

Allamakee Community School District

Annual Yearly Progress Report 2016-2017

The following information is intended to inform school patrons of the academic health of the district's students. You will find information about academic goals and extracurricular activities throughout these pages. You can also find this information at:

<http://www.allamakee.k12.ia.us>



District Goal:

To ensure college and career readiness for all students through:

- The development of 21st century leaders through digital educational experiences
- Addressing the Iowa Core Curriculum standards through professional learning communities
- Fostering a safe, healthy and positive learning environment where all learners can thrive
- Continuing to increase proficiency levels in the core areas of reading, math and science

Allamakee School Successes

Things change over time in so many areas, education is no different. No Child Left Behind has been replaced with the Every Student Succeeds Act, (ESSA). This act will require schools to provide some services to students to help increase all areas of learning; this includes social, emotional and academic success.

What does this mean for Allamakee? Proudly, Allamakee Community Schools has been doing most of the required services with students for some time. Our teachers know and understand what students need to be successful. We devote multiple resources to these services for increased success in all areas.



Graduate Indicators

- 96% of the senior class intends to pursue post-secondary education/training
- 100% of the graduates completed a core program of study (4 years of English, 3 years of math, 3 years of science and 3 years of social studies)
- We have a graduation rate of 97.1% as compared to the state at 91.3%.



Reading, Math and Science

All K-12 students will achieve at high levels in reading comprehension, math and science preparing them for success beyond high school.

Reading			
Grade level	11 th	8 th	4 th
2015--2016	83%	78%	80%
2016-2017	80.2%	84.2%	85.9%

Math			
Grade level	11 th	8 th	4 th
2015--2016	84%	80%	89%
2016-2017	84.6%	82.5%	89.8%

Science			
Grade level	11 th	8 th	4 th
2015--2016	83%	91%	90%
2016-2017	69.2%	90.4%	88.5%

The above chart shows proficiency test scores for grades 4th, 8th and 11th grades. These scores are not for the same class for these years, but are student proficiency scores for that grade level that specific year. **SUCCESS** - We have moved more students from 'less proficient' to proficient and proficient to 'highly proficient' on the Iowa Assessments, during the 2016-17 school year, than ever before. This means growth for all students!

Proficient: Throughout the Annual Progress report you will see the term "proficient". The State of Iowa has set the 41st percentile on the Iowa Assessments as the proficiency level for all students.

GRANT RECEIVED FORM THE IOWA DEPARTMENT OF EDUCATION

Allamakee Community Schools was awarded a Teacher Leader and Compensation Grant. This grant allows the district to hire highly qualified teachers to serve as instructional and implementation coaches for the district. These educational coaches will help classroom teachers reach the goals of their classrooms with individual and group support. It is designed to help teachers provide the strategies needed to increase student success in all areas. This is an excellent opportunity.



Early Childhood Literacy

All school districts are required to assess students age 5 through 6th grade in the area of reading fluency. We do this through a system called FAST/Iowa Tier. Students are assessed with a one-minute reading, three times a year, to determine if they are reaching the benchmark level set by the State of Iowa. Students who do not reach this level are then provided additional support services in the area they need, such as phonics or comprehension. During the 2016-17 school year, we saw tremendous growth in our student's scores on this assessment. Teachers have had additional professional development on strategies to help struggling readers and are working closely with reading experts to reach students in need of assistance. Two of these strategies are called PRESS and FUSION. We are excited about the great things happening for students because of these resources.



Other indicators of student success

Multiple students selected for Opus and All-State music festivals.

The musical and theatrical productions were performed for the community at all grade levels.

FFA received awards in state and national competitions.

Music department performed several concerts during the school year in the school and various locations throughout the community.

Allamakee Schools was the site for the unveiling of the new Iowa Quarter featuring Effigy Mounds National Park.

FBLA received multiple awards at the state level.

Allamakee CSD hosted the Northeast Iowa Conference music festival.

Students have worked on creating student news programs and streaming some athletic events with services from our EduVision technology opportunities.

Our Level 2 and Level 3 students learned to cook some of their favorite foods such as pizza, grilled cheese, and macaroni and cheese.

All grade levels are infusing multiple uses of technology such as SeeSaw, Osmo and Canvas.

