

# WAUKON MIDDLE SCHOOL

Allamakee School District  
2018-2019 Student Handbook



## TRIBE

**T-Trustworthy**

**R-Responsible**

**I-Include Everyone**

**B-Be Safe and Respectful**

**E-Expect Excellence**

It is the policy of the Allamakee Community School District (ACSD) not to illegally 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 progress) in its educational programs and its employment practices. Nor in any of the CTE programs offered (Business, Agriculture, Informational Services, Applied Sciences, Health Sciences and Human Services). There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Gretchen DeVore, Equity Coordinator 563-568-3466 or [gdevore@allamakee.k12.ia.us](mailto:gdevore@allamakee.k12.ia.us) Allamakee Community School District, 1061 3<sup>rd</sup> Ave NW, Waukon Iowa.

## **ALLAMAKEE COMMUNITY SCHOOL DISTRICT BOARD OF EDUCATION**

Allan Rissman, Board President

TBD

Patty Nordheim

Scott Melcher

Tim Waters

Jaime Curtin, Board Secretary

Jay Mathis, Superintendent

### **This Student Agenda**

This agenda contains the student handbook of guidelines and expectations and a reference section.

The policies and procedures contained in this handbook are designed to help the school run smoothly so that you will have a successful year here. Please review this handbook with your parents so that you can become better acquainted with your school. The policies within the handbook are subject to change. If you or your parents have any questions about the handbook, or about other happenings in the Waukon Middle School, please contact the principal, counselor or any teacher.

– Ms. Garin, Principal

### **District Mission Statement**

The Allamakee Community School District promotes a safe, caring, and supportive environment. Our school seeks to create a challenging learning environment that encourages high expectations and allows for individual differences and learning styles. We believe learning is maximized when it takes place in an environment enriched with support, encouragement and assistance. We celebrate the pursuit of lifelong learning and are committed to nurturing high self-esteem, resourcefulness, and respect for others. We believe that everyone can learn, become better thinkers and independent learners.

### **Middle School Mission Statement**

We strive to develop and nurture a positive attitude toward learning among our students, parents, community and staff.

### **Philosophy**

The Waukon Middle School provides for the educational, emotional, physical, and social needs of each individual student. It is recognized that students are individuals and that they all have different abilities. Through guidance and understanding, the staff will motivate each student toward the greatest possible development of his or her ability.

The school recognizes that the needs of beginning adolescents differ greatly from those of previous or later years. The staff will act compassionately on behalf of the early adolescent student to create an atmosphere where he or she can be helped to cope with changes that may cause anxiety, confusion, or self-doubt.

The staff of the Waukon Middle School will help the student develop a sense of self-worth and assist him or her in growing toward self-direction and responsibility. Students will be encouraged to develop independent and life-long study habits and to become intrinsically motivated, self-sustaining individuals with respect for themselves and their world.

Education is a never-ending, continuous process that should encompass the student, the school, the home and the community. The school will maintain and encourage open lines of communication to benefit the student's educational development.

### **The School Day**

Students may enter the school at 7:30 a.m., unless you are involved in a structured activity such as working with a teacher, weight training, or attending 10<sup>th</sup> hour. All students should vacate the building and grounds after the last bus leaves the school, except those who are in supervised activities. All regularly enrolled students are expected to be in attendance during all periods of the day. Every student is encouraged to participate in some extracurricular activity. For school announcements, radio stations KNEI in Waukon, KOEL in Oelwein, KQYB in Spring Grove, KRDI in Decorah, KADR in Elkader, WPRE in Prairie du Chien, Z93 in La Crosse, WMT in Waterloo and KWVL TV in Waterloo will be notified. Our district website as well as Snowcap are great ways to keep up with the activities and cancelations at our school.

### Attendance

Regular attendance and good grades go hand-in-hand. Parents and students are urged to make regular and punctual attendance a habit. State law requires the school district's truancy officer to notify the County Attorney's Office of any apparently truant child.

