning* - No School

**May**

| Su | M | Tu | W | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

7 Kindergarten Orientation
**(NO SCHOOL for current Kindergarten Students)
20 Pre-K Last Day of School
21 End of 3rd Trimester (56 days)
21 Last Day of School
*2 hr. Early dismissal for Students*
24 District-Wide Staff Work Day
31 Memorial Day

**Snow days will be made up at the end of the school year, if needed

**June**

| Su | M | Tu | W | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |
| | | | | | | |

Holidays (No School for Students/Buildings & Offices Closed) *

Non-Paid Days (No School for Students) *

Conferences

Teacher Comp Day (No School for Students) *

Beginning of Term

End of Term

Professional Learning (No School for Students) *

First / Last Day of School

***TOTAL Days: 167***

***TOTAL Hours: 1098.86***

***Summary of Calendar***

***First Trimester***
August 24th - November 12th
Midterm - October 2nd

***Second Trimester***
November 16th - February 23rd
Midterm - January 11th

***Third Trimester***
February 24th - May 21st
Midterm: April 12th

***School Hours: 8:45-3:50***

# Waterloo Community Schools 2026 / 2027 District Calendar - SECONDARY

**July**

| Su | M | Tu | W | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | |

4 Independence Day

**August**

| Su | M | Tu | W | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

** August 24th -25th Rolling Start
Students start as indicated and continue attending

19-21 District & Building PL / Teacher Work Day
24 START DATE for K, 1, 2, 6, 9
*2 hour early dismissal for students
25 START DATE for 3, 4, 5, 7, 8, 10, 11, 12
*2 hour early dismissal for students

**September**

| Su | M | Tu | W | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |
| | | | | | | |

7 Labor Day * - No School

23 Midterm
25 District-Wide Professional Learning * - No School

**October**

| Su | M | Tu | W | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | | | | | | |

16 District-Wide Professional Learning* - No School
27 End of 1st Quarter - (43 Days)
28 Start of 2nd Quarter
27 Conferences - Regular School Day for Students & Staff - PreK - 12 Conferences from 4-7:30pm
29 Conferences * - No School - PreK - 12 Conferences from 12-8pm
30 Teacher Comp Day * - No School

**November**

| Su | M | Tu | W | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |
| | | | | | | |

13 District - Wide Professional Learning* - No School
25-27 Thanksgiving Break * - No School

**December**

| Su | M | Tu | W | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | |

2 Midterm

21 District-Wide Staff Work Day* - No School
22-31 Winter Break * - No School

**January**

| Su | M | Tu | W | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

1 Winter Break * - No School
4 School Resumes
14 End of Second Quarter / First Semester (86 Days)
15 Beginning of 3rd quarter / Second Semester
15 Staff Work Day* - No School
18 Martin Luther King Day * - No School

**February**

| Su | M | Tu | W | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |
| | | | | | | |

12 Professional Learning Day* - No School
16 Midterm
23 Conferences - Regular School Day for Students & Staff - PreK - 12 Conferences from 4-7:30pm
25 Conferences * - No School - PreK - 12 Conferences from 12-8pm
26 Teacher Comp Day * - No School

**March**

| Su | M | Tu | W | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |
| | | | | | | |

15-19 Spring Break * - No School
26 Buildings and Offices Closed * - No School
23 End of 3rd quarter (40 Days)
24 Start of 4th quarter

**April**

| Su | M | Tu | W | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |
| | | | | | | |

22 Midterm
23 District-Wide Professional Learning* - No School

**May**

| Su | M | Tu | W | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

17 Seniors Last day (163 Days or 1072.5 hours)
18 East High Graduation
19 West High Graduation
20 Expo Graduation
21 End of 4th Quarter (41 Days) / Second Semester (81 Days)
21 Last day of school
* 2 hour early dismissal for students
24 District-Wide Staff Work Day
31 Memorial Day

**Snow days will be made up at the end of the school year, if needed

**June**

| S | M | T | W | T | Fr | Sa |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |
| | | | | | | |

***TOTAL Days: 167***
***TOTAL Hours: 1098.96***

***Summary of Calendar***

***First Semester***
1st Quarter: August 24th - October 27th
Midterm: September 23rd
2nd Quarter: October 28th - January 14th
Midterm: December 2nd
***Second Semester***
3rd Quarter: January 15th - March 23rd
Midterm: February 16th
4th Quarter: March 24th - May 21st
Midterm: April 22nd
***School Hours: 7:40-2:45***

Holidays (No School for Students/Buildings & Offices Closed) *
Non-Paid Days (No School for Students) *
Conferences
Teacher Comp Day (No School for Students) *
Beginning of Term
End of Term
Professional Learning (No School for Students) *
First / Last Day of School

# Waterloo Community Schools - School Times

## 2026-2027 School Times:

Elementary (K-5) -
8:45 A.M. - 3:50 P.M. Daily

Pre-K (Monday, Tuesday, Wednesday, Thursday)
9:00 A.M. - 3:30 P.M.

Middle and High School (including Expo Alternative Learning Center - all programs)
7:40 A.M. - 2:45 P.M. Daily

Waterloo Career Center
7:45 A.M. - 2:35 P.M. Daily

## 2026-2027 First Days of School:

August 24, 2026 - K, 1, 2, 6, 9

August 25, 2026 - All Students

**8/24/26, 8/25/26, 5/21/27 will be 2 hour early dismissals**

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# Family & Student Rights and Responsibilities

Well-informed parents/guardians strengthen a positive school environment. Consistent with the philosophy, we are requiring that you and your child review a copy of this handbook so that you may become acquainted with the various phases of school life. Please use this handbook to assist your student in becoming a productive member of his/her school community. As a parent/guardian, it is your responsibility to read, understand, and abide by this handbook while supporting your student in doing the same.

## The Role and the Responsibility of the Parent are to:

- ☐ Read and understand the rights and responsibilities in the handbook.
- ☐ Maintain up to date address along with home, work, and emergency telephone numbers at the school, including doctor and hospital preferences.
- ☐ Be involved in the education of your child(ren) and understand that parents/guardians can be held responsible for the actions of your child(ren).
- ☐ Inform the school of pending legal matters that may affect your child.
- ☐ Maintain communication with school personnel concerning your child's progress and conduct.
- ☐ Insure that your child is in daily attendance and promptly report an absence or tardiness by phone or in writing to school within 24 hours after absence.
- ☐ Provide your child with the resources needed to complete class work.
- ☐ Assist your child in being healthy, neat and clean.
- ☐ Identify responsible adults who may pick up your child from school.
- ☐ Bring to the attention of school authorities any problem or condition which affects your child or other children of the school.
- ☐ Understand the policies related to the dispensing of medicine to students and the prohibitions of student self-medicating and sharing medications with other students.
- ☐ Notify the school of anything that may affect the student's ability to learn, to attend school regularly, or to take part, in school activities.
- ☐ Understand each school's guideline for student arrival on campus prior to the official start of the school day and student departure from campus at the end of the school day.
- ☐ Comply with transportation policies and understand that bus drivers may not allow students off the bus except at the designated stop unless permission is granted by a school administrator and the transportation department.
- ☐ Report knowledge of dangerous or harassing situations to school personnel.
- ☐ Discuss progress reports and work assignments with your child.
- ☐ Remember…. "Silence hurts!"

In the Waterloo Community Schools District, teachers expect to meet and/or talk with parents/guardians about their child's progress. If the teacher is unable to help, you should then

approach the next person in the "chain of support"-generally school counselors and school administrators.
The parent/guardian is the child's most important teacher. Schools recognize this and act as partners to provide parents/guardians with support and assistance in becoming involved with their child's education. Home-school partnerships help strengthen a child's academic performance. Parental involvement is critical to a child's success in school.

### The Role and the Responsibility of the Student are to:

- Read and understand the rights and responsibilities in the code.
- Abide by the rules and regulations of the school and each classroom teacher.
- Attend all classes daily and be punctual in attendance.
- Be prepared for class with homework and appropriate work materials.
- Be respectful of all individuals and property.
- Use appropriate language rather than profane or inflammatory statements.
- Behave in a safe and responsible manner.
- Comply with the school dress code.
- Report knowledge of dangerous or harassing situations to school personnel.

### The Role and the Responsibility of the School are to:

- Create a safe, orderly, and drug free environment and maintain and atmosphere conducive to teaching and learning.
- Exhibit an attitude of respect for students, staff, parents/guardians, and visitors.
- Administer discipline based upon fair and impartial treatment of all students.
- Plan a flexible curriculum to meet the needs of all students.
- Promote training for all staff in the areas of effective discipline and behavior management.
- Develop a good working relationship among staff and with students.
- Encourage frequent parent communications with the school.
- Encourage parent/guardian participation in school activities.

## Attendance

(Reference WCSD Policy #501.09 and 501.09-R (1)

*EVERY DAY OF SCHOOL IS IMPORTANT!*
Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. Students are expected to attend classes regularly and to be on time. Students missing 10% or more of the school year for any reason are considered chronically absent.

The laws of Iowa require 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 between the ages of six (6) and sixteen (16) to attend school. Each child's parent, guardian or legal custodian is the person held responsible in the law for seeing that the child receives an education.

A child who will be six (6) years old by September 15 must attend school that year and for the ensuing years until the child is sixteen (16) years old. If a child turns sixteen (16) after September 15, he/she must attend school during that school year.

Students of compulsory attendance age will attend school the number of days school is in session in accordance with the school calendar and state law.

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.

It is the responsibility of the parent/guardian or legal custodian to make sure the student is enrolled in the Waterloo Community Schools, attend school as required by the laws of Iowa, and follow the District's policies and regulations for attendance.

- Procedure – For the safety of your child, it is important that you call or notify the school when they are absent. We ask that you:
    - Contact the school office prior to 9:00am (messages can be left on the school's answering machine during non-school hours).
    - Bring any medical or legal verification from an appointment to the school office.

**If your child is not in attendance and the school has not received parent/guardian notification, the absence will be recorded as unexcused.**

Enforcement of attendance requirements is the duty of both the local school district and the county attorney. The Board of Education is required to adopt rules describing the attendance requirements for students. The Board of Education believes the primary purpose of education is to provide an opportunity for students to develop fully the basic skills needed to function as responsible citizens in a changing world.

The Board and all school district employees believe learning takes place every day in every classroom. Students can make academic progress only if they attend school regularly and take advantage of the educational experiences offered. We believe students will receive the full value of the learning offered in our schools when they are present each day.