School Leadership Contact Information

David Herold, Superintendent	dherold@allamakee.k12.ia.us
Dr. Mike Hardy, High School Principal	mhardy@allamakee.k12.ia.us
Brian Hilsabeck, Asst. High School Principal, Activities Dir.	bhilsabeck@allamakee.k12.ia.us
Jennifer Garin, Middle School Principal, Activities Dir.	jgarin@allamakee.k12.ia.us
Joseph Griffith, Elementary Principal	jgriffith@allamakee.k12.ia.us
Julie Askelson, Waterville Principal	jaskelson@allamakee.k12.ia.us
Gretchen DeVore, Curriculum Director	gdevore@allamakee.k12.ia.us
Superintendent's office	563-568-3409
East Elementary office	563-568-6304
West Elementary office	563-568-6375
Waterville Elementary office	563-535-7245
Waukon Middle School office	563-568-6321
Waukon High School office	563-568-3466



Allamakee Community School District

ANNUAL NOTICE

Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student’s privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want to be changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent.

Any student over the age of eighteen or parent not wanting this information released to the public must make an objection in writing to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, GRADE LEVEL, ENROLLMENT STATUS, 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.

Protection of Pupil Rights Amendment (PPRA)

The Allamakee Community School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Allamakee CSD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Allamakee CSD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Allamakee CSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605.

ASBESTOS NOTIFICATION

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress. To give you some background, asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and the Soviet Union.

This will serve as official notification to all patrons of the Allamakee Community School District that the school district is in compliance with the AHERA regulations. The complete management plan for each building is available at the central office in that building. In addition, a complete management plan for each site is available in the Superintendent’s Office, 1059 3rd Ave. NW, Waukon, Iowa 52172.

Our last three-year re-inspection was in 2016 as required by law and we have qualified employees doing the six months’ surveillance as required by law. Bill Hennessy is certified as Operations and Maintenance Worker. These records are also available at the central office of the building for which they are responsible and are also available in the Superintendent of Schools office at 1059 3rd Ave NW, Waukon, Iowa 52172.

It is our intent to comply with federal, state, and local regulations in this area. We plan to take whatever steps are necessary to ensure that our students and employees have a healthy, safe environment in which to learn and work. If any employee has a question concerning the Allamakee Community School District’s asbestos program, they may contact the designated Asbestos Program Manager, Bill Hennessy, at 1059 3rd Ave. NW, Waukon, Iowa 52172, (563) 568-3409.

EDUCATIONAL EQUITY - NON-DISCRIMINATION STATEMENT

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 programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district’s Equity Coordinator: Gretchen DeVore, 1061 3rd Ave. NW, Waukon, IA 52172 (563-568-3466 or email address gdevore@allamakee.k12.ia.us). 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 the ACSD Equity Coordinator. Allamakee CSD offers career and technical programs in the following areas: Industrial Technology, Construction, Business, Agriculture, Health Occupations, and Automotive.

FREE AND REDUCED LUNCHES

Students enrolled and attending school in the Allamakee Community School District who are unable to afford the cost or a portion of the cost of the school lunch and supplemental foods, will be provided the food program services at no or a reduced cost.

It shall be the responsibility of the school foods secretary, in cooperation with the Superintendent of Schools, to determine if a student qualifies for free or reduced cost school food services. If a certified employee believes a student is improperly nourished, they will not be denied the school food program services simply because the paperwork has not been completed.

HANDICAP ACCESSIBILITY

All four buildings located in Waukon are now handicapped accessible. All buildings have handicapped boy and girl's restrooms, entrances, and parking spaces. At the middle school, the restrooms are located in the East hallway. East Elementary building's boy and girl's restrooms are located on the first floor across from the office complex. West Elementary building's boy and girl's restrooms are located in the north hall. In the high school, the boy and girl's restrooms are located by the new cafeteria. These restrooms will be open to the public at all activities.

The entrance to the East Elementary building is located at the north end of the East Elementary. There are also two parking spaces near the same entrance for a car and a handicapped van. The entrance to the West Elementary building is located at the northwest corner of the building with a parking space being located next to the entrance. The middle school entrance is located at the northeast corner of the middle school by the auditorium. The high school new entrance is by the gym.