It is the parent's responsibility to call the school by **9:00 a.m.** the day a student is absent. We also request a note for our files excusing the student when returning to school. When seeing a doctor or dentist, bring back an appointment card. The principal has the final say regarding excused and unexcused absences. It is the responsibility of the student to make up the assignments missed regardless of the type of absence. If the student fails to make up the work, they will receive zero grades for the days missed, regardless of the type of absence. Students wishing to try for their driver's permit may be excused from a study hall to do so.

If it is absolutely necessary that a student leave school before the regular dismissal time, he or she must bring a written request from home stating the reason. In case of emergency, permission to leave may be given by the principal. Students violating this rule may be considered truant.

### Locker Assignments and Searches

Locker assignments are made by the principal's office and the office must approve any change. Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy for the lockers or desks. School officials may conduct periodic inspections of all or a random selection of lockers or desks. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials. Students found with contraband will be subject to disciplinary action. The contents of a student's lockers or desks (coat, backpack, purse, etc.) may be searched when a school official has reasonable suspicion that the contents include illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

Valuables should be checked in with teachers, the office or coaches. The school cannot and will not be held responsible for valuables placed in lockers or left unattended. It is best to leave valuables at home. **DO NOT SHARE YOUR LOCKERS OR YOUR COMBINATIONS WITH ANYONE!**

### Insurance

A low cost accident policy is offered as a service by the school. Complete details of the insurance, its coverage and cost will be given to each student and we urge all to take advantage of this opportunity.

It is the student's responsibility to report all injuries for which a claim is to be made to the office promptly, obtain a claim blank properly completed by the school, and present it to the doctor handling the case, who will complete the report and transmit it to the insurance company. The school is only performing a service for the student and is in no way responsible for the collection of claims. Claims should not be delayed until vacation months.

### Lunches

A lunch account will be set up for students. Deposits to a student's lunch account must be made before 8:20 a.m. at the office window. Families can check account balances on the school website. Students also will be informed when their account balance is low and a deposit needs to be made. It is the student's responsibility to keep a positive balance in their account. Students that have a negative balance of \$10 or more will be served an alternative meal. Students are not allowed to charge on another student's lunch account. If you suspect a mistake has occurred with a lunch account, please check with the office as soon as possible.

All students will eat in the school cafeteria, whether their lunch was carried from home or purchased from the cafeteria. If lunch is brought in from home, it must be in a sack or appropriate lunch container. Due to the federal lunch program, food from competing food services, including restaurants, is not allowed to be brought into the school cafeteria. Food is not to be taken from the cafeteria, nor is food to be consumed at any other place in the building. Students should eat in a mannerly fashion, talk quietly and keep their eating area clean. Students may be asked to clean up after themselves or others.

### Meal Charge Policy

Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than negative \$10 to this account (in meals, not ala carte including extra portions). When an account reaches this limit, a student shall not be allowed to charge further meals or any ala carte items until the negative account balance is paid. Families may add money to student accounts by paying in cash or check to the school office or through online electronic payment.

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

if the student pays for the meal when it is received. The school district provides an alternate sack lunch meal that meets federal and state requirements for students to pick up before lunch who have charged the maximum allowance to the student account and cannot pay out of pocket for a meal.

The school district will make reasonable efforts to notify families when meal account balances are low. Families will be notified of an outstanding negative balance once the negative balance reaches \$10 by automated email and a notice will be sent home. If over negative \$10, a personal phone call will be made to the parent. Negative balances at the end of the year may be turned over to the superintendent or superintendent's designee for collection.

### **Student Fees**

A textbook fee will be charged. This covers textbook rental and related materials. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents and students who believe they may qualify for financial hardship should contact their building principal or secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### **Fines**

Fines are charged for damage to textbooks or property. This could include any laptop repair not covered by insurance.

### **Classification of Students**

Sixth, seventh and eighth grade students are expected to accumulate at least 80% of their total possible credits to be considered proficient at their grade level. Students not considered proficient may be retained in their current grade.

### **Student Success**

It is the goal of the Allamakee Community School District to provide every child with skills necessary to be successful in life. In order to ensure that each child has these skills, it is important that students attend school regularly, complete daily assignments, and maintain passing grades. It is our belief that every child is capable of this.