### *FAMILY VACATIONS ARE NOT EXCUSED ABSENCES*

ANY absence must be shared with the school and principal and may not necessarily count as an excused absence.

### *TARDIES*

Tardiness is disruptive to the learning environment and has a negative impact on student achievement. Tardiness and early dismissals without a reasonable excuse will be documented in the attendance record.

**Under Iowa Code, Compulsory Education Chapter 299 Section 1B, failure to attend school can lead to a loss of driver's license.**

A person who is of compulsory attendance age who does not meet the requirements for an exception under section 299.2, who does not attend a public school or an accredited nonpublic school, who is not receiving competent private instruction or independent private instruction in accordance with the provisions of chapter 299A, and who does not attend an alternative school or adult education classes, shall not receive an intermediate or full driver's license until age eighteen.

OPEN ENROLLMENT NOTIFICATION

DEADLINES

Open Enrollment is a cost-free option by which parents or guardians residing in an Iowa district may enroll their children into another Iowa school district under the terms and conditions of Iowa Code section 282.18 and the administrative rules contained in Iowa Administrative Code 281-17 as amended by Senate File 2435.

Application deadline for students in grades 1-12 to open enroll for the upcoming school year is March 1. Applications received after March 1 for students grades 1-12 will be denied unless the parent or guardian is able to demonstrate "good cause".

Application deadline for any incoming preschool students who receive special education services requiring specially designed instruction (SDI) OR any incoming kindergarten to enroll for the current year is September 1. Applications received after September 1 for incoming preschool students requiring SDI and kindergarten students will be denied unless the parent or guardian is able to demonstrate "good cause".

TRANSPORTATION

Parents are responsible for transporting children open enrolled to another district. This applies to all students, including those with an individualized educational program (IEP). As a general rule, if the need for transportation is stated in the IEP, as a related service, the parent is responsible for this obligation under open enrollment (Iowa Admin. Code r. 281-IAC 17.10).

If a child open enrolls to a district opens to a district that is contiguous to (or borders) the home district and the parents' income meets economic eligibility requirements, the family may receive a stipend for transportation or be provided transportation by the resident district (Iowa Admin. Code r. 281-IAC 17.8). For additional information, see the transportation assistance guidance on the Transportation Assistance webpage.

ATHLETIC ELIGIBILITY

Students who open enroll in grades 9through 12 are not eligible to participate in varsity contests and competitions during the first 90 school days of transfer (not counting summer school) unless an exception applies allowing immediate eligibility.

A student is eligible if one of the following applies:

- If the student is entering 9th grade for the first time and did not participate in high school athletics for another school or school district during the summer after 8th grade
- If the district of residence and the other school district share the sporting activity
- If the sport is not available to the student in their resident district
- The open enrollment meets the definition of good cause

● If the resident district determines that the pupil was previously the subject of an incident of harassment or bullying (as defined in section 280.28);
● The board of directors or superintendent of the resident district issues or implements a decision that suspends the discontinuation or suspension of varsity interscholastic sports activities in the district of residence;
● The board of directors of the resident and receiving district agree to waive ineligibility;
● During the 2026-2027 school year, a student was enrolled in District A on the first day of school, enrolled in District B for a portion of the school year, and then re-enrolled in District A prior to July 1, 2026.

A student who is academically ineligible in their resident district remains ineligible in the receiving district for the remaining period of ineligibility declared by the resident district regardless of any of the circumstances above.

For other questions regarding eligibility, please contact the Iowa Girls' High School Athletic Union (IGHSAU) at 515-288-9741 or the Iowa High School Athletic Association (IHSAA) at 515-432-2011.

## Students Leaving During the School Day

Once students arrive at school, they are not permitted to leave the building grounds without permission from the main office, attendance office, or school nurse. A student leaving school without permission will be considered truant. This means a student is absent from school without the consent of parents/guardians or the school staff. A child will only be released to the custodial parent(s)/guardian(s) or the persons listed on the emergency contact list. In many instances ID may be required.

If parents/guardians plan to take students from school during the day, they must write a note or call the school stating they will be picking up the students at a particular time. The student should bring a note to the attendance office in the morning before school and the office staff will write a pass for the student to leave class at the appropriate time. **The parent/guardian must sign out the student from the Attendance Office when they are ready to leave the building**. Please attempt to schedule needed appointments after the school day. Students are not released to anyone other than the person(s) listed in our system as the contact. Written documentation must be provided for all medical/legal appointments in order to be counted as an excused absence.

Please remember that parents/guardians are always welcome in our buildings. Everyone should check in at the office and any classroom disruption or removing a child from class should be kept to a minimum so as not to disrupt the learning environment.

## Withdrawal/Transfer from School

When a student is planning to withdraw or transfer from school, a parent/guardian must notify the building administrator or designated office. All refunds, fines or payment of unpaid fees must be paid in the office prior to departure. Also, a release must be signed by a parent/guardian before records can be sent to another school district. All transfers to a school within the District must be arranged by Student Services.

*Parents Tips*

## How Can I Improve My Child's Attendance?

1. Please **call the school** as soon as you know that your child is going to be absent that day.
2. Make sure that your student comes to school with a written excuse note within **48 hours** after being absent.
3. Keep the school **up-to-date on your home address and phone number**. Report any changes to your school's secretary immediately.
4. If your student has **chronic health problems**, please work with your physician and the school nurse to strategize ways to treat your student's symptoms at school.

## Attendance Tips

Parent Portal (https://waterlooia.infinitecampus.org/campus/portal/parents/waterloo.jsp)

- Talk with your child about the importance of attending school **regularly**.
- **Work with school personnel** to remedy any problems that may be keeping your child from going to school every day.
- Get your child to school **on time**.
- Avoid scheduling **family trips** or **doctor appointments** during school hours.
- Make sure that your child stays healthy by eating nutritious food and getting enough **sleep** and **exercise**.
- Don't accept **excuses** for why your child must "miss" or be late for school
- **Discuss** with your child what happened at school each day.
- Support **school rules and consequences** for skipping class and being tardy.
- Show your child why education is important. Give specific examples of how education helps people succeed.
- **Lead by example**. If children see parents taking off work for no real reason, they may expect to be able to do the same thing.
- Be sure that your child is aware of their school's **tardy procedure**. Not signing in constitutes an **unexcused absence**, an excessive number of unexcused absences may lead to a **truancy filing** with Black Hawk County Attorney.

## Back Packs

Backpacks may be used to transport student belongings to and from school. Once the student reaches the school building their backpack must be put away. School administration has the right to request that.

## Behavioral Expectations Statement

This handbook is an extension of Board policy and a reflection of the goals and objectives of the School Board. The Board, administration and employees expect students to conduct themselves in a manner fitting their age level and maturity and to have respect a consideration for the rights of others.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations, and

student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupt the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include denial of privileges; such as exclusion from extracurricular activities, including field trips and athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, regulations, and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents/guardians with questions or concerns may contact the student's school office for information about current enforcement of the policies, rules, regulations or student handbook of the school district. **(Reference WCSD Policy #503.08-R1)**

### *Conduct Expectations Review Form/Elementary Acceptable Behavior Form*

All students and parents/guardians will be informed of District policies regarding disrespect, weapons, false alarms, bomb threats, substance possession or use, physical fighting, sexual harassment, photographic use, truancy, dress code, and disruption to the school environment. Every student grade Pre-K through 12$^{th}$ grade will sign the conduct expectations review form at the beginning of the school year which outlines these offenses and the possible resolutions may include a recommendation for expulsion to the Board of Education.

## Care of School Property

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

## Change of Address

It is the responsibility of the parents/guardians to notify the office of any changes of address (proof must be provided), phone number, or child custody status. It is necessary for us to have accurate and up-to-date information. Parents/guardians must provide the school with a phone number where they can be reached at all times during the school day.

## Cheating/Plagiarism

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources (plagiarism) or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit and/or use of media center or computers.

## Communication of Parental Concerns with School Officials

The Board of Directors, administration and staff encourage parents/guardians or legal custodians to discuss their children's education with district staff.

Specific concerns should be discussed directly with the child's teacher, counselor, or building administrator as appropriate. If the matter continues to be a concern, the building principal should be contacted. If the situation is not resolved at the building level, the appropriate office should be contacted. Please reference page **INDEX OF OTHER WCSD OFFICES** for office telephone numbers.

Parents/guardians are encouraged to deal with such concerns within a reasonable time. Your support is necessary and required to allow your child to fully benefit from the school's educational program. We are all here to provide quality educational opportunities for students.

## Computer Guidelines

Because technology is a vital part of the school district curriculum, the Internet and an internal computer network is made available to employees and students. Students can access the Internet and other network resources at the discretion of their teachers. Individual student network accounts, Google Workspace for Education accounts, and electronic mail addresses are issued to students. Additionally, teachers periodically use other online tools with students as needed to achieve their curricular objectives. Parents who wish to prevent their student from accessing online tools using accounts provided by the district must complete the appropriate opt out form available from their child's school. Access to the district's network is provided via an assigned username and password. It is the responsibility of users to maintain the privacy of their password. Users should never give out their account credentials under any circumstances and should never reply to an unsolicited email seeking account credentials or other personal information.

The district reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of district property, network, and/or Internet access or files, including email, as district email may be a public record.

The network is to be used in support of education and research and consistent with the purposes of the Waterloo Community Schools District. It is not to be used for commercial or for-profit purposes, and should not be used extensively for personal and private business. Users must not use the network to access or process pornographic material, threatening or obscene material, inappropriate files, or files dangerous to the integrity of the network. Additionally, hate mail, harassment, discriminatory remarks, or other antisocial behaviors must not be used on the network, and copyright laws must not be violated. Users must not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. As the use of the internet and the district's network is a privilege, inappropriate use may result in cancellation of those privileges and may also lead to disciplinary and/or legal action.

Beginning at first grade, students are issued a Chromebook computer for their use while they are enrolled in a Waterloo School. Kindergarteners are issued either a Chromebook or iPad. Elementary students generally leave their devices at school, while devices are checked out to middle school students

to take to and from school. Prior to taking a device home, the Chromebook Computer Loan Agreement form must be completed as part of the annual online registration process. Students are responsible for the Chromebook computer loaned to them and must return it in good working order. Damage to the Chromebook will be billed according to the part costs outlined on the loan agreement.

The district has created Google Workspace for Education accounts that includes email for all students in grades K-12. In addition, we also allow students to access certain other Google and third-party services with their Google Workspace for Education accounts. Additionally, teachers periodically use other online tools with students as needed to achieve their curricular objectives. Using these services necessitates that some data be shared with these services. To opt out of the use of these tools, parents should contact their school's administration to discuss any concerns and alternative options.

