



# WESTERN DUBUQUE

## DISTRICT NEWSLETTER

AUGUST 2022

### BACK TO SCHOOL INFORMATION

Vision . . .  
Success for All

Mission . . .  
Develop life long learners and responsible citizens

Guiding Philosophy . . .  
Better Everyday

\*\*\*\*\*

*Balltown*

*Bankston*

*Bernard*

*Cascade*

*Centralia*

*Dyersville*

*Epworth*

*Farley*

*Fillmore*

*Garryowen*

*Graf*

*Holy Cross*

*Luxemburg*

*New Vienna*

*Peosta*

*Petersburg*

*Placid*

*Rickardsville*

*Worthington*

### Online Registration Process for ALL Students

ALL students attending Western Dubuque Community School District must be registered each school year using our Online Registration System. The 2022-2023 online registration is open now. Please visit our District website at [www.wdbqschools.org/Registration.aspx](http://www.wdbqschools.org/Registration.aspx) for more information.

### Fall Registration & Fee Day for the 2022-2023 School Year

**Elementary Schools:** Complete registration online by Monday, July 25th. Due to our online registration process, in-person registration is not needed. If you do not have access to the internet, please call your student’s school by July 18th to make an appointment.

**CJSHS, DMIS, WDHS:** Thursday, August 11, 7:00 a.m. - 6:00 p.m.

Student schedules and locker assignments will be available at registration (if applicable). Elementary class rosters will be available at the schools on Monday, August 8. Families who choose not to use the website to pay their school/lunch fees can schedule an appointment to pay them at their student’s school. (Please review Fee Schedule insert.) Any student entering Western Dubuque Schools for the first time **MUST provide proof of birthdate (copy of birth certificate, adoption records or certified statement of physician) and immunization verification** unless this information is already in their official school records. Please refer to the “Required Vaccination” and “Dental and Lead Screenings Required” notices on page 5 for more information.

### Elementary Open Houses

All elementary schools will be holding an open house from 5:30-6:30 p.m. on Thursday, August 18.

### Secondary School Meetings

All Secondary Schools have scheduled meeting times in August for various students. See page 3 for details.

**School Supply Lists:** School supply lists can be found on the District and school websites.

### First Day of Class Schedule for the 2022-2023 School Year

Grades K-12: Tuesday, August 23

Preschool students: Wednesday, August 24

### Online Payments—Exciting News for 2022-2023!!!

Western Dubuque has always strongly encouraged the online payment of student fees, food service deposits and other optional purchases, both for ease of use and for our own internal controls by trying our best to eliminate cash from our school buildings. Beginning in 2022-2023, all required student fees (textbook fees), Optional Fees (yearbook/activity passes/etc.) and deposits into your child’s meal account will ALL be conveniently located right in the Campus Portal with no need for multiple user ID’s and passwords. (no more RevTrak/Total Access Dining) All payment information will be located right in your Campus Portal App on your smartphone or on the Portal website. One really neat feature will be the ability to set up an “auto-refresh” to add a flat \$ amount to your child’s meal account whenever the balance falls below a pre-determined amount (set by you) without ever having to log in to execute repetitive purchases!

More info to come in a separate communication once we have the new system ready to go!

## PRESCHOOL

We offer a preschool program for students who are 4 years of age on or before Sept. 15, 2022. Our 3-day preschool program is FREE and the monthly tuition for our 4-day program is \$130 for students who will be four years of age as of Sept. 15, 2022.

If you have questions regarding our preschool program, please contact the school of interest.

## SCHOOL PICTURE DATES



It is important your child wear appropriate school attire for their school picture. Spaghetti strap tops, halter tops, etc. will not be allowed.

Fall school pictures will be taken during regular school hours on the following dates, with the exception of Cascade Jr./Sr. High School and Western Dubuque High School:

**Cascade Elementary**  
*September 20*

**Cascade Jr./Sr. High School**  
*August 31 (8:00 a.m.—11:00 a.m.)*

**Drexler Middle School**  
*September 1*

**Dyersville Elementary**  
*September 13*

**Epworth Elementary**  
*September 7*

**Farley Elementary**  
*September 14*

**Peosta Elementary**  
*September 13*

**Western Dubuque High School**  
*August 11 (7:00 a.m.—6:00 p.m.)*

## PARENT/TEACHER CONFERENCES

**All Elementary Schools**  
Nov. 8-9, 3:30-7:00 p.m.  
Feb. 14-15 3:30-7:00 p.m.

**Drexler Middle School**  
Sept. 21 3:30-7:00 p.m.  
Jan. 4 3:30-7:00 p.m.  
March 29 3:30-7:00 p.m.

**Cascade Jr./Sr. High School**  
Sept. 21, 4:00-7:00 p.m.  
Jan. 4, 4:00-7:00 p.m.  
Mar. 22, 4:00-7:00 p.m.

**Western Dubuque High School**  
Sept. 21, 4:00-7:00 p.m.  
Jan. 4, 4:00-7:00 p.m.  
Mar. 22, 4:00-7:00 p.m.

## TESTING DATES

We encourage all students to be in school on testing dates. Please look for these dates in school correspondence and make note of them when planning for doctor appointments, etc.

## STAFF E-MAIL

Staff members may be contacted via e-mail by using their first name followed by a period and then their full last name @wdbqschools.org (example: [jane.doe@wdbqschools.org](mailto:jane.doe@wdbqschools.org)).