Therefore, the following supports will be used on an individual basis:

1. Academic Opportunity (AO) – Academic Opportunity will be given to each student if he/she does not have a homework assignment/project completed when due. If a student wishes to complete the assignment for full credit, the student can come in the following times to complete the AO with the teacher or with the before/after school program.
  - The same day the assignment was originally due from 3:30-4:00
  - The morning immediately following the assignment's due date from 7:30-8:00
  - After school the day after the assignment was originally due from 3:30-8:00
2. Before/After School Program - A student should attend after-school programming if any of the following occurs:
  - If a student has an F in an academic subject area at mid-term or end of term, or is performing significantly below his/her ability.
  - If a student misses seven or more days of school.
  - If a student has excessive tardies.
  - If a student is less than proficient or at risk of becoming less than proficient in reading and/or math based on the Iowa Tests.

At the end of the academic school year, students who have not shown improvement should attend summer school. Students who do not make good effort to resolve attendance and/or academic deficits will be considered for retention. These measures are not intended to be punitive in nature, but as a positive support for the student's benefit.

### **Eligibility for Activities**

All students must be doing passing work and maintaining good citizenship to be eligible for participation in activities, including dances. All students and their parents need to sign the Concussion Awareness form, Good Conduct Form, and return a completed Athletic Pre-participation Physical Examination form to be eligible for participation in practices, performances, or competition.

Students with failing work in any subject will not be able to participate in games, musical/play performances, and/or dances. To help monitor student progress, these checkpoints will be used:

- At midterms, two per quarter, nonparticipation will continue until the student has improved to passing all classes. In order for students to return to eligibility, a note/e-mail signed by the instructor and presented to the principal will verify an acceptable passing grade.
- For quarter or semesters, students will be held out at least until the following checkpoint for reevaluation.

Students assigned to detention may participate if other detention arrangements have been made with the principal ahead of time.

Students placed on In-school Suspension for disciplinary reasons may be excluded from participation in all extracurricular activities including pep assemblies, practices, performances, games, dances or any other activity. Exception may be made if the in-school suspension is for academic support.

**Students who are absent during any portion of the day of an activity shall be ineligible to participate in the activity, including practice, unless the principal excuses the absence in advance.** Illness or the need to rest shall not be excusable for eligibility purposes. When seeing a doctor or dentist, bring back an appointment card. Students are expected to return to school promptly. These requirements shall apply to all extracurricular activities such as athletics, music and dramatics.

#### Transportation for Activities

Students are expected to ride the bus/suburban provided by the school for all fieldtrips, contests, athletics, and any other event sponsored by the school. If a parent chooses to take his/her child home after an event, the parent is required to sign his/her child out. If a parent wishes another adult to take home their child, a transportation agreement must be completed and signed by both the parent of the student and the adult transporting the student home. It is encouraged that the transportation agreement be completed at least twenty-four hours before the event. This forms can be found on the district website.

#### Attendance at Activities

All students attending school sponsored events are expected to conduct themselves appropriately. When at an event, be sure you are in the proper location and representing yourself and school in a positive fashion. Students causing disruption or not in the proper location within the building, maybe asked to leave and would be subject to possible disciplinary action.

Anyone attending a school sponsored activity must be identifiable, no masks or face coverings are permitted. This includes the school day, athletic events, activity programs and all other school activities.

#### Grades

Report cards are distributed every nine weeks. Progress reports will be sent home with the student or e-mailed during each grading period. The letter grades and their equivalent are as follows:

A - Superior	I - Work not completed
B - Good	S – Satisfactory (no effect on GPA)
C - Proficient	U – Unsatisfactory (no effect on GPA)
D - Less than proficient	P – Pass (no effect on GPA)
F - Failing	

#### **Grading scale is as follows:**

A 100-93	C 76-73
A- 92-90	C- 72-70
B+ 89-87	D+ 69-67
B 86-83	D 66-63
B- 82-80	D- 62-60
C+ 79-77	F 59

Incompletes are removed at the discretion of the teacher. Incompletes not removed become failures after two weeks unless special arrangements are made with the principal.