## Connect-Ed Phone System

You may receive an automated phone call during the school year which relays important or emergency information, such as weather-related dismissals or closings. These automated phone calls use the student database to retrieve the phone number called. Therefore, it is very important that the school your student attends has the correct phone numbers listed.

## Corporal Punishment, Restraint, Physical Confinement and Detention

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

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

Waterloo Community Schools has a comprehensive plan to work to prevent the need for restraint and seclusion occurs. If you have any questions, please contact your school or Megan Allen, Director of Special Education at 319-433-1831 or allenm@waterlooschools.org. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.educateiowa.gov/pk-12/learner- supports/timeout-seclusion-restraint.

## Custody and Parental Rights

In matters of custody and parental rights, District personnel will comply with relevant law and court orders. We will make an effort, within reason, to accommodate expectations and requests from parents/guardians, but will not show preference when there are disagreements among family members. It shall be the responsibility of the person requesting an accommodation to inform and provide District staff with the court order allowing such action(s). Disagreements regarding custody or parental rights cannot be resolved by District personnel.

## Non-custodial parent rights

Unless a grandparent is the court-appointed guardian of a child, the grandparent must have written permission from the parent/guardian to have access to the child. In the school context, this means that non-guardian grandparents/guardians may not have lunch with their grandchildren, pick them up from school, or visit with them at school unless they have parental permission. Non-guardian grandparents/guardians also have no rights to ask a school to arrange for "their" own set of school pictures of a grandchild. School officials must honor the parents/guardians' decisions in such personal matters and not substitute their judgment for that of the parents/guardians.

## Electronic Devices

Disruptive/disobedient/defiant use of all electronic devices is prohibited. Electronic devices include but are not limited to beepers, two-way radios, cameras, cell phones (including those with cameras), video recorders, hand- held game systems, smart watches and other communication devices. No photographic devices of any kind are allowed in restrooms or locker rooms. Use of photographic devices in other areas may only occur with approval of the building administrator.

The personal use or display of radios, beepers, cell phones, 2-way radios, laser pointers, MP3, CD players, or other electronic devices are not permitted during the regular school day. Cell phones and headphones must be turned off and put away as soon as students enter the building. Their use on the school bus is subject to the bus driver's approval. The District is not responsible for lost or stolen devices.

If a cell phone is turned on and being used during the school day, it will be confiscated and returned to the student at the end of the school day after the student reviews the policy with the principal or principal's designee. On the second offense, the cell phone will be confiscated and returned only to the student's parent/guardian. At that time the parent will be told the cell phone should not return to school. On the third offense, the cell phone will be confiscated and delivered to the Student Services Department at the Education Service Center located at 1516 Washington Street and the parent/guardian will meet with the Executive Director of Student and At-Risk Services or designee. Cell phones with cameras are banned from locker rooms and restrooms. If a student is found to have one in their possession it will be confiscated immediately and only returned to a parent / guardian.

## Fee Waiver Policy

There are no standard instructional fees. There may be costs associated with driver's education and instrument rental if your child enrolls in one of those classes. They will be notified by their teacher and given the appropriate fee waiver form which will need to be completed and returned to the school to help assist with free or reduced fees for the class.

## Instructional Fees

There may be cost associated with driver's education, athletics, activities and music department programs, if your student enrolls in one of those classes and/or activities. Students will be notified by their teacher and given the appropriate fee waiver from for those who qualify. **This waiver does not carry over from year to year and must be completed at the beginning of each school year.** There will continue to be fees for lost books, ID cards, yearbooks, parking, etc. that apply to various schools. **These fees are not subject to Fee Waiver.**

## HIPAA/FERPA and PHI

Health Insurance Portability and Accountability Act (HIPAA)
Family Education Rights and Privacy Act (FERPA)
Protected Health Information (PHI)

The Waterloo Community School District sponsors a Health Plan subject to **Health Insurance Portability and Accountability Act (HIPAA)** Privacy Rules. Employees may have access to the individually-identifiable health information of Plan Participants, on behalf of the Plan itself, on behalf of the employer, or for administrative functions related to the Plan.

The Waterloo Community School District sponsors a Group Health Plan that is subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). **Protected health information (PHI)** included under the Act is defined as information that is created received by the Plan and:

1. relates to the past, present, or future physical or mental health or condition of a participant;
2. relates to the provision of health care to a participant;
3. relates to the past, present, or future payment for the provision of health care to a participant; or
4. identifies the participant and suggests a reasonable likelihood that the information might be used to identify the participant.

Protected health information includes information of persons living or deceased.

The Waterloo Community School District shall establish procedures for the implementation of HIPAA requirements. District employees with access to PHI shall comply with all privacy requirements set forth by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and implementing regulations established by the District.

## Homeless

The Waterloo Community School District shall make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to District policies or practices that may inhibit educational opportunities.

The Director of Student and At-Risk Services is the District Homeless Liaison coordinating identification of and assistance for homeless children within our educational community.

Per McKinney-Vento:

*The term "homeless children and youths"--*

A. means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and
B. includes--
    a. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals; *

    b. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

    c. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

    d. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

## Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, illegal drugs or look-a-like substances. They are also prohibited from possessing or using tobacco, tobacco products, e-cigarettes or look-a-like substances. Weapons, including toy guns and look-a- likes, are not allowed on school grounds or at school activities. Students bringing any of the mentioned items to school or possessing any of these items at school will be subject to the Student Conduct Code and District discipline procedures. Parents/guardians of students found in violation of this policy will be contacted, and the students will be reported to law enforcement officials and item(s) will be confiscated.

## Infinite Campus

At the beginning of each school year, parents/guardians must complete the Annual Update through the parent portal providing the most current information and telephone numbers of the parents/guardians as well as alternate persons to contact in the event the school is unable to locate the parents/guardians. The Annual Update also includes providing proof of address and other important district forms. **Parents/guardians must notify your student's school if the information on Infinite Campus changes during the school year.**

## Interference in School

Students will be asked to remove hats, etc. and to replace inappropriate clothing with other clothing. Food and candy may not be eaten in the classroom during class time, unless teachers permit this.

Students and parents/guardians are reminded that students are responsible for their own belongings at school. Students should not bring large amounts of cash to school or anything worth value as the school/district will not be liable if it is lost or stolen.

## Law Enforcement/Student Contact

Schools will be serviced by the School Resource Officer (SRO) or other uniformed officers as assigned to each school. All law enforcement/student contacts will be held within strict compliance with the requirement of Chapter 232 of the Code of Iowa. Parents/guardians who may have questions about police/student contact issues are urged to call the building principal.

These are several areas in which the SRO will be actively involved while working on the school campus:

- A visible, active law enforcement figure on campus dealing with any law-related areas.
- A classroom resource for instruction in the following areas: Life Skills and educational programs in drug and violence prevention and several other topics.
- A resource for the students which will enable students to be associated with a law enforcement figure in the student's environment rather than that of law enforcement.
- A resource to teachers, parents/guardians, guardians, and students for conferences on an individual basis, deal with individual problems or questions.
- A counseling resource in areas which may affect the educational environment but may be of a law-related nature.

## Legal Status of Students

If a student's legal status, such as their name or custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that records are current. Legal documentation will be required to change a student record.

## Lunch Program

All students enrolled in the Waterloo Community School District are eligible for a healthy breakfast and healthy lunch at NO CHARGE to your household each day of the 2026-27 school year.

The Waterloo Community School District is participating in the United States Department of Agriculture's Community Eligibility Provision (CEP) in all elementary, middle and high school buildings. The school district meets the reimbursement formula to qualify for no-cost breakfast and lunch. Pre-K students at the schools will also be offered an afternoon no-cost snack.

*Benefits for Students:*

- Enjoy healthy meals at school at **no cost** **Benefits for Families**
  - No need to fill out a free and reduced lunch application.
  - Do not have to worry about refilling meal accounts or whether their child has an opportunity to eat at school

*Please note:*

1. Families will still be responsible for a la carte items, such as extra milk, extra entrées and extra side items.
2. There are no standard instructional fees.
    a. Each household should have completed a household survey online. If you have not done so, please contact your child's school. They can help walk you through the process. A household survey and fee waiver must be on file to determine status of free or reduced driver's education or instrument rental. There will be costs associated with driver's education and instrument rental if your child enrolls in one of those classes. Fee waiver forms will be available at your children's school building. The waiver form will need to be completed along with the household survey form for determination of free or reduced fess.
    b. There will continue to be fees for lost books, ID cards, yearbooks. parking, etc. that apply to various schools. These fees are not subject to the Fee Waiver.

The school district operates a lunch and breakfast program. Students may bring their own lunches to school or they are eligible for a free school lunch, including milk. Students with cold lunch brought from home, if they wish, may purchase milk for $.50. We do not participate in the free milk program. Students are not permitted to leave the building during lunch time.

### *Food Brought to School from Home or by Parents/Guardians*

Food brought to school should adhere to district nutritional standards and should not be of minimal nutritional value. Parents/guardians are asked to only send items that will make positive contributions to a child's diet and health. All food items, including those sent for class distribution (parties, birthdays, etc.) will be handled in accordance with the Regulation for Food Safety in Schools.

When a parent requests to have lunch with their student and it includes outside food (restaurant-prepared food), a place will be provided to have lunch. If bringing prepared food becomes a problem, each situation will be dealt with on an individual basis.

### *Negative Lunch Balance*

Students who have negative balances from prior school years will continue to have the negative lunch balance. Families will continue to receive notice of this negative lunch balance either by mail or through the automated phone system. Even though your child is eligible for free lunch meals this year, you are still responsible for the meals served in prior years. Please make payments at your child's school building either to the lunch associate or the main school office. Payments for negative balances can also be mailed to the WCS Food Service Office, 1516 Washington Street, Waterloo, IA 50702.

Any questions about the lunch program can be directed to the following:

Heather Bathen, District Manager of Food/Nutrition Program (319)433-2036
bathenh@waterlooschools.org

Jennifer Peverill, District Assistant Manager of Food/Nutrition Program (319)433-2039
peverillj@waterlooschools.org

Dzemila Hodzic-Suljic, Food/Nutrition Program Secretary (319)433-2037
hodzicsuljicd@waterlooschools.org

### *Student Lunch Balance Carried Over*

The monies that are currently in your student's lunch account will remain there. The money can be used for extra milks or ala carte items at the middle and high school levels. If you would like a refund of the lunch monies in your child's lunch account, please call (319)433-2037 or email hodzicsuljicd@waterlooschools.org. A refund will be processed.