The Waterville building is not totally handicap accessible. Entry to the gym area, however, is handicap accessible by the door immediately to the left of the main front door to school. Students who are physically handicapped may be transferred to the Waukon attendance center.

STUDENT ACCESS TO DISTRICT INFORMATION SERVICES

The ACSD Information Services (including The Internet) exist for the primary purpose of supporting and enhancing the educational mission of the district by providing access to technological resources. The use of Allamakee Community School District's Informational Systems is a privilege, not a right. ACSD will provide filtered Internet access for all students in the district. Parents that choose can restrict their child's access by signing a Restricted Use Statement. This form, along with the complete computer Internet/Information Service policy, will be available at registration.

FIRST OFFENSE

Any student who has violated the Student Internet Policy by intentionally accessing restricted material may lose their Internet access.

SECOND OFFENSE

If the same student has violated the Student Internet Policy intentionally accessing restricted material for the second time, he or she will forfeit all Internet privileges for a minimum of four weeks (4).

THIRD OFFENSE

Loss of Internet privileges for one year.

LOCKER SEARCHES

School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers. However, the Allamakee Community School District shall provide written notice to each student, and the adult who enrolls the student at the school, that school officials may conduct periodic inspections of all student lockers without notice.

OPEN ENROLLMENT

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates

- March 1, 2017 - Last day for regular open enrollment requests for the 2017-2018 school year.

September 1 is the last day for open enrollment requests for entering kindergarten students for the 2017-2018 school year.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or the form of a cash stipend.

Parents should be aware that open enrollment might result in loss of athletic eligibility.

Students must be in good conduct standing in their home district in order to apply for open enrollment.

For further details, contact the school's central office. Contact: Dave Herold, 1059 3rd Ave NW, Waukon, IA 52172. Phone number: (563) 568-3409.

SECTION 504/AMERICANS WITH DISABILITIES ACT

Section 504 is an Act, which prohibits discrimination against persons with a disability in any program with Federal financial assistance. The Act defines a person with a disability as anyone who:

1. has a physical or mental impairment which substantially limits one or more major life activities including, but not limited to, activities such as caring for one's self, performing manual tasks, seeing, hearing, speaking, breathing, learning, and working;
2. has a record of such an impairment; or
3. is regarded as having such impairment. (34 Code Regulations Part 104.3)

In order to fulfill its obligations under Section 504; the Allamakee Community School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and learners. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and, if the child is determined to be eligible under Section 504, provide access to appropriate education services.

If the parent(s) or guardian(s) disagree with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specify rights related to educational records. The Act gives parents or guardian (s) the right to:

1. inspect and review his/her child's educational records;
2. make copies of these records;
3. receive a list of all individuals having access to those records;
4. ask for an explanation of any item in the records;
5. ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; or
6. a hearing on the issue if the school refuses to make the amendment.

If there are any questions, please feel free to contact Dave Herold 504 Coordinator for the Allamakee Community School District, at (563) 568-3409.

STUDENT ABUSE BY SCHOOL EMPLOYEES & ASSIGNED INVESTIGATIONS

Chapter 102 of the Iowa Administrative Code prescribes procedures for charging and investigating incidents of abuse of students by school employees. It is the responsibility of the local school district to publicly notify district patrons of the designated investigators when a report of abuse needs to be filed. The Board of Education has appointed the following two staff members as the designated and alternate investigators for investigating reports of abuse of students by school employees.

Designated Investigators:

Karen Burke, School Nurse, Allamakee Community School District, 1059 3rd Ave N.W., Waukon, Iowa (563) 568-6375.

Dave Herold, Superintendent of Schools, Allamakee Community School District, 1059 Third Ave. N.W., Waukon, Iowa (563) 568-3409.

Physical Abuse: means non-accidental physical injury to the student as a result of the actions of a school employee. Physical abuse may occur as the result of intentional infliction of injury or excessive, unnecessary, unreasonable use of force.

Sexual Abuse: means any sexual offense as defined by Iowa Code Chapter 709, Iowa Code Section 728.12(1), or any sexual act with or directed toward a student.

Injury: occurs when evidence of physical contact is still apparent, at least twenty-four (24) hours after the incident.