#### Honor Roll

The honor roll is weighted by the amount of time each class meets. Students listed on the “A” honor roll have earned a grade point average of 3.667 to 4.0. Students listed on the “B” honor roll have earned a grade point average of 3.0 to 3.666.

### Allamakee Accelerated Learning Program (AALP)

It is the goal of the Allamakee Community School District to provide an educational atmosphere in which each student is given the opportunity to reach his or her highest potential. AALP, a program for the academically gifted learner, will be offered to accelerated learners in middle school. For more information, contact the Waukon Middle School AALP coordinator, Peyton Lapel at [plapel@allamakee.k12.ia.us](mailto:plapel@allamakee.k12.ia.us) or by calling 563-568-3409.

### Course Changes and Drops

Student schedules are arranged during the spring for the following fall. Courses may be changed only on the recommendation of the principal and guidance counselor. Program changes in the fall will not be permitted except in extreme cases. These few extreme cases should be requested in the guidance office during the first ten days of school or new quarter. The principal and guidance counselor must approve course changes.

Students enrolled in band or chorus will not be allowed to drop until the end of the grading quarter (Exception: 6<sup>th</sup> grade students will be able to drop band anytime first quarter upon parent request). A parent contact is required and students need to meet with the teacher before being dropped. If a family insists on early withdrawal, the student will receive an F for that quarter and be subject to all eligibility rules that apply.

### Physical Education

The state law requires all students to take physical education unless physically unable. A written excuse from a doctor is required for excuse from these classes. You will be asked to furnish your clothes for physical education including a clean pair of PE shoes. Students are asked to wear black shorts and a white tee-shirt for class. We cannot be responsible for items left unsecured in lockers or elsewhere.

### Bus Transportation

Bus routes are determined by the Board of Education. Every effort is made to provide the best and most convenient transportation to all and to do it in an economical manner. We will appreciate having any transportation problems called to our attention and every effort will be made to resolve the difficulty. The Transportation Director, Andrew Eberling, can be reached at 563-568-4589.

Students are expected to behave in an orderly manner on the buses. Specific bus rules and policies will be covered on the bus. Violation may lead to suspension of the bus privilege.

Students will be picked up and discharged only at their school of attendance and home. Requests for pickups and drop-offs at other locations must be made in advance, in writing. For pickups and drop-offs at the home of another student, **both families** must make requests. All requests are subject to approval by school personnel.

### School Visitors

Permission will be granted only in special situations that could be deemed educational for our students. Students must ask the building principal for permission to bring guests to school at least one day in advance. **Dances are for students that attend the Waukon Middle School only.**

### Electronic Devices and their Use

Personal electronic devices may not be used during school hours unless a classroom teacher is incorporating the technology in the instructional process. These include, but are not limited to:

- Tablets/Personal computers
- Cellular phones
- iPods/MP3 players
- Video games

If electronic devices are brought to school they are solely the student's responsibility. They must be kept in the student's locker. The school is in no way responsible for lost or stolen items. **Items being used during the school day may be confiscated for later release to a parent or guardian.**

Cellular telephones brought to school are to remain in the student's locker and turned off. Cell phones confiscated during the school day will be kept in the office until they are claimed by a parent or guardian.

To protect your privacy:

- **No video/audio devices (including laptop computers) or cameras can be used to record or take pictures in private areas such as locker rooms, bathrooms, changing rooms etc.**
- **Private, lewd, inappropriate and/or unwanted photos or audio recordings are prohibited at any time on school property or at a school event.**
- **Transfer or copying of private, lewd, inappropriate and/or unwanted photos or audio during school is prohibited.**
- **Consequences could include suspension, out-of-school suspension, expulsion and/or legal charges.**

### **Gifts and Soliciting**

No collections are to be made unless first approved by the principal and school board. Soliciting funds from other students is prohibited. This includes collections for gifts.