## Media Release/Photos

During Annual Update, questions are available for parents/guardians to either give or deny permission for their child to be included in media coverage. Signing the form to deny photos taken applies to all aspects of media including: social media, yearbooks, television and prints. Parents/guardians who later wish to change their decision may do so at any time by providing written communication to their student's school.

## Newsletter

Schools may send newsletters via your child, email or regular mail that contain important dates, development of instructional strategies and school activities. Newsletters can be printed in languages other than English.

Individual classroom teachers may send communications to parents/guardians on a weekly, monthly or trimester cycle. It is important to read these communications to keep abreast of the happenings at school, as well as to stay knowledgeable about your child's activities. Community-sponsored brochures, fliers and other printed materials can be distributed through Waterloo Community Schools for student and family awareness.

## Online Payment

Parents and guardians have the option to deposit money into their child's lunch account via a credit card through the Infinite Campus Parent Portal.

There is no fee to use this service, and parents still have the option by paying with cash or check at their child's school.

Parent portal accounts are automatically created for parents who have their email address on file with the school. A link to the Infinite Campus Portal is found under the family's tab of main website: www.waterlooschools.org

## School Announcements

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the building administrator.

## School Pictures and ID Cards

Pictures are taken early in the fall and again in the spring and are available for purchase. Fall pictures are used to create student ID cards. Students at the secondary level must carry their ID's with them while at school and at school activities.

## School Supplies

District-Wide Elementary and Middle school supply lists are available online at https://www.waterlooschools.org/our-district/calendars or call the Education Service Center. Throughout the school year, additional items may be needed and teachers will share this information with students.

## Student Lockers and Desk

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep his/her assigned locker and desk clean and undamaged. The expense to repair intentional damage to a student's locker or desk will be charged to the student.

The school district has a reasonable and valid interest in ensuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk, or other space. 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 a reasonable and articulable suspicion that illegal or contraband items or evidence of a violation of law or school policy or rule.

## Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. The search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Considering factors such as the following may form reasonable suspicion:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student.

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

- the age of the student;
- the sex of the student;
- the nature of the infraction; and
- the emergency requiring the search without delay.

A student's body and/or personal possessions (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally, intrusive searches will require more compelling circumstances to be considered reasonable. If a pat- down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures. Hand-wands are permitted during a search for contraband devices.

The Board supports the use of video and audio recording equipment as a means to monitor and maintain a safe environment for students and employees, as deemed necessary by administration. The contents of a videotape or its digital equivalent may be used as evidence in a disciplinary proceeding.

## Telephone Use During the School Day

Generally, students receiving telephone calls during school hours will not be called to the telephone. The office will take a message and forward it to the student. Only in emergency situations will students be removed from class or another school activity to receive a telephone call.

## Transportation

### *Bus Accidents*

An administrator will respond to bus incidents that cause injuries. Alternate transportation will be provided to school or home, and contacts will be attempted with the parent/guardian of any injured child. Anyone who needs medical treatment will be transported to an area hospital. Do not come to the accident site.

### *Bus Dismissal to Points Other Than Home*

Parents must contact the school to arrange for a bus pass. Bus passes will only be issued in emergency or one- time only situations if space is available. A note sent or phone call from the parent/guardian will not be guaranteed until First Student has been notified by the school and approves the ride.

## *Bus Safety*

Bus safety is of great importance to the school district. Disruptive or destructive behavior that interferes with the students' safety will not be tolerated. Students will be responsible for their actions at bus stops, as well as on the bus.

Students may be suspended from the bus for the following reasons:

- Bullying / Harassing
- Out of assigned seat, riding on another bus.
- Throwing objects or playing with dangerous objects.
- Excessive noise.
- Being tardy to the bus stop.
- Putting any part of the body out of the bus window.
- Physical or verbal abuse of the bus driver or others.
- Refusing to obey the driver.

Bus riders will be immediately suspended for fighting, smoking, profanity, cursing, or destruction of property. The length of time can be at the discretion of the building administrator.

PLEASE NOTE: Consequences can be modified to meet the needs of the district safety provision. Bus riders who have been suspended will be unable to ride any other bus during the suspension period. Parents/guardians must arrange transportation for students who have been suspended from bus riding privileges.

## *Buses and Other School District Vehicles General Information*

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities, or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading/unloading or leaving the bus. The driver/monitor should report misconduct to the administration and transportation manager.

Students participating in co-curricular activities are required to ride to and from the activity using school-provided transportation. Exceptions can be made when returning from an activity if the student's parents/guardians provide a written and signed request to the activity sponsor/coach identifying the adult of legal age they have authorized to provide transportation for their student, or they can make this request in person to the sponsor/coach. Students will not be allowed to ride home with other students, even if they are of legal age, unless they are family members.

Under authority of Chapter 285 of the Code of Iowa, the Waterloo Community School District will provide transportation or reimburse parents/guardians for all high school students residing more than three miles from their designated high school, all middle school students residing more than two miles from their designated attendance center, and all elementary students who live more than one mile from their designated attendance center. Please refer to WCSD policy number 706.3A for further information.

## *Cameras on School Buses*

Video cameras will be used to monitor student behavior, maintain order on the school buses, and promote and maintain a safe environment. Students and parents/guardians are hereby notified that the content of the video may be used in student disciplinary proceedings. The contents of the video are confidential student records and will be retained, if necessary, for use in a student disciplinary proceeding or other matter as determined appropriate by the administration. Parents/guardians may request to view videos of their student if the videos are used in a discipline matter involving their child with their child's administrator.

## *Waterloo Schools Transportation Eligibility*

1. **Who Gets Busing to and from School?**

Chapter 285 of the Iowa Code has minimum requirements for students that qualify for district-provided transportation. In MOST cases, the Waterloo Schools provide transportation services that EXCEED the minimum requirements as provided by Iowa Code. Last year we drove our buses over 981,000 miles.

- *Preschool Students* — Only those students with an IEP are eligible for transportation.
- *Elementary School Students* —Elementary students who attend school in their attendance area and who live more than one mile from school are eligible for transportation.
- *Middle School Students* — Middle school students who attend school in their attendance area and who live more than two miles from school are eligible for transportation.
- *High School Students* — High school students who attend school in their attendance area and who live more than three miles from school are eligible for transportation.
- *Parochial Students* — Through our contract with Durham Transportation Services, we transport students who attend parochial or other private K-12 schools and who meet the state's distance-from-school requirement (2 miles for elementary and middle school; 3 miles for high school).

In cases where there are fewer than ten students in an area who are eligible for transportation and who attend school in their attendance area, the parents may be required to furnish transportation. Parents are eligible for reimbursement by the District at the rate per mile set by the state.

2. **Transportation Is Also Provided in the Following Special Conditions:**

- *Special Education* —If required by the student's IEP, transportation will be provided. Otherwise, eligibility is the same as for all regular education students.
- *Medical Necessity*—If a student's Individual Health Plan or 504 Plan requires it, or if a medical statement requires it, transportation will be provided.

- *Walking Hazard Zones*—Students who live within the mile minimums, but who would have to walk on, alongside, or across streets that pose a safety hazard are eligible for transportation. If a parent believes a hazard exists, please contact Durham Transportation at 319-291-4879.

- *School Choice* —Students who transfer to a school that is not in Need of Assistance under the provisions of No Child Left Behind's School Choice option are eligible for transportation.

**3. Which Students ARE NOT ELIGIBLE for District-Provided Busing?**

- *Those students*
  - Who do NOT live at least the minimum distance referenced above by grade level and Who do not meet one of the special conditions listed above
- *Those students who have **MOVED** to a new school attendance area, but who wish to **REMAIN** at their former school and were given notice that they were not eligible for transportation from their new residence.*
- *Those who attend, through Voluntary Transfer, a school other than the school in their home attendance area. An exception may exist if:*
  - There are 5 or more students from that area who are going to the same school, and there is space on an existing bus that would stop at one neighborhood location or
  - The transfer to a School in Need of Assistance has been chosen instead of a School Choice transfer to a school that is not In Need of Assistance.

**4. Frequently Asked Questions:**

- *How do I find out my child's bus route or bus stop?*
  Durham Transportation will send a letter to all qualifying parent and/or guardian one to two weeks prior to school starting. Any questions should be directed to First Student Transportation at 319-291-4879.

- *After reading the information above and I still have questions, how do I know if my child qualifies for transportation?*
  Questions about eligibility can be answered by Durham Transportation at 319-291-4879.

- *If I live in the exact same address and have had transportation in the past, am I automatically eligible in the future?*
  No, a number of things might have changed. Contact Durham Transportation at 319-291-4879.

- *Who determines where a bus stop is located?*
  Durham Transportation maps out routes based on the location of students who are eligible for busing.

- *Who should I call with initial transportation questions?*
  Durham Transportation Services at 319-291-4879.

- *Who should I call if I wish to appeal an eligibility decision?*
  Transportation Coordinator at 319-433-1800.

**A. Transportation Options If You Are Otherwise Ineligible**

Students who live less that the mile limit and who aren't eligible otherwise may ride a bus

- If seats are available on a regularly scheduled route. Families must complete a Discretionary Transportation Application for Submission to Durham Transportation.

**B. Other District Provided Transportation or Reimbursement**

- *After School Activities* – Students who participate in extracurricular activities/sports after school are eligible for the Activity Bus.

- *Field Trips* – Students who participate in school sponsored field trips or activities will be provided transportation to and from the destination.

- *Open enrollment*—Students who are open enrolled out of the district and are eligible for Free or Reduced Lunch are eligible for transportation cost reimbursement. Contact Registration at 319-433-2085 for more information.

# Health, Well-Being and Safety

## A Child Is Missing (ACIM)

*A third grader walks out of the school and staff can't find him. A girl gets off the bus at the wrong stop and has not come home. Two middle school boys decide to skip class and no one has seen them all day. What can you do when a child isn't where he/she is supposed to be, but you don't suspect abduction? Call the police to activate an alert through the* ***A Child Is Missing*** *program!*

What it is:

A Child Is Missing (ACIM) is a non-profit organization out of Ft. Lauderdale, Florida designed to locate missing children (often with Autism Down syndrome), the disabled and elderly often (with Alzheimer's disease, Dementia), on campus college students and other vulnerable populations during the crucial first hours of disappearance. Because there are such strict criteria with placing an Amber alert, ACIM was created to put out information on children that need help getting home. We do not need to believe abduction was committed in order to activate this system; just the need for the community's help.