STUDENT DIRECTORY INFORMATION

The student handbook given to each student, which contains general information about the school, shall contain the following statement, which shall be published at least annually in a prominent place or in a newspaper of general circulation in the Allamakee Community School District. Information may be released to the public concerning any individual student of the Allamakee Community School District as needed. Any student over the age of eighteen, a parent, or guardian, not wanting this information released to the public must make an objection in writing by September 15 to the building principal. The objection needs to be renewed annually. A Parent Authorization for Releasing Student Information form may be obtained from any building principal's office.

Name, address, telephone listing, 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, and other similar information.

PARENTAL AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

The Allamakee Community School District has adopted a policy designed to assure parents and students the full implementation, protection, and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974. A copy of the school district’s policy is available for review in the building principal office of all of our schools. If you have no objection to the use of student information for the educational purposes described here, you need not take any action.

This law requires the Allamakee Community School District to designate as “directory information” any personally identifiable information taken from a student’s educational records prior to making such information available to the public.

The Allamakee Community School District has designated the following information as directory information: name, address, telephone listing, 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, and other similar information. This form is also for permission to photograph or videotape your child.

You have the right to refuse the designation of any or all of the categories of personally identifiable information with respect to your student provided that you notify the school district in writing not later than September 15 of each school year. If you desire to make such a refusal, please complete and return the slip attached to this notice.

RETURN THIS FORM TO THE ALLAMAKEE COMMUNITY SCHOOL DISTRICT

This form must be returned to your child’s school no later than September 15. Additional forms are available at your child’s school.

Parental directions to Withhold Student Directory Information for Education Purposes for the 2017-2018 school year.

Student Name: _____
Date of Birth: _____ Grade: _____
School: _____ Date: _____

PLEASE WITHHOLD THE FOLLOWING INFORMATION:

STUDENT FEES

Students whose families meet the income guidelines for free and reduced-price lunch, the Family Investment Program (FIP), Supplement Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible for a temporary waiver of student fees. Parents and students who believe they may qualify for temporary financial hardship should contact their building principal or secretary at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

STUDENT RECORDS ACCESS

The Board of Education recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information shall be kept confidential at collection storage disclosure and destruction stages. Student records shall be maintained by the Board Secretary and housed in the school office.

Parents (parent means a parent or legal guardian) and eligible students shall have access to the student’s records during the regular business hours of the Allamakee Community School District. An eligible student is a student who has reached eighteen years of age or is attending an institution of post-secondary education. Parents of an eligible student shall be provided access to the student records only with the written permission of the eligible student. Parents of an eligible student, who is defined by the Internal Revenue Code as a dependent student, may be provided access without the written permission of the student. Only those with the written permission of the parents or eligible student shall have access to the student records. A representative of the parents or eligible student may inspect and review a special education student’s student record. Parents other than parents of an eligible student may only be denied access to a student’s record with a court order or when the Allamakee Community School District has been advised under the appropriate laws that the parents may not access the student records.

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

Parents and eligible students shall have a right to access the student’s records upon request without unnecessary delay and in no instance more than forty-five (45) days after the request is made. Parents, an eligible student, or an authorized representative shall have the right to access the student’s records prior to an Individual Education Program (IEP) meeting or hearing.

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

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

If a parent or an eligible student believes the information in the student records is inaccurate, misleading, or violates the privacy or other rights of the student, the parents, or an eligible student may request that the Allamakee Community School District amend the student records. If the Allamakee Community School District determines an amendment shall be made to the student record, the Allamakee Community School District shall make the amendment and inform the parents or eligible student of the decision in writing. If the Allamakee Community School District refuses to amend the student record, it shall inform the parents or the eligible student of their right to a hearing before the Board of Education of the Allamakee Community School District. If the parents' and the eligible student’s request to amend the student record is further denied, the parents or the eligible student shall have the opportunity to place an explanatory letter in the student record commenting on the school district’s decision and setting forth the reasoning for disagreeing with the school district. Additions to the student’s records shall become a part of the student record and be maintained like other student records. If the Allamakee Community School District discloses the student records, the explanation by the parents shall also be disclosed.