### **Appropriate Appearance and Attire**

Students are expected to present a personal appearance of neatness and cleanliness. **School personnel reserve the right to determine whether or not appearance and attire are appropriate for school.** Essentially, the school's philosophy asks the simple question of whether the appearance and attire in question disrupts the educational process. If it is decided that the educational process is negatively impacted, the student will be asked to make an alteration to comply with building expectations.

When, in the judgment of the principal, a student's appearance or mode of dress disrupts the education process or constitutes a threat to health and safety, the student may be required to make modifications. Typical violations in the area of appearance and attire are caused by immodestly worn apparel and/or inappropriate slogans on clothing. Examples of inappropriate attire include, but are not limited to, the following:

- Shirts that are too revealing including no sleeves or showing stomach (Shirts must have sleeves)
- Shorts or pants that are too revealing, such as those shorter than mid-thigh
- Clothing that promotes alcohol, tobacco, drugs, and/or sex
- Clothing that promotes racial/sexual intolerance
- Hats/head coverings worn in the building including bandanas even if worn as a head band.
- Any distracting jewelry or accessory

A student that is asked to make an alteration to appearance and attire is expected to do so without question. Repeat offenders may face disciplinary action.

### **Backpacks and Purses**

Backpacks, purses, or any other types of bags may not be brought to class except when approved in special circumstances. Packs that do not fit in lockers, including **wheeled backpacks or oversize athletic bags**, should not be brought to school. This rule does not apply toward laptop bags.

### **School Nurse**

If a student needs to take prescription medication during the school day, arrangements should be made with the school nurse. Students aren't allowed to have any medications in their possession with the exception of asthma inhalers. All medications given to students through the school nurse must be in the correctly labeled prescription bottle. If a student needs to take a short term antibiotic, the pharmacy will provide a separate correctly labeled bottle for school use. In addition, both Tylenol and Ibuprofen are available for student use through the school nurse's office. Students should not have any medications in their possession. Any questions about your child's medications should be directed to the school nurse.

### **Guidance Counselor**

Your counselor, Ms. Wasson, helps you to succeed in classes, to make good choices for yourself, and to have positive relationships with your family and friends. If you're not sure if an issue is worth a visit . . . **it is!** Check in the office to see if she is available.

### **Useful Phone Numbers**

For any issue, Great Rivers Information, Referral and Crisis Line:

Dial 211, or call 1-800-362-8255

For most issues of interest to teens: Iowa Teen Line 1-800-443-8336

Nine Line 1-800-999-9999

NE Iowa Mental Health Center: 1-800-400-8923

## EXPECTATIONS AND CONSEQUENCES

Our district holds student conduct in highest regard. Appropriate behaviors are pretaught to students to help them understand what is expected. If a student chooses not to meet these expectations, some possible consequences they can expect are summarized below. Consequences will be assigned to help educate students of appropriate actions and to motivate them to make wise choices in the future.

### WAUKON MIDDLE SCHOOL EXPECTATIONS FOR SUCCESS!

- Bring all necessary materials to class
- Use appropriate language at all times
- Follow all school policies regarding electronic devices.
- Respect people, property, and self.
- Accept Responsibility.

Being tardy, not having an AR book, or not having your class materials (charged computer, writing utensils, folders, notebooks, planner, etc.):

For every three (3) tardies a consequence will be issued. For three (3) times not having your needed materials or AR book a consequence will be issued. If students continue to forget their required materials or be tardy, the level of consequence may increase.

### Misconduct:

Teachers are empowered to make decisions based on this handbook or develop consequences for unacceptable academic and behavioral concerns. Teachers may use a verbal reprimand, issue time before/after school or other consequences for misconduct in class. These concerns are referred to the office once they become a serious problem of intensity, duration, and/or frequency. *This list is not all-inclusive and may include other student academic and behavioral concerns.* Some examples are:

- Dress/apparel
- Electronic device misuse
- Language or expression that is inappropriate
- Out of place students
- Internet misuse
- Lunchroom behavior
- Hallway behavior
- Not following teacher classroom expectations/rules
- Not following teacher instructions
- Not working in class
- Public display of affection

Teachers may keep students after school or ask students to come before school by using the following procedure:

1. Notifying parents as to what day the student will be kept after school (via telephone or note home)
2. Teachers will be responsible for supervising these students in the classroom.
3. Students will be expected to stay at the time the teacher establishes. If the student is unable to stay at the set time, a parent needs to contact the teacher to set an alternative time.

