



# **INTRAMURAL**

# **HANDBOOK**



**MISSION STATEMENT & VISION**

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

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## **TO THE STUDENTS OF WAUKEE AND NORTHWEST HIGH SCHOOL**

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

The purpose of intramurals is to provide additional extracurricular opportunities for Waukee students to:

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

### **Announcements**

Parents and students can stay connected by following [imleagues.com](http://imleagues.com). Season-specific intramural updates will be shared via the IMLeagues site.

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

Updates also will be posted on the intramural webpage on the District activity website [www.waukeeactivities.org](http://www.waukeeactivities.org)

### **Registration**

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

Students can register for intramurals via the [imleagues.com](http://imleagues.com) website or app. Search “Waukee”.

Additional information can be found here: <https://communityed.waukeeschools.org/intramurals/>

## **RULES AND DISCIPLINE INFORMATION**

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

### **Intramural Progressive Discipline Procedure**

The Waukee Intramural Discipline Procedure has three intended outcomes:

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

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

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

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

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

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

### **Participation in School-Sponsored Sports**

A high school student who participates in a school-sponsored sport is not eligible to participate in an intramural activity during the current sport season

without the approval of the Community Education Coordinator, Community Education Director, and/or Activities Director.

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

## Sportsmanship

Waukee and Northwest High Schools expect a high level of sportsmanship from fans and student athletes.

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

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

## **DISTRICT POLICIES AND PROCEDURES**

### Abuse of Students by District

#### Personnel

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

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

Anyone believing that a student has been abused by a District employee or volunteer may report the abuse to Cecily Decklever, Elementary Lead Nurse and level one investigator (515.987.5166) or Cynthia Pion, Secondary Lead Nurse and level one investigator (515.987.2770).

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

## Anti-Bullying/Harassment Policy

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

Certain bullying and harassing conduct may rise to the level of hate speech. This includes, but is not limited to, words, images, or actions directed at individuals or groups based on aspects of their identity as protected under this policy.

This policy is in effect while students or employees are on property within the jurisdiction of the District; 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 District.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student or employee 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 or employee in reasonable fear of harm to the student or employee's person or property;
- Has a substantially detrimental effect on the student or employee's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance or employee's work performance; or
- Has the effect of substantially interfering with the student or employee's ability to participate in or benefit from the services, activities, or privileges provided by a school or District.

Any employee, student, or individual on the employee or student's behalf, who feels that he/she or another employee or student has been harassed shall inform a responsible District staff member who will then turn the information over to the respective investigator. If the complainant is a school employee, after filing the complaint with the Superintendent or designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

The investigator will conduct an intake interview to gather the following information:

- what, when and where it happened;
- who was involved;
- exactly what was said or what the harasser did;
- witnesses to the harassment;
- what the victim said or did, either at the time or later;
- how the victim felt; and
- how the harasser responded.

The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the bullying/harassment, including, but not limited to, letters, recordings, or pictures. The investigator will record in writing the facts of the complaint. Information received during the investigation is kept confidential to the extent possible.

Procedures for addressing alleged harassment or bullying are outlined in Board Policy 103. Copies are in each Principal's office, and the District Office.

### **Chapter 103 Notification Statement**

Notice: Corporal Punishment, Restraint, Physical Confinement and Detention

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

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

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website: [www.iowa.gov/educate](http://www.iowa.gov/educate).

Note: The District's policy on corporal punishment can be found in Board Policy 502.7.

### **Continuous Notice of Non-Discrimination**

It is District policy not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs),

sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

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

#### **Executive Director of Human Resources: Roxy Livermore**

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

#### **Director of the Iowa Civil Rights Commission**

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

#### **Director of the Region VII Office of Civil Rights**

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

The District complaint procedure is outlined in Board Policy 405.51.

### **Dress Code**

Students may not dress or groom themselves in a manner that causes material or substantial disruption to a safe and orderly intramural environment.

Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the intramural program will not be tolerated. When, in the judgment of the Community Education Director or designee, a student's appearance or mode of dress disrupts the intramural process or constitutes a threat to health or safety, the student may be required to make modifications.

Athletic shoes must be worn at all times.

### **Federal Section 504**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The District has the obligation under Section 504 to identify, evaluate, and, if the student is determined to be eligible,

to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the District, he/she has a right to a hearing with an impartial hearing officer.

## **Gambling**

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

## **Hazing**

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

As outlined in the Iowa Code 708.10, the term “hazing” will mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity, whether such behavior is planned or occurs on or off District property. Any staff member that has knowledge of a hazing incident or event must report the information to the building Principal.

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

### **REPORTING**

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

Retaliation against a student or staff because a student or staff member has filed a hazing complaint or assisted or participated in a hazing investigation or proceeding also is

prohibited. A student who is found to have retaliated against another in violation of this policy will be subjected to disciplinary action up to and including expulsion.

The District policy on hazing can be found in Board Policy 502.11.

## **Release of Student Photographs**

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

## **Search and Seizure**

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

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

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

## **Student Fees**

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

## **Threats of Violence**

All threats of violence, whether oral, written or symbolic, against students, employees, visitors or to school facilities are prohibited. All such threats will be promptly



investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

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

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

## Weapons Policy

Weapons and other dangerous objects and their look-alikes shall be taken from students and others who bring them onto District property, onto property within the jurisdiction of the District, or from students or others who are within the control of the District or serving the District.

Parents of students who possess weapons or other dangerous objects or their look-alikes on District property, on property within the jurisdiction of the District, or the possession is when the student is within the control of the District, shall be notified of the incident.

Students will be subject to disciplinary action; including suspension or expulsion. Others will be subject to other disciplinary action as defined by the administration.

Students and others who bring and/or possess weapons or other dangerous objects or their look-alikes, including firearms, on District property, on property within the jurisdiction of the District, or when the student or other who is within in the control of the District or serving the District will be referred to law enforcement agencies.

Students bringing a firearm or knowingly possessing a firearm on District property, on property within the jurisdiction of the District, or while the student is within the control of the District shall be expelled for not less than 12 months. Others will be subject to other disciplinary action as defined by the administration.

The Superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis.

Board Policy 502.10 explains in detail the District weapons policy. Copies are available on the District website, in the District Administration Office, and at the Waukee Public Library.

## Severe Weather/School Closings

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

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

Weather related closings/cancellations:

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

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

### HOW FAMILIES ARE CONTACTED

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

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