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

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

The Superintendent of Schools shall keep a list of the individuals and their positions that are authorized to view a special education student’s record without the permission of the parents or the eligible student. This list must be available for public inspection and updated annually.

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

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

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

eligible student of the reasons for which they may want the records maintained. In the absence of parents' or eligible student's request to destroy the records, the Allamakee Community School District may maintain the records indefinitely.

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Board. The Board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The Board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age, gender identity and/or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the Board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes, but is not limited to communication via electronic mail, Internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

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

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

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submits to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The building principal or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the Superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy.

The Board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook;
- Inclusion in the employee handbook;
- Inclusion in the registration materials;
- Inclusion on the school or school district's website;

a copy shall be made to any person at the central administrative office at 1059 3rd Ave. NW.

ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the building principal, the designated investigator. The alternate investigator is the Superintendent. The investigator may request that the individual completes the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but

not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The building principal has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment.

RESOLUTION OF THE COMPLAINT

The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant and the alleged harasser will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

TITLE IX

No person in the Allamakee Community School District shall on the basis of sex, be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Title IX Coordinator is Gretchen DeVore, 1061 3rd Ave NW, Waukon, Iowa 52172, telephone (563) 568-3466.

SMOKE-FREE IOWA

The Allamakee Community School District by law is smoke-free. This includes all buildings, grounds, and school vehicles. The grounds include all outside areas - baseball, football, softball, practice fields and parking lots.

WEAPONS POLICY

The Board of Education believes weapons and other dangerous objects in the Allamakee Community School District facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on school district premises or property within the jurisdiction of the school district. It is very important for each student and parent to read this article and become very familiar with the policy.

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

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

Any student who brings a firearm to school or to a school activity shall be suspended immediately and recommended for expulsion from school for one year unless the Superintendent of Schools elects to recommend modification of the penalty on a case-by-case basis. The Superintendent of Schools shall promptly notify and refer to law enforcement or juvenile authorities any student who brings a firearm to school.

ELEMENTARY STUDENTS

In addition to other disciplinary action, elementary students are subject to expulsion for violating this policy. Disciplinary action may include:

1. suspension for three to five days for possession of a weapon on school property or at school-related activities, while on school-owned and operated school buses or on chartered busses and while away from school grounds if such conduct directly affects students and staff;
2. suspension for five to ten days for display of a weapon on school property or at school-related activities, while on school-owned and operated school buses or on chartered busses, and while away from school grounds if such conduct directly affects students and staff; or
3. suspension with recommendation for expulsion for displaying a weapon in a threatening manner or use of a weapon to inflict harm or injury to another person while on school property or at school-related activities, while on school-owned and operated school buses or on chartered busses, and while away from school grounds if such conduct directly affects students and staff.

MIDDLE AND HIGH SCHOOL STUDENTS

In addition to other disciplinary action, middle and high school students are subject to expulsion for violating this policy. Disciplinary action may include:

1. suspension for at least five days for possession of a weapon on school property or at school-related activities while on school-owned and operated school buses or on chartered busses, and while away from school grounds if such conduct directly affects students and staff;
2. suspension for ten days for display of a weapon on school property or at school-related activities, while on school-owned and operated school buses or on chartered busses and while away from school grounds if such conduct directly affects students and staff; or
3. suspension with recommendation for expulsion for displaying a weapon in a threatening manner or use of a weapon to inflict harm injury to another person while on school property or at school-related activities, while on school-owned and operated school buses or on chartered busses, and while away from school grounds if such conduct directly affects students and staff.

For purposes of this policy, the term "firearm" includes but is not limited to, any weapon that is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive or poison gas. Students shall not possess toy weapons or "look-alike" weapons at school except with the knowledge of a teacher, coach, or administrator, and then only for school or educational purposes. "Look-alike weapons" would include, but not be limited to a toy pistol or rifle, squirt gun, cap gun, rubber knife, or plastic grenade.

Any student who places another person in fear for his or her safety shall be subject to detention, suspension, or expulsion by the building principal or Superintendent of Schools. Students may not have hunting rifles, shotguns, starter pistols, or any other firearms in their vehicles if the vehicle is on school property.