### Other common offenses and possible consequences:

Substitute Teachers: If a student is removed from class on the day there is a substitute, it will result in 2 detentions (time before or after school with the teacher) or another consequence given by the teacher.

Failure to attend a teacher-issued detention will result in an office referral to determine a plan for when the detention will be made up.

Failure to attend an Office-Issued Detention could result in an in-school suspension, pending legitimate reason from a parent for missing and a plan for when the detention will be made up.



## Severe misbehaviors:

The following are considered severe misbehaviors and may result in an immediate administrative referral and possible suspension from school:

- 1 Swearing or verbal abuse toward a student or an adult
- 2 Threatening, fighting, or physical assaults toward others
- 3 Insubordination and disrespect
- 4 Vandalism, which includes the destruction of school property or another student's property
- 5 Bullying

Some potential consequences include:

- Verbal reprimand
- Before or after-school detention or school service
- In-school suspension
- Out-of-school suspension
- Permanent removal from class
- Expulsion from school

The principal is responsible for assigning any and all consequences that are more severe than after-school detentions. Many consequences are dictated by various school board policies.

*Students or parents believing they have not been treated fairly have the right to appeal any decisions in accordance with due process guidelines. To begin this process, contact the **building principal** first.*

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**The following Allamakee Board of Education policy summaries have been condensed for this Handbook. A complete copy of each policy is available in the principal's office.**

### NOTICE OF NONDISCRIMINATION (102.E1)

It is the policy of the Allamakee Community School District (ACSD) not to illegally 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 progress) in its educational programs and its employment practices. Nor in any of the CTE programs offered (Business, Agriculture, Informational Services, Applied Sciences, Health Sciences and Human Services). There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Gretchen DeVore.

Gretchen DeVore, Equity Coordinator  
Allamakee Community School District, 1061 3rd Ave. NW, Waukon, Iowa, 52172  
563-568-3466

In addition, any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact:

#### ACSD Equity Coordinator Gretchen DeVore

- Allamakee Community School District, 1061 3<sup>rd</sup> Ave NW, Waukon, Iowa 52172
- 563-568-3466
- [gdevore@allamakee.k12.ia.us](mailto:gdevore@allamakee.k12.ia.us)

#### ACSD Title IX Coordinator Jennifer Garin

- Allamakee Community School District, 1061 3<sup>rd</sup> Ave NW, Waukon, Iowa 52172
- 563-568-3466
- [jgarin@allamakee.k12.ia.us](mailto:jgarin@allamakee.k12.ia.us)

#### ACSD 504 Coordinator Joseph Griffith

- Allamakee Community School District, 1061 3<sup>rd</sup> Ave NW, Waukon, Iowa 52172
- 563-568-3466
- [jgriffith@allamakee.k12.ia.us](mailto:jgriffith@allamakee.k12.ia.us)

### **Educational Equity (500)**

The Allamakee Community School District is an equal opportunity educational institution that does not discriminate on the basis of race, color, sex, marital status, national origin, religion, sexual orientation, gender identity or disability in its activities, programs, or employment practices as mandated by Title VI, Title IX, and Section 504. Information on grievance procedures can be obtained from the superintendent at (563) 568-3409.

### **Student Records (506.1)**

The legal guardian of a student has the right to see that student's cumulative record file. If there is a disagreement regarding the contents of the file, the guardian can request a hearing for clarification and/or removal of the item in question. The school does not allow access to a student's file to anyone other than authorized personnel unless written consent has been obtained from the guardian. All student files are maintained for at least three years after graduation.

### **Student Directory Information (506.2R1)**

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 15 to the principal. The objection needs to be renewed annually.

Name, address, telephone listing, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, photograph and likeness and other similar information.