ACIM can place 1,000 calls per minute to area residents and businesses and will map out an aerial view of the region. It targets "hot spots" such as parks, shopping centers, or community buildings (a teen may seek shelter on a cold day at a fast-food restaurant; a young child may be attracted by the park and lose track of time.) They will work with law enforcement until the person is found, sometimes long after the phone calls are made.

ACIM uses published telephone listings to make their calls, but residents can also register their phone number on ACIM's website. ACIM also shares information through social media sites such as Facebook, Twitter and YouTube. For more information, or to register your number, please visit the website at www.achildismissing.org.

What can you do to help? Collect and give all the information you can when you call the police. Register your phone number on the website. Talk to parents and members of the PTO. The more people that help, the faster we find the child. If you have any questions or would like information to present to a PTO, please contact the Waterloo Police Department at 319-291-2515.

## Administering Medication and First Aid

Some students may need prescription and nonprescription medication to participate in their educational program. It is the responsibility of the parent or legal guardian to ensure that the school receives properly authorized medication as described below.

Medication shall be administered when the student's parent or legal guardian provides a signed and dated written statement requesting administration and the medication is in the original, labeled container, with as dispensed or in the manufacturer's container unopened.

Medication shall be administered and accessed only by the school nurse, or in the nurse's absence, by a person who has successfully completed the Iowa School Medication Management course.

Students may self-administer the following emergency medications; insulin, EPI pen injection, or airway constrictive medication with a written statement by the student's parent or legal guardian and prescribing physician. The Authorization to Self-Administer Medication form can be picked up in the nurse's office in your child's school.

The parent or legal guardian is responsible for providing safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment at the end of the school year or whenever it is no longer needed at school, this should not be sent with a student.

If the parent/guardian does not adhere to this policy, and allows their child to self-administer their medications during school hours, the parent will assume all liability and responsibility for any adverse effects, and the school does not assume responsibility. Any adverse reactions will be reported immediately to the school nurse.

## Anti-Bullying/Harassment Policy

(Reference WCSD Policy #104.0)

Bullying and/or harassment of students and adults* (*Board members, administrators, employees, parents/guardians, volunteers, vendors, patrons of the District, and others doing business with the District) are against federal, state, and local policy, and are not tolerated by the Board. The Board is committed to providing all persons 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.

**Iowa Code section 280.28 defines bullying and harassment as follows:**
**b. "Harassment" and "bullying" shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student AND which creates an objectively hostile school environment that meets one or more of the following conditions:**

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

Bullying and/or harassment, on school grounds or at a school activity, of or by students or adults* is prohibited. The policy is in effect while students or adults* are:

1. In all school buildings, on the school campus, in bus garages, administrative office, and parking lots within established school boundaries.
2. In close proximity to the school campus when discipline infractions occur in close proximity to the school day or away from school grounds or school events if the misconduct directly affects the good order, efficient management and welfare of the school district.
3. on school operated or chartered buses or while being transported under supervision of school personnel or in close proximity to the bus stop.
4. attending school-sponsored or school-related activities in which a district school participates, whether or not on district-owned premises. This includes events away from the school district if a district school participates.

Here are some questions to help you to know if the behavior warrants a bullying investigation?

1. Is the behavior reported unwanted/unwelcome?
2. Are the behaviors reported electronic, verbal, physical or relational aggression?
3. Is their severity, persistence or pervasiveness?
    a. Have there been multiple incidents, on average at least twice a week for two or more weeks in a row?
    b. Does the behavior include electronic public communication that can be viewed an unlimited about of times by an unlimited number of people.
    c. Has there been physical injury or physical aggression that potentially could lead to physical injury?
    d. Are there multiple alleged targets or multiple students?
    e. Is there an imbalance of power or is the target having a difficult time defending themselves and/or getting the bully behavior stopped?

To get further assistance or to report bullying please contact the following school personnel:

- To report Bullying and harassment for **Adults** please contact the Associate Director for Human Resources by calling 319-433-1800 with concerns.

- To report Bullying and Harassment for **Students** please contact a teacher, building administrator or contact Student Services 319-433-1801 with concerns.

**To report Bullying and Harassment Anonymously:**

- http://www2.waterloo.k12.ia.us/bullying/
- stopbullying@waterlooschools.org

**To get further assistance or to report physical/sexual harassment you may contact the following agencies:**

- http://www2.waterloo.k12.ia.us/bullying/

- To report suspected child abuse in Iowa 1-800-362-2178
- River View Center 319-939-9599

## Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. A certified asbestos inspector, as required by AHERA, has inspected school district facilities. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in each school building. The Waterloo Community School District follows OSHA requirements on hazardous materials.

## Backpack Program

The Backpack Program is a free food assistances program offered through the Northeast Iowa Food Bank. Families whose student's sign-up for the program receive nutritious, kid-friendly foods; such as cereal, canned pasta, Easy Mac, pop-top cans of soup, fruit cups and boxed drinks. Meal sacks are sent home in student's backpacks, either provided by the Food Bank or if a child prefers, they can use their own. The frequency of distribution is determined by each school.

The Backpack Program allows the Northeast Iowa Food Bank to reach out to children and families that might not otherwise utilize their services. The program helps to ensure that children who need extra food are receiving nutritious meals in order to perform well in school and ensures that area youth and their families are not going hungry during high-risk times. While these high-risk periods are often associated with school breaks, they sometimes involve a personal family crisis and meal sacks are made available to students and their families on those occasions by referral to the Northeast Iowa Food Bank.

## Building Safety

For the safety of our students and the security of our buildings, all outside doors, except the front doors, are locked from the outside during the school day. All of these doors have a "push bar" so students can easily open them should an emergency arise. Anyone coming into the building needs to use the front school doors, sign in at the main office, and pick up a visitor badge to wear while in the building. We hope any inconvenience this may cause will be outweighed by the concern that we have for your child's safety. We want our staff and students to clearly be able to identify any visitors in our buildings.

## Child Abuse Reporting

In compliance with state law and to provide protection to victims of child abuse, the Waterloo Community School District believes incidents of alleged child abuse should be reported to the proper authorities. Employees are encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents/guardians, whether the school is the appropriate setting for the interview, and who will be present during the interview. Students will not be removed from school without notification of the principal and without proper warrant.

## Communicable and Infectious Diseases

Students who have a communicable or infectious disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend class, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to mumps, measles, and chicken pox. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person. The Superintendent will collaborate with UnityPoint Health the providers of Nursing Services. The best defense against transmission from person to person is hand washing.

## Dealing with Conflict

If students are having a problem with another student, it is important they allow the adults in the building to help them resolve the problem in a non-violent manner. Fighting and other loud confrontations will not be tolerated.

Please encourage your child to tell an adult immediately if there is a problem. Parents/guardians are encouraged to call their student's building administrator to inform them of developing conflicts. We would like to work with you before small conflicts become larger.

## Dental Screening

The I-Smile @ School Dental Sealant Program and I-Smile™, Iowa's Dental Home Project, both through the Iowa Department of Public Health and Black Hawk County Health Department will provide oral health services to students enrolled in the Waterloo Community Schools who return the required annual consent form.

Oral health services will be provided by dental hygienists, public health nurses, and other I-Smile™ health care partners. The services may include oral health screenings, prevention education, fluoride

varnish application, sealants, care coordination to ensure access to a dentist, and dental screenings required by law for elementary and high school enrollment.

Please remember that Iowa law requires a dental screening before entering Kindergarten and 9th grade. If you need help finding a dentist for your child or finding ways to pay for dental care, call 1-866-528-4020. For any other questions, please call the I-Smile Coordinator, Hailey, at 319-292-2247 or visit https://idph.iowa.gov/ohds/ismile.

## Emergency Dismissal from School

It is important that your child knows where to go after school in case there is an unscheduled dismissal. If an emergency occurs at school and the building must be evacuated for a long period of time, students will be taken to a designated safe shelter-usually the alternate site.

## Food Related and Life-Threatening Allergies

Some food allergies can be very serious, even life threatening. The existence of a food allergy may require the schools to provide preventive and intervention services in order to reduce the student's risk from contact with or ingestion of foods to which the child is allergic. These services would also help reduce the risk of a life- threatening allergic reaction.

For a complete listing of the procedures, please reference District policies 507.08-R(2).

## Health Screening

Throughout the year, the school district sponsors health screening for vision, hearing, dental, height and weight measurements. Students are automatically screened unless the parent/guardian submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. However, upon a teacher's recommendation or parent's request, students not scheduled for screening may also be screened.

Beginning in the fall of 2008, all Iowa children must have proof of a blood lead test before starting kindergarten, or as soon after that as the parents/guardians are notified that the child needs a test. Physicians and laboratories report all tests to the Iowa Department of Public Health and if they have a record on file, your child does not need another test. Your child will not be kept out of school. However, childhood lead poisoning is a serious problem in Iowa. It causes learning disabilities and could affect your child's school performance, so we strongly recommend that your child be tested for lead poisoning.

## Immunizations

Prior to starting school or when transferring into the school district, students must present an approved immunization record or certificate signed by a health care provider, stating that the student has received the immunizations required by law. Students are not allowed to begin school without the proper immunizations as required by Iowa Law. Only for specific medical or religious purposes are students exempt from the immunization requirements. A physician must sign medical exemptions. Religious exemptions need notarization.

At the time of enrollment in the Waterloo School District, **all** students (including foreign born, refugees, foreign exchange students, and students born in the U.S.) must be asked by the admitting school staff if they have traveled outside of the United States in the past 12 months for 30 days or more. If the student has traveled outside of the U.S. within the past 12 months for 30 days or more, **then the admitting staff will contact the School Nurse.**

A policy has been established by the district to assist homeless children who lack immunizations. Please contact your school building principal if you need additional information.

## Insurance for Children

Parents/guardians can apply for low or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children from birth to age 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy, and hospital services. Parents/guardians are urged to call 1-800-257- 8563 (toll-free) or go to the web site at http://www.hawk-i.org/ for more information. Also see information in the middle school section regarding athletic insurance, if applicable.

## Leader in Me (LIM)

The Leader in Me initiative is being implemented at Becker, Bunger Middle, Expo Alternative High, Hoover Middle, Irving, Kingsley, Kittrell, Lou Henry, Lowell, Orange, and Poyner Elementary School Buildings. The Leader in Me program uses Stephan Covey's 7 Habits of Highly Effective People and Sean Covey's The 7 Habits of Happy Kids books to help teachers, administrators, and students to be their own leader by incorporating the habits in everyday life at school and at home. This program works to increase students' self- confidence, while working to also decrease discipline problems. The Leader in Me works hand-in-hand with Positive Behavioral Intervention Supports (PBIS) to increase positive climate and culture in school building.