Weapons under the control of law enforcement officials shall be exempt from this policy. The building principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

SEARCHES

To ensure a safe learning environment for students, school administrators will conduct searches whenever necessary in accordance with all applicable federal and state laws. Periodic maintenance inspection of lockers may be conducted.

INCOME ELIGIBILITY GUIDELINES

Effective 7-1-2017 to 6-30-2018

Household Size	Free Meals					Reduced Price Meals				
	Yearly	Monthly	Twice a Month	Every two weeks	Weekly	Yearly	Monthly	Twice a Month	Every two weeks	Weekly
1	15,678	1,307	654	603	302	22,311	1,860	930	859	430
2	21,112	1,760	880	812	406	30,044	2,504	1,252	1,156	578
3	26,546	2,213	1,107	1,021	511	37,777	3,149	1,575	1,453	727
4	31,980	2,665	1,333	1,230	615	45,510	3,793	1,897	1,751	876
5	37,414	3,118	1,559	1,439	720	53,243	4,437	2,219	2,048	1,024
6	42,848	3,571	1,786	1,648	824	60,976	5,082	2,541	2,346	1,173
7	48,282	4,024	2,012	1,857	929	68,709	5,726	2,863	2,643	1,322
8	53,716	4,477	2,239	2,066	1,033	76,442	6,371	3,186	2,941	1,471
For each additional family member add:	5,434	453	227	209	105	7,733	645	323	298	149

Households: Your children may qualify for reduced or free price meals if your household income falls within the limits on this chart.

Privacy Act Statement: This explains how we will use the information you give us.

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Iowa Nondiscrimination Notice. "It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>."

FALL SPORTS' SCHEDULES - 2017

VARSITY FOOTBALL

8/25 MFL-Mar Mac
 9/1 @ New Hampton
 9/8 Beckman Catholic
 9/15 @ Western Dubuque (Cascade)
 9/22 Waterloo Columbus (Homecoming)
 9/29 @ Monticello
 10/6 Union @ Upper Iowa University
 10/13 Oelwein
 10/20 North Fayette Valley

VARSITY GAME AT 7:30pm

VARSITY VOLLEYBALL

8/21 Postville
 8/28 MFL-Mar Mac
 9/2 @ Mabel-Canton Tournament (8:30)
 9/5 @ Decorah
 9/9 @ Crestwood Tournament (9:00)
 9/16 Waukon Tournament (9:00)
 9/19 @ Oelwein
 9/26 Waverly-SR
 9/28 @ New Hampton
 9/30 @ Waterloo Columbus Tourn. (9:00)
 10/3 Crestwood (Cresco)
 10/7 Hudson Tourn. @ Gilbertville (9:30)
 10/10 Charles City
 10/14 NEIC Tournament at Cresco (9:00)

BOYS AND GIRLS CROSS COUNTRY

8/29 @ Oelwein (4:30)
 9/5 @ Waverly (4:50)
 9/12 @ Starmont (4:00)
 9/19 Waukon Invitational (4:30)
 9/30 @ Crestwood (Cresco) (9:00)
 10/3 @ South Winneshiek (5:00)
 10/10 NEIC @ Waukon (4:00)
 10/19 District/Regional at TBA
 10/28 State Meet at Fort Dodge

Fall Events

(Scrimmage Night August 31st at 4:00)

- ❖ Football (4:15 pm start)
 - **Sept. 7** = 7th FB Home vs. Crestwood/8th FB @ Crestwood
 - **Sept. 12** = 7th and 8th FB Home vs. MFL MarMac (4:15/5:30 start times)
 - **Sept. 19** = 7th and 8th FB @ NFV
 - **Sept. 26** = 7th FB Home vs. Oel./8th FB @ Oelwein
 - **Oct. 3** = 7th FB Home vs. Dec./8th FB @ Decorah
 - **Oct. 5** = 7th FB @ New Hampton/8th FB Home
- ❖ Volleyball (4:15 pm start)
 - **Sept. 7** = 7th VB @ Crestwood/8th VB Home CR
 - **Sept. 11** = 7th VB Home NFV/8th VB @NFV
 - **Sept. 12** = 7th VB Home NH/8th VB @ New Hampton
 - **Sept. 14** = 7th VB Home Decorah/8th VB @ Decorah
 - **Sept. 21** = 7th VB Home CR/8th VB @ Crestwood
 - **Sept. 25** = 7th VB @ MFL MarMac /8th VB Home MFL MarMac
 - **Oct. 2** = 7th VB @ Decorah/8th VB Home Decorah
- ❖ Cross Country (Times vary)
 - **Aug. 29** = CC @ Oelwein
 - **Sept. 12** = CC @ Starmont
 - **Sept. 19** = CC Home
 - **Sept. 26** = CC @ Decorah
 - **Sept. 30** = CC @ Crestwood
 - **Oct. 3** = CC @ South Winn.
 - **Oct. 10** = Conference CC @ Waukon
- ❖ Concerts (7:00 pm)
 - **Oct. 12** = 7-12 Vocal Concert