### **Free and Reduced Price Lunches (710.2)**

A student who is unable to afford the cost of a school lunch may be eligible to receive food services at either reduced or no cost. Income guidelines for free and reduced price lunches also determine eligibility for full or partial waiver of other student fees. Information on the program is available in the superintendent's office.

### **Appropriate Use of the Internet**

A student who accesses restricted or inappropriate items on the internet will lose all internet privileges for four weeks. A second violation will result in loss of internet privileges at school for the balance of the school year, which may impact classes that require internet use for completion of assignments. The school does utilize internet protection software, but the responsibility for appropriate use rests with the individual student.

### **Weapons Policy (502.6)**

Any student who brings a weapon, dangerous object or "look-alike" weapon onto school grounds will be suspended from school immediately by the principal, with the guardian being contacted promptly. Law enforcement officials will be notified when appropriate. The superintendent will review each incident to determine the length of the out-of-school suspension or possible expulsion.

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

Students are prohibited from distributing, dispensing, manufacturing, possession, using and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapon are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials, or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted and the student may be reported to law enforcement officials.

### **Emergency Disaster Plan (507.5)**

Each school building is prepared for emergencies that require exiting the building or relocating to safer areas within the building. Each classroom has designated areas for safety that are indicated by the teacher in case of emergency. Two practice drills for both exiting the building and relocating within the building are held each semester.

### **The Social Program**

The social program is under the direction of the principals of respective schools. Social events at the middle school are open only to students of the middle school.

### **Open Night (508.2)**

No school activities will be scheduled on Wednesday evenings during the academic year. All students must be out of the building by 6 p.m. on these days. If coaches or sponsors are holding students at practice beyond 6 p.m. on Wednesday evenings, the guardian should contact the building principal.

**Asbestos Policy**

The Allamakee Community School District is in compliance with the regulations of the Asbestos Hazard Emergency Response Act, which was enacted by the United States Congress in 1986. A complete copy of the asbestos management plan for each of the district's buildings is available at the superintendent's office – 1059 3<sup>rd</sup> Ave. NW in Waukon.

**Corporal Punishment, Restraint, and Physical Confinement and Detention**

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

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

Waukon Middle School Calendar for 2018-19

<i>August 23</i>	<i>Begin first semester</i>
<i>August 31</i>	<i>One-hour early dismissal</i>
<i>September 3</i>	<i>No school ... Labor Day</i>
<i>September 12</i>	<i>Three-hour early dismissal... Forward schedule, in-service</i>
<i>October 12</i>	<i>Three-hour early dismissal....Reverse schedule, in-service</i>
	<i>End of Quarter 1</i>
<i>October 22</i>	<i>Three-hour early dismissal ... Forward schedule, conferences,</i>
<i>October 23</i>	<i>Three-hour early dismissal ...Reverse schedule, conferences</i>
<i>October 26</i>	<i>No School.....teacher compensation day</i>
<i>November 21</i>	<i>Three-hour early dismissal...Forward schedule, in-service</i>
<i>November 22-23</i>	<i>No school ... Thanksgiving holiday break</i>
<i>December 21</i>	<i>Three-hour early dismissal... Reverse schedule, in-service</i>
	<i>End Quarter 2 (End 1st semester)</i>
<i>December 24– January 2</i>	<i>No school ... winter break</i>
<i>January 2</i>	<i>Classes resume . . . begin 2nd semester</i>
<i>January 21</i>	<i>No school ... Martin Luther King Day (teacher in-service)</i>
<i>January 30</i>	<i>Three-hour early dismissal, Forward schedule, in-service</i>
<i>February 18</i>	<i>No school ... President's Day</i>
<i>February 27</i>	<i>Three-hour early dismissal... Reverse schedule, in-service,</i>
<i>March 8</i>	<i>Three-hour early dismissal...Forward schedule in-service</i>
	<i>End of Quarter 3</i>
<i>March 18</i>	<i>Three-hour early dismissal ... Reverse schedule, conferences,</i>
<i>March 19</i>	<i>Three-hour early dismissal ... Forward schedule, conferences</i>
<i>March 22</i>	<i>No school.....teacher compensation day</i>
<i>April 10</i>	<i>Three –hour early dismissal...Reverse schedule, in-service</i>
<i>April 18</i>	<i>1 hour early out</i>
<i>April 19-22</i>	<i>No school, Spring Break</i>
<i>May 1</i>	<i>Three-hour early dismissal.... Forward schedule, in-service,</i>
<i>May 21</i>	<i>Three-hour early dismissal...end 4th Quarter, (End 2nd Semester)</i>
<i>May 22</i>	<i>all day in-service</i>
<i>May 27</i>	<i>Memorial Day (no school if year extended by make-up days)</i>