## MTSS for Academics, Behavior and Mental Wellness

At Waterloo Community School District, we use the Multi-Tiered Systems and Supports (MTSS); it is the system that allows us to address issues including academics, behaviors, and mental wellness. This systems framework allows us to determine what a student needs. In Waterloo the process to nominate a student for assistance with academics, behaviors, or mental well-being are all the same. This streamlined process allows teams to work together with students and families to treat the whole person.

"What students get"
Learning standards and Behavioral Expectations-Social Emotional Learning K-5
Curriculum and instruction practices
Evidence based programs and practices
Reciprocal relationships b/w achievement and behavior
*Frequency and Intensity matched to student need based on data*

"How we decide who gets what" Consistent process

Collaborative Team-based Professional learning communities examine data specific to the child
Effectiveness of decision measured by student growth
Decision protocols, decision rules
*Frequency and Intensity matched to student need based on data*

## Parent Safety Information

### Introduction

The safety and security of your child in the Waterloo Schools is our highest concern. To ensure a safe, caring environment, we take many steps to prevent, moderate, respond to, and recover from a wide range of possible crisis events.

We need your help, however, to provide the highest level of security for our young people.

- Be sure your children do not bring any weapon to school for any reason. This includes pocket knives and look-alike weapons. Violators will be subject to discipline up to and including expulsion.
- Help your children learn non-violent ways of resolving problems. Fighting will not be tolerated in school.
- Ensure that any weapons in your home are not accessible to your children. An estimated 80 to 90 percent of students who carry guns bring them from home.
- Monitor the movies and television shows your children watch. Many of the popular violence-prone movies and television shows send children a message that violence is the way to solve problems.
- Continue to develop your children's positive self-esteem so they can make good choices and avoid potentially dangerous associations or situations.
- Listen to your children's concerns about other children. Young people often tell their friends about a plan to harm someone.
- Discourage bullying and teasing. These putdowns hurt. Encourage your child to show respect and tolerance for people who are different.
- Talk to your children about situations in which they feel afraid. Take their fears seriously.

We have a comprehensive crisis plan that describes the actions we will take in various circumstances. This allows us to reduce risks, respond effectively to critical incidents and to return to normal operations quickly.

We continually partner with many agencies in our communities—emergency management, law enforcement, fire/rescue, hospitals, the Red Cross, businesses and industries, human service agencies, and other educational institutions -- to coordinate with other community, state, and national efforts.

We know your first interest is your child's safety. Parents/guardians can help us by understanding what the schools will do and by cooperating with school and emergency officials.

### Communication in the Event of a Crisis

A major priority in any crisis is communicating accurate, timely information to parents/guardians. DO NOT call your child's school, as staff will be busy taking care of students, and land and cell lines will quickly become overloaded.

The District uses a variety of ways to let you know the latest information, depending on which resources are available to us:

- Local mass media—TV, radio, newspapers
- Postings on and social media such as Facebook, Twitter, etc.
- Automated phone calls to the phone number(s) on your child's Information Card
- Email and text alerts to the email address(es) and cell phone(s) listed on your child's Information Card In all cases, we work closely with local police and fire/rescue.

## Reuniting with Your Child

We know how important it will be for you to be reunited with your child as quickly as possible following a crisis event. Some circumstances or events may require us to establish a reunion center to provide for a secure release of your child to an authorized person.

- Adults will need a photo ID at the reunion point to gain admittance.
- Students will be released ONLY to persons who have been authorized by the parent/guardian in writing on the Student Information Card.
- If an alternate location is needed away from the school, a reunion center will be established at the alternate site and students will be signed out from here.
- We will notify parents/guardians through the media and by other communication systems available to us when and if a reunion point is set up for a particular event.
- If a reunion center is established away from the school or the alternate site do not go to or call the school or alternate site.

## Responses to Crisis Events

School may be the safest place for your child in a crisis. We will work to ensure that students are safe until a threat has passed. It is our goal to return children to their parent/guardian as soon as it is safe to do so, but students may be retained for an extended period of time. Police and fire/rescue officials will help make the decision as to when release can occur. The following strategies will be utilized as primary responses to crisis events:

- *Early Dismissal* – Approaching storm, loss of power, etc. If it has been determined that it would be unsafe or learning conditions will be extremely impacted; if there is enough time for buses to run and parents/guardians to pick up children safely, this option may be used.

- *Evacuate* – Internal threats, fire, gas, explosives, dangerous intruders. We take students outside the building and may relocate an alternate site if necessary.

- *Shelter*-in-place – Weather, hazardous substances, or other emergencies inside /outside of the building. Students and staff move to designated areas inside the building to escape hazards outside of the building or concerns located elsewhere in the building. Students and staff continue business as usual in the classroom while movement through the halls is restricted. In some cases, we may lock only outside doors and allow free movement within the building.

- *Lockdown*—Immediate dangerous concerns in the neighborhood or in the building. All students and staff seek immediate cover, lock and secure all areas where possible. All adults and students

on heightened alert awaiting additional information to assist with next steps including barricading, evacuation, and countering the potential threat.

The selection of these actions would depend on the warning we have before the incident and the location and nature of the incident.

## *What Parents/Guardians Can do*

### Help Us Meet Health Needs

Keep the school supplied with any required medication and informed of any changes in your child's health. We will move essential medications if we evacuate.

### Help Us Reach You—Keep Your Contact Information Updated

1. Outdated names, phone numbers, or addresses may prevent efforts to reach you or to release your child to the person you prefer. Contact your school office with updates.

2. You can now update your student's contact information through the parent portal on Infinite Campus! To do so, log onto the parent portal and select one of the following tabs:

    - Select Household Information to update your home's phone number,
    - Select Family Members to update individual family member phone numbers, such as work numbers.
    - Select a student, and then click on demographics. Here, you can update other contact information or add a new contact.

Update requests must be processed / approved by your child's school, so submitted changes will not immediately appear on the portal. You will be notified by a message on the portal when your change request has been processed.

Keeping contact information updated is very important

3. Sign up for the Emergency Notification Email System at www.waterlooschools.org

### Stay Calm and Follow Instructions

Because crisis incidents could cause great confusion and disruption, parents/guardians should follow the instructions of police and fire/rescue officials. In all cases, our goal is to provide the safest possible shelter for our children and to communicate fully what we are doing. As phone lines could become jammed, tuning to local media will provide the best source of information. Access to the school may be restricted by law enforcement— please **do not call the school** as phone lines need to be kept open for critical communications, and school officials will be busy caring for children. The District will initiate communication as quickly as possible. Don't endanger yourself and others by trying to reach your child before it is safe to do so.

## Stay Informed

Read school newsletters and this student handbook. Know where the school's Alternate Site and Reunification Centers are. Ask questions if you need more information. Join your Site Council or Building Safety Committee.

**Safety and Bullying Hotline:**
**See Something - Say Something! Don't Share It. Report It!**

The following behavior should be reported immediately to any adult in the building including, but not limited to an administrator, counselor or teacher.

- Threats of violence directed to a school, student, and/or a staff member
- Weapons on campus
- Bullying and/or other unwanted behavior

**Threats of violence, weapons on campus, and/or Bullying or Other Unwanted Behavior may also be reported at the numbers below:**

If you are reporting an immediate threat or danger to a person, a school, or other emergency, please call 911! The Hotline is not monitored at all times.

Voice Mail - 319.433.2081 Text - 319.435.8187
Email - stopbullying@waterlooschools.org Online - http://www2.waterloo.k12.ia.us/bullying/

Please see the Waterloo School's Bullying Information Web page for more Bullying information
https://www.waterlooschools.org/students-families/anti-bullying

**Need More Information?**
Contact your school's principal or the District's Safety Director at 319.433.1851 Helpful websites include:

- www.waterlooschools.org/parents(Waterloo Schools Parent Information)
- www.nasponline.org (National Association of School Psychologists)
- www.aacap.org (American Academy of Child and Adolescent psychiatry)
- www.ready.gov (US Department of Homeland Security)
- https://www.ready.gov/kids and http://www.fema.gov/disaster/4085/updates/fema-kids-know-facts
- (Federal Emergency Management Agency--FEMA for Kids)
- www.redcross.org/services/disaster/beprepared (Red Cross)
-

## Parent Volunteers/Parent Organization/Visitors

Serving as a volunteer gives parents/guardians a unique opportunity to participate in their child's school activities. Teachers appreciate the assistance volunteers provide; volunteers experience the pleasure of being needed and of helping others. Volunteer athletic coaches must have their Iowa Coaching Authorization. Parent volunteers may run the clocks, take admission fees and run concessions.

To volunteer a person must:

1. Complete volunteer application (updated annually).

When entering the building a person must:

1. Sign in and sign out in the main office
2. Wear “visitor” name badge

As a parent/guardian, you may also want to be involved in your child’s school by becoming a member of the site council, booster club, and other parent committees. Meetings are normally held after the school day. The parent groups assist with school projects and raise funds for student activities, teacher supplies and many other worthwhile causes. Contact the main office for meeting times and locations.

Parents/guardians are welcome to visit the school building at any time and with prior approval may visit their children’s classes. However, all visitors, including parents/guardians, must sign in and sign out in the main office and wear a “visitor” badge at all times.

Student visitors are not allowed in classes. With prior permission from the principal, a student from another community may visit at lunchtime with a visitor’s badge. Due to health and safety concerns, restrictions may be in place to limit visitors in our buildings at any time.

## Pets on School Grounds

As a matter of safety, pets are not allowed on school grounds. Exceptions to this rule would be a pre-approved pet visit to a classroom, or a Service dog animal.

## Positive Behavior Intervention Supports (PBIS)

All Waterloo Community School buildings are implementing the Positive Behavior Interventions and Supports (PBIS). School-wide PBIS is a positive, data driven, discipline framework to proactively prevent or reduce challenging behaviors and produce positive outcomes (Turnbull et al., 2002). The focus of this approach is to make problem behavior less effective and positive behavior more effective. Just like reading and math, behavior can and should be taught. PBIS creates positive environments utilizing proactive strategies such as introducing, defining, modeling, teaching, and supporting positive behavioral expectations school-wide and then reinforcing and acknowledging students for these positive social behaviors (Scott et al., 2002). It’s about creating positive school environments where all children feel safe and can learn.