Winter Events

- ❖ Girls Basketball (4:15pm start)
 - **Nov. 7** = 7th GBB @ NH/8th GBB Home NH
 - **Nov. 9** = 7th GBB Home NFV/8th GBB @ NFV
 - **Nov. 14** = 7th GBB @ Crestwood/8th GBB Home Crestwood
 - **Nov. 16** = 7th GBB Home Decorah/8th GBB @ Dec.
 - **Nov. 21** = 7th & 8th GBB Home vs. Kee of Lansing (4:15/5:30)
 - **Nov. 28** = 7th GBB @ Decorah/8th GBB Home Dec.
 - **Nov. 30** = 7th GBB Home NH/8th GBB @ New Hampton
 - **Dec. 4** = 7th & 8th GBB @ Caledonia (4:15/5:30)

- **Dec. 12**= 7th GBB Home MFL MarMac/8th GBB @ MFL MarMac
- **Dec. 14** = 7th GBB Home Crestwood/8th GBB @ CR
- ❖ Wrestling (4:15 pm start)
 - **Nov. 7** = 7/8 WR @ Decorah
 - **Nov. 20** = 7/8 WR @ Crestwood
 - **Nov. 28** = 7/8 WR @ New Hampton
 - **Nov. 30** = 7/8 WR @ NFV
 - **Dec. 5** = 7/8 WR Home
 - **Dec. 8** = 7/8 WR @ MFL MarMac
 - **Dec. 11** = 7/8 WR Home
- ❖ Boys Basketball (4:15 pm start)
 - **Jan. 9** = 7th BB Home Decorah/8th BB @ Decorah
 - **Jan. 11** = 7th BB Home NH/8th BB @ New Hampton
 - **Jan. 18** = 7th BB @ Decorah/8th BB Home Dec.
 - **Jan. 23** = 7th BB @ Crestwood/8th BB Home CR
 - **Jan. 29** = 7th & 8th BB @ Caledonia
 - **Jan. 30**= 7th BB Home MFL MarMac/8th BB @ MFL MarMac
 - **Feb. 1** = 7th BB Home NFV/ 8th BB @ NFV
 - **Feb. 5** = 7th & 8th BB Home vs. Kee (4:15/5:30)
 - **Feb. 6** = 7th BB Home Crestwood/8th BB @ Crestwood
 - **Feb. 8** = 7th BB @ New Hampton/ 8th BB Home New Hampton
- ❖ Concerts
 - **Dec. 7** = Holiday Concert 7:00 pm
 - **Feb. 24** = Pops Concert 7:30 pm

Spring Events

- ❖ Track (4:15 pm start)
 - **April 19** = BT Home/ GT @ Crestwood
 - **April 23** = GT Home/BT @ New Hampton
 - **April 26**= BT Home/GT @ New Hampton
 - **April 30** = GT Home
 - **May 1** = BT @ Decorah
 - **May 4** = GT @ Decorah
 - **May 8** = BT @ Decorah
 - **May 11** = GT @ Decorah/BT @ Charles City
- ❖ Concerts (7:00 pm start)
 - **March 12** = 5-12 Band Concert
 - **May 7** = Band and Choir Concert
- ❖ Play (7:00 pm start)
 - **March 9** = Spring Play

Allamakee Community School District
1059 3rd Ave, NW
Waukon, Iowa 52172

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Allamakee Community Schools Annual Progress Report & School News

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