*Days lost to school closings will be made up February 18.*

*Any additional days will be added to the end of the school year. Please plan accordingly.*

# Alternative Schedules

<u>THREE (3)-HOUR EARLY DISMISSAL</u>	
1 <sup>st</sup> Period: .....	8:20 – 9:03
2 <sup>nd</sup> Period: .....	9:07 – 9:50
3 <sup>rd</sup> Period: .....	9:54 – 10:37
4 <sup>th</sup> Period: .....	10:41 – 11:07
6 <sup>th</sup> Period: .....	11:11 – 12:20
“A” Lunch: 11:07 – 11:34	
“B” Lunch: 11:38 – 11:57	
“C” Lunch: 12:01 – 12:20	

<u>THREE (3) HOUR EARLY DISMISSAL (REVERSE)</u>	
9 <sup>th</sup> Period: .....	8:20 – 9:03
8 <sup>th</sup> Period: .....	9:07 – 9:50
7 <sup>th</sup> Period: .....	9:54 – 10:37
4 <sup>th</sup> Period: .....	10:41 – 11:07
6 <sup>th</sup> Period: .....	11:11 – 12:20
“A” Lunch: 11:07 – 11:34	
“B” Lunch: 11:38 – 11:57	
“C” Lunch: 12:01 – 12:20	

<u>ONE (1)-HOUR EARLY DISMISSAL</u>	
1 <sup>st</sup> Period: .....	8:20 – 9:03
2 <sup>nd</sup> Period: .....	9:07 – 9:50
3 <sup>rd</sup> Period: .....	9:54 – 10:37
4 <sup>th</sup> Period: .....	10:41 – 11:24
5 <sup>th</sup> Period: .....	11:28 – 11:46
6 <sup>th</sup> Period: .....	11:50 – 12:59
“A” Lunch: 11:50 – 12:13	
“B” lunch: 12:13 – 12:36	
“C” lunch: 12:36 – 12:59	
7 <sup>th</sup> Period: .....	1:03 – 1:26
8 <sup>th</sup> Period: .....	1:30 – 1:53
9 <sup>th</sup> Period: .....	1:57 – 2:20

<u>ONE (1)-HOUR LATE START</u>	
1 <sup>st</sup> Period: .....	9:20 – 9:58
2 <sup>nd</sup> Period: .....	10:02 – 10:39
3 <sup>rd</sup> Period: .....	10:43 – 11:21
4 <sup>th</sup> Period: .....	11:25 – 12:02
6 <sup>th</sup> Period: .....	12:06 – 1:15
“A” Lunch: 12:02 – 12:32	
“B” Lunch: 12:28 – 12:53	
“C” lunch: 12:49 – 1:19	
7 <sup>th</sup> Period: .....	1:19 – 1:57
8 <sup>th</sup> Period: .....	2:01 – 2:38
9 <sup>th</sup> Period: .....	2:42 – 3:20

<u>TWO (2)-HOUR LATE START</u>	
1st Period: .....	10:20 – 10:49
2nd Period: .....	10:53 – 11:22
3rd Period: .....	11:26 – 11:55
6 <sup>th</sup> Period: .....	11:59 – 1:08
“A” Lunch: 11:59 – 12:21	
“B” Lunch: 12:25 – 12:42	
“C” Lunch: 12:46 – 1:08	
4th Period: .....	1:12 – 1:41
7th Period: .....	1:45 – 2:14
8th Period: .....	2:18 – 2:47
9th Period: .....	2:51 – 3:20