The essential goals of PBIS are to:

- Reduce unnecessary punishment such as discipline referrals, detentions, suspensions, and expulsions
- Establish the capacity of schools to educate all students
- Increase commitment to school through relationship building

## School Day

Based on District policy, supervision will be available 15 minutes prior to the start of the school day and 15 minutes after the end of the school day. Students who arrive early or leave late will not be supervised and will not be allowed to remain in the school building.

## Severe Weather Conditions

Each school building has an emergency plan utilizing the safest possible areas for sheltering students in the event of severe weather. If a severe storm or tornado warning is issued at the end of the school day, dismissal will be delayed until it is safe for the children to go home. Parents/guardians should wait until the severe weather has passed before picking up students. Also, all bus drivers have been instructed in emergency procedures in case a storm should occur while the children are in route to or from school.

Occasionally, during the winter months, it is necessary to cancel school, delay starting time or dismiss school early because of severe weather conditions. When this occurs, special school cancellation announcements are shared on our district social media, and local radio and television stations. In the fall, we send home a form

requesting information about where your child will go in the event of an early dismissal. It is extremely important that we have this information on file. Your child should also know where to go if there is such a dismissal.

All “snow days” (days of school missed by students because of inclement weather) will be made up in accordance with the official school calendar.

Children are not sent outdoors during the lunch period or for recess when it is extremely cold. The wind-chill factor, among other things, is considered in making the decision for outside play for elementary students.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled or re-scheduled. The superintendent must be contacted for a decision of whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, announcements are made in the media and by coaches/sponsors to students.

## Student Illness or Injury at School

A student who becomes ill or injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents/guardians according to the information on Infinite Campus. If the student is too ill to remain in school, the student will be released to his/her parents/guardians or, with parental permission, to another person as directed by the parents/guardians.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents/guardians where the student has been or will be transported for treatment.

## Threats of Self-Harm or Another

As stated in the Model School District Policy on Suicide Prevention, located on the Iowa Department of Education’s website:

When a student is identified by a staff person as a potential harm to themselves or another, the student will be seen by a school administrator, school counselor, or nurse within the same school day to assess risk.

**For youth at risk:**

School staff will continuously supervise the student to ensure their safety. The administrator, nurse and counselor will be made aware of the situation as soon as reasonably possible. The administrator or school counselor will contact the student's parents or guardian and assist the family with an urgent referral. When appropriate, this may include calling emergency services or arrange transportation to the local emergency department. In most situations staff will encourage the parent/guardian to seek a risk assessment evaluation for their child from their provider, local emergency room or the Mobile Crisis Unit. The crisis documentation completed by school staff, will be provided to the parent or guardian to share with the evaluating provider. School staff will share additional information with the healthcare provider after obtaining a signed release of information from the parent/guardian.

Staff will ask the student's parent or guardian for the clinical recommendation, return to school form, from the healthcare provider conducting the evaluation. This information will be helpful in developing supports if indicated. Ongoing coordination of care may be beneficial with a signed release of information to discuss the student's care if necessary.

**Re-entry Procedure:**

To assist in planning for the return of a student who has been out of school for any length of time, due to a crisis situation or after hospitalization, the family will attend a reentry meeting with the appropriate school personnel prior to the student returning to school. The goal of the meeting is to ensure the student has the necessary supports needed for a successful return to school.

## Vision Screening

The parents or guardian of a child who is to be enrolled in a public or accredited nonpublic elementary school shall ensure the child is screened for vision impairment at least once before enrollment in kindergarten and again before enrollment in third grade. The child's vision screening requirement shall not apply if the child vision screening conflicts with a parent's and/or guardian's genuine and sincere religious beliefs. The parent or guardian of a child enrolled in kindergarten or third grade shall ensure that evidence of a child vision screening is submitted to the school district or accredited nonpublic elementary school in which the child is enrolled either electronically through IRIS pursuant to sub-rule, in hard copy or electronic form pursuant to sub-rule.

Submission of a faxed, photo or electronic copy of the child vision screening results is acceptable. If a parent or guardian chooses for a child to receive a comprehensive eye examination completed by an ophthalmologist or optometrist in lieu of vision screening the parent or guardian may submit a completed student vision card to satisfy the requirement of this rule.

# Student Academics

## 504 Plan

Section 504 of the Rehabilitation Act of 1973 is the law that prohibits schools from discriminating against students with disabilities. Section 504 sets minimum standards for providing related services and aids to students with disabilities that substantially limits a major life activity. All accredited Iowa schools must comply with Section 504. Section 504 applies to elementary and secondary education, preschool and adult education, and private education. For any questions around Section 504 contact Megan Allen, 504 Coordinator for Waterloo Schools at 319-433-1831 or allenm@waterlooschools.org.

## AEA Support Teams

Central Rivers Area Education Agency, located in Cedar Falls, has support teams available when special situations and/or problems arise. AEA Team Representatives are accessible in each school. Appointments can be arranged through the school building administrator's office or through the office of Special Education.

## Every Student Succeeds Act

Parents/guardians may request information regarding the professional qualifications of their child's classroom teacher. Parents/guardians should contact Human Resources at 433-1800. The District will provide information on professional qualifications of the teacher and qualifications of paraprofessionals at the beginning of each school year.

Parents/guardians will receive achievement level information on District level assessments as soon as it is feasible after the tests have been taken.

For students receiving language instruction for limited English proficiency, the parent will receive information at the beginning of the school year on the level of services and why the child needs the services.

## Field Experience Students/Student Teachers

As part of Waterloo CSD's partnerships with various teacher preparation institutions, our teachers host and mentor many preservice teachers in field experiences and student teaching. The students may be required to video record their performance in the classroom and provide examples of their feedback on student work. The recordings are viewed and evaluated by instructors and in some cases by external national evaluators. No Waterloo student's names will appear on materials that are submitted. If the video recordings are to be used for any other purpose, separate permission will be specifically requested by the preservice teacher or faculty. Unless otherwise notified in writing, your child's image may be recorded for this purpose.

## Grade Reports

Students receive progress reports in the form of report cards at the end of each mid-term and/or quarter. Parents/guardians or students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Conference times are listed on the District calendar.

## Homework

Teachers assign homework, extra class activities, and assignments as necessary. Homework is an opportunity for students to practice skills and activities, share and discuss ideas, review materials, become acquainted with resources, organize thoughts, prepare for classroom activities, and make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in a student not learning intended concepts to mastery level and not achieving maximum success.

## Human Growth and Development

The school district provides students with instruction in human growth and development. Parents/guardians may review the curriculum prior to its use and have their child excused from the class. Parents/guardians should contact the principal if they wish to excuse their child from human growth and development instruction.

## Inspection of Educational Material

Parents/guardians of the school district community may view the instructional materials used by students in the school office. Copies may be obtained according to Board policy.

## Lost and Found

A lost and found box is kept in the main office of each building. If students find books, clothing, or various other articles belonging to other students, they should turn them in to the office. Keeping a lost item for one's own use is dishonest. If a student has lost something at school, this is one place to check for belongings. We suggest the students check the rooms they use during the day before checking the lost and found.

## Loss of Textbooks

Students are provided with the necessary instructional materials to learn the identified critical objectives in the curriculum. Textbooks are an important resource for students when meeting learning expectations defined by standards. Students are expected to return all textbooks in the same condition as when assigned to them.

Students must pay for any textbook assigned to them, which is lost or damaged. Students who have outstanding fees or fines from a previous year or current year and have not yet paid the fee will be allowed to use textbooks in class and will be able to check out textbooks on a temporary basis when needed to complete assigned homework or to study for an assessment. A new textbook will not be issued on a permanent basis until the textbook fees are paid or unless there are extenuating circumstances as determined by an administrator.

## Make-up Work

Schoolwork, including testing, missed due to any absence must be completed to the satisfaction of the teacher. Students who have made arrangements to be absent may complete their assignments in advance. Make-up work, including testing, should be completed and turned in during the allotted time period as outlined in the attendance policy regulations. Work and tests not completed in the allotted time will not receive credit unless arrangements have been made with the instructor before the deadline. Students or parents/guardians of the student are responsible for contacting the teacher to get assignments.

## Media Center

The school media center is available to students during school hours according to an established building schedule. The media center is a place for study, research and collaboration. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the media center.

All students may check out books in accordance with the posted media center policies. Students are expected to return borrowed materials on or before the designated due date. Students will be notified of unreturned materials and consequences may apply per posted media center policies. Students will always have access to required learning materials in the media center. However, privileges may be modified for habitual abusers only after parent / guardian contact and with the discretion of the school principal.

We hope you will encourage your children to follow the policies of the media center as this helps them to become responsible individuals. Charges for any replacement cost of damaged, lost or stolen materials will be reflected on the student account.

## Native Language Interpreters

Parents/guardians who need a native language interpreter to assist in communication can contact the individual school building or English Language Development Department (ELD), at 319-433-2034 (Office) Ext. 10163

## Parent-Teacher Conference (K-12)

Two parent-teacher conferences are scheduled each year. This school year the conferences are scheduled in late October and late February. Conferences with your child's teacher include discussions about his/her progress and achievements. Conferences are a very important part of your child's total education program, and parents/guardians are encouraged to make every effort to attend.

## Problem Solving Process

The problem-solving process is used to identify and serve students who need interventions, accommodations, and/or services above and beyond those typically offered in the general education environment. These interventions and services may meet a variety of academic and/or behavioral needs. Through this process, teachers and the Problem-Solving Team develop and monitor a plan individually designed to meet the particular need(s) of a student.

## School Counselor

School counselors are available to all students. Students may schedule appointments with the counselors. Appointments can also be made before or after school. Students should feel free to contact the counselor whenever problems, academic, personal, social, emotional present themselves.

## Sign Language

Parents/Guardians who need a Sign Language Interpreters to assist in communication can contact the individual school building or a Sign Language Interpreter can be arranged by contacting Megan Allen, at 319-433-1831 or allenm@waterlooschools.org.

## Special Education

The District recognizes that students have unique learning needs and situations. The District provides a full continuum of support and services to students entitled to special education. The appropriate education supports and services for each student shall be written in the student's Individualized Education Program (IEP) by the IEP team. The IEP team will consider the student's Least Restrictive Environment (LRE) when determining how to provide the Free and Appropriate Public Education (FAPE). For any questions around Special Education in Waterloo Schools, please contact Megan Allen, Director of Special Education, at 319-433-1831 or allenm@waterlooschools.org.

## Standardized Tests

Norm-referenced assessment involves comparison of student performance to a norming group of children of comparable grade level. Achievement comparison and information about student achievement growth will be reflected in percentiles, and standard scores, as appropriate for the grade level of assessment. Two major uses of standardized assessments are recommended: (1) standardized assessment annually for individual, building level, and system level assessment of educational progress, and (2) benchmark/district assessments given periodically throughout the year to monitor progress toward overall standards.

Every grade level has basic standards and benchmarks that are uniform expectations for the students. Copies of these standards and benchmarks are on the District website at www.waterlooschools.org and will be made available to parents for their information.

Proper rest, nutrition, and parent/guardian support are encouraged at all times during the school year, but are especially important during times of testing.

### Skills, Active Support and/or Homeroom

While in study hall, study skills and/or homeroom, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy them for the entire skills class. Student will receive assistance with their learning by a teacher when in a skills class or study hall.

### Substitute Teachers

Substitute teachers are responsible for creating an environment which enables each student to pursue his/her education smoothly and completely as possible in the absence of the regular teacher. The students will be held to the same behavior expectations as those of the regular teacher. Failure to meet those expectations will result in a referral for disciplinary consequences by the building administrator.

### Teacher/Paraprofessional

Schools receiving Title I funds must notify parents/guardians in Title I funded buildings that they may request information on their child's teacher qualifications. Information at a minimum must be provided that addresses the licensing requirements for the position held by the teacher, the licensure status, and educational background of the teacher. Parents/guardians of children receiving services from an instructional paraprofessional have the right to be informed of the paraprofessional's qualifications, upon request. The building administrator should be contacted with any questions.

### WCSD Seal of Biliteracy

The Seal of Biliteracy is an award given by the Waterloo Community School District to recognize students who have attained proficiency in two or more languages, one of which is English, by high school graduation. The seal affixed to both the Waterloo Schools diploma and official transcript will be awarded to students taking the International Baccalaureate World Language exam, alternate testing method, or portfolio collection that meets the state requirement.

## Student Activities and Athletics

### Assemblies

Throughout the year, the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students who are not attending assemblies shall report to the rooms designated for this purpose at their school during assemblies. Parents/guardians who do not want their student to attend an assembly should address the issue with the building administrator or designee.

## Dances and School-Sponsored Evening Activities

The principal must approve school-sponsored dances or evening activities. Students who leave an activity are not allowed to re-enter. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations will be asked to leave the activity and school grounds.

Additional building guidelines may apply and will be available prior to the scheduled activity.

## Dancing Guidelines

Students are expected to dance in a respectable manner. Dancing that is inappropriate, overtly sexual in nature, or creates unsafe conditions is not allowed. No slam dancing, break dancing, freak dancing, grinding or other sexually provocative dancing is allowed. The provocative dance move is described by some as "simulated sex". Couples should be face to face when dancing. School officials reserve the right to make decisions on suitable dancing and individuals who engage in the above-mentioned behaviors will be removed from the dance and parents/guardians will be notified.

## Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. Withholding field trips, due to behavior, is not permitted.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

In-county field trips – parental permission is considered granted unless a parent/guardian sends a denial before the specified date of the field trip. Out-of-county field trips – written permission of the parent/guardian for students to participate will be on file in the school office in advance of a student's participation in the trip out of the county. The field trip form is now located on our Online Registration where parents can opt out of.

## School-Sponsored Student Activities or Programs

School-sponsored student activities or programs are identified by the school district and the individual building.

The district website can be located at https://www.waterlooschools.org/students-families/athletics

Participation in school-sponsored student activities or programs is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violation of school district policies, rules or regulations.

## Student Council

The student council and other leadership activities serve as training experiences for student leaders, give students a share in the management of the school, develop high ideals for personal conduct, act as a clearinghouse for student activities, seek to interest students in school district affairs, and help solve problems that may arise. Members of the council are student representatives of the building.

## Student Funds and Fund-Raising

Students may raise funds for school activities upon approval of the principal. Funds raised remain in the control of the school district and the Board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Unless approved by the building principal, students may not solicit funds from teachers, employees or other students during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in denial of future fund-raising activities.

## Taping or Filming of Athletic and Activity Events

Please be advised: The Waterloo School District does not restrict taping or filming of athletic and activity events. Participation in athletics or activities may result in social media posts or other public display of pictures or film. This is not a violation of District policy 506.4

Investigating Allegations of Abuse by School Employees (Chapter 102)

As of July 1, 2025, and pursuant to 2025 Iowa Acts, Senate File 659, the Iowa Department of Health and Human Services (HHS) now has primary responsibility for investigating physical abuse, sexual abuse, and prostitution of students by school employees.

Please inform the District of any concerns, and the District will notify the Iowa Department of Health and Human Services or contact the Iowa Department of Health and Human Services at 1-800-362-2178.

Student Name: _____

All students approved for District transportation shall adhere to the rules set forth in *District Policy 706.4-R1, Student Conduct on School Transportation*. Students are responsible to ensure bus safety is maintained while utilizing district transportation. Parents are responsible to ensure that their student(s) follow the policies and procedures in the safest manner.

**All students who utilize district transportation are required to follow the rules below and those stated in *District Policy 706.4-R1 Student Conduct on School Transportation:***

- The driver is in charge of the students and the vehicle. The driver is to be obeyed promptly and respectfully.
- Student must remain seated, face-forward, at all times with all objects and body parts limited to the same seating area, clear of the aisle.
- All objects and body parts must be kept inside of the vehicle at all times.
- Respectful behavior is expected. Roughhousing, crowding, pushing, hitting, shoving, fighting, yelling, swearing, rude gestures and/ or gang related comments are prohibited at all times.
- Weapons or look-a-likes, paper wads, squirt guns, firecrackers, incendiary devices or other material are prohibited at all times.
- The use of possession of alcohol, drugs, tobacco, or a look-a-like substance is prohibited in the vehicle. Discipline will be subject to the substance abuse policy.

**Transportation violations will result in the following consequences:**
**Minor infractions:**

- 1st Offense – Warning & parent notification
- 2nd Offense – Referral, 1-day suspension & parent conference (includes student, parent, administrator)
- 3rd Offense – 3-day suspension; Student may be removed from the bus for an extended period of time (administrator discretion).

**Major infractions:** (fighting, threat/violence towards staff, weapons/drug)

- 1st Offense – Parent notification & 3-day suspension
- 2nd Offense – Parent conference (includes student, parent, administrator) & 5-day suspension
- 3rd + Offense – Student will be removed from the bus for an extended period of time or permanently for the remainder of the current school year; transportation will be the responsibility of guardian.

***Consequences issued may be more severe than those listed depending on the nature of any incident. Based on administrator discretion.

- When the behavior of the student is such that it becomes an immediate threat to the safety of other riders, the student may be suspended or bus privileges immediately revoked without going through the steps above.

Your student's education and safety are top priorities in our district. Please review and discuss this document with your child(ren) and return with signatures to their school by the first Friday of the current school year.

**This form is utilized for all student transportation (Qualified Riders, Discretionary, Medical, Activity & Field Trip Transportation). It does not guarantee transportation for riders who do not meet the mileage guidelines**

☐ We have read and understand the Student Transportation Guidelines above.

Parent/ Guardian Signature _____

Student Signature _____

## HOMELESS EDUCATION

As stated in the WCSD mission statement "The Waterloo Schools community commits to a comprehensive system of education and support to assure that each and every student will graduate prepared for college, career, and citizenship as evidenced by continuing education, pursuing a career path, and contributing to a community".

The students we serve come from many different backgrounds, ethnicities, lifestyles and circumstances. We are dedicated to providing the proper supports for all of our students, including those who may be living in homeless situations.

## WHO IS CONSIDERED HOMELESS?

1. A homeless child or youth ages 3-21;
2. A child who lacks a fixed, regular and adequate nighttime residence and includes the following:
    a. A child who is sharing the housing of others (includes doubled-up families) due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, or camping grounds due to the lack of alternative accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital
    b. A child who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
    c. A child who is living in a car, park, abandoned building, substandard housing, bus or train station, or similar setting; or
    d. A migratory child/youth who qualifies as homeless because of the living circumstances described above
        i. Includes youth who have runaway or youth being forced to leave home.

## OUR JOB

Our job is to remove barriers preventing immediate and equal educational opportunities to any student in a homeless situation by providing continuous enrollment in the school of origin, transportation assistance, dress code assistance, removal of educational fees, etc.

## CONTACT US

**Waterloo Community School District Homeless Liaison:**
Adriane Carlson
Associate Director
of Student Services
319-433-1801
carlsona@waterlooschools.org

**Alternative Contact:**
Sheena Canady
Director of Student
& At-Risk Services
319-433-1801
canadys@waterlooschools.org

Individuals may also feel free to contact the building Counselor or Family Support Worker for confidential support.

SUCCESS STREET

SCHOOL-BASED HEALTH

The Success Street staff are friendly and caring people who are here to help you and keep you healthy. You can trust them to confidentially assist you and your family with your healthcare needs. Success Street sites are located within West, East, & Carver. Your health is important to us, and Success Street is dedicated to making sure you are both mentally and physically healthy so you can succeed in school and in life. All area school-aged youth are eligible for services. We are open during the summer also. Below are the services we offer:

- Mental Health Services
- Substance Use Education & Counseling
- Adolescent Sexual Health Education
- Confidential Pregnancy & Sexually Transmitted Infection Screening
- Support & Education for Young Parents
- Healthy Relationship Education
- Support for Survivors of Sexual Assault & Dating Violence
- Healthcare Referrals
- Referrals to School, Community, & 24/7 Resources
- Health Presentations Upon Request

For more information about our services, visit: successstreet.org

**SUCCESS STREET LOCATIONS**

| **WEST HIGH SCHOOL** *primary site* | **EAST HIGH SCHOOL** | **CARVER ACADEMY** |
|---|---|---|
| 425 E RIDGEWAY AVE | 214 HIGH STREET | 1505 LOGAN AVE |
| WATERLOO, IA 50702 | WATERLOO, IA 50703 | WATERLOO, IA 50703 |
| (319) 433-2780 | (319) 433-2446 | (319) 433-2530 |

**Additional Health & Safety Resources for Students and Families**

- Common Childhood Illnesses
  - Public Health – Iowa HHS
- Immunizations
  - Immunization Law and You – Public Health – Iowa HHS
- Mental Health
  - Your Life Iowa
- Safe & Sound
  - Iowa Safe + Sound – School Threat Reporting
- Waterloo Community Schools District Policies
  https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36031478