## SCHOOL CONTACT INFO

### Cascade Elementary School

Phone: 563-852-3335

Principal: Dan Wendler

### Cascade Jr./Sr. High School

Phone: 563-852-3201

Principal: Ryan Fritz

Asst. Principal/Activities Dir: Adam Kedley

### Drexler Middle/Intermediate School

Phone: 563-744-3371

Principal: Scott Firzclaff

Asst. Principal/Activities Dir: Cole Pederson

### Dyersville Elementary School

Phone: 563-875-8484

Principal: Jenny Hillebrand

### Epworth Elementary School

Phone: 563-876-5514

Principal: Greg Deutmeyer

### Farley Elementary School

Phone: 563-744-3308

Principal: Lori Grimoskas

### Peosta Elementary School

Phone: 563-588-9010

Principal: Melissa O'Brien

### Western Dubuque High School

Phone: 563-876-3442

Principal: Jacob Feldmann

Assistant Principal: Richard Hatcher

Activities Director: Tyler Lown

## SAFE & EFFECTIVE USE OF SECLUSION & RESTRAINT

State law forbids school employees from using corporal punishment against any student. School employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to self or others. State law also limits school employees' abilities to restrain or confine and detain any student. If a child is restrained or confined or confined and detained, the school must maintain documentation and must provide notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: [www.iowa.gov/educate](http://www.iowa.gov/educate) (search "Chapter 103").

## HEALTHY KIDS ACT

The purpose of the Healthy Kids Act is to establish physical activity requirements for students and to establish nutritional content standards for food and beverages sold on school grounds during the school day. School districts must ensure that every kindergarten through fifth-grade student has 30 minutes a day of physical activity and every 6<sup>th</sup>-12<sup>th</sup> grade student has 120 minutes per week of physical activity. Physical activity will be defined in department rules and can include physical education classes, recess, interscholastic activities, school activities, and non-school activities. The law requires that we monitor how students fulfill this requirement. This law also requires every student, by the end of 12<sup>th</sup> grade, to complete a course that leads to cardiopulmonary resuscitation (CPR) certification. The law exempts students unable to physically manage the course.

If you have any questions about the Healthy Kids Act, please contact your building principal.

## HOMELESS CHILDREN AND YOUTH [Board Policy 501.16]

The board will make reasonable efforts to identify homeless children and youth of school age within the district. To help ensure that homeless children and youth have a full opportunity to enroll, attend, and succeed at school, the board shall: encourage their enrollment and eliminate existing barriers to their receiving an education, collaborate with other service providers, ensure transportation is provided in accordance with legal requirements, and provide stability in school assignment according to the child's best interests.

The district has designated Melissa O'Brien as the local homeless children and youth liaison. Please contact the building school counselor with questions.

## HEALTH EDUCATION [Board Policy 603.5]

Parents are free to inspect instructional materials prior to their use in the classroom. Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent. The superintendent will have the final authority to determine the alternate activity or study.

## PRIVATE INSTRUCTION [Board Policy 604.1]

Except as otherwise exempted, in the event a child of compulsory attendance age as defined by law does not attend public school or an accredited nonpublic school, the child must receive private instruction. Private instruction means instruction using a plan and a course of study in a setting other than a public or accredited nonpublic school.

The Iowa Department of Education recognizes three options for delivery of this form of instruction: two options for delivery of competent private instruction and one option for independent private instruction.

For information, including applicable forms, visit the "Options for Educational Choice" section of the Iowa Department of Education's website, <https://educateiowa.gov/pk-12/options-educational-choice/competent-private-instruction-home-schooling>.

## SURVEILLANCE SYSTEMS (Board Policy 804.5)

It is the policy of the Western Dubuque Community School District to create and maintain a safe school and work environment. Security cameras are installed within school buildings and buses as well as the exterior of buildings. Security cameras monitor school property, assisting administrators in detecting and deterring unacceptable behavior or activities and otherwise enforcing district rules. Camera systems also provide a historical record to facilitate investigations.

All actions or conversations are subject to being recorded. Employees, students and others found to have tampered with or disabled cameras or systems will be subject to discipline including termination of employment.

**Vaccination Requirement:** There is a vaccination requirement for ALL 7th & 12th grade students. Please see the top of page 5 for details.

**Sports Physicals:** 7-12th grade students planning on participating in athletic activities must provide proof of an updated physical on or before the first day of practice.

## Drexler Middle School

**Fall Sports Practices:** August 23rd

**6th Grade Orientation Day:** Aug 18, 8:00-1:00 p.m. contact Transportation if bussing is needed.

**Open House:** Thursday, August 18th 4:30-6:30 p.m. for all families

**Admission for Middle School Sports:** Adults will be charged \$3 for sporting events unless they have a pass.

## Cascade Jr./Sr. High School: "Home of the Cougars"



**All Fall Sports Practices:** Start August 8

**Cross Country Camp:** August 1-5, 4-5:30 p.m., Grades 7-12

**Football Camp:** August 2-4; Grades 5-8 5:30-7:00 p.m. Grades 9-12 6:30 to 8:30 p.m.

**Band Camp:** August 5-8, 8:00-Noon???

**Volleyball Camp:** August 8-10, Grades 3-5, 9-10:30 a.m. Grades 6-8 10:30-Noon

Aug 2-4 Grades 9-12 3:00-6:00 p.m.

**Schedule Changes:** Mr. Webber will be available on the August 12th registration day. All students will be required to go to their scheduled classes on the 1st day of school. Students will be able to make schedule changes on the 2nd day of school. These schedule changes must be approved before they will be changed.

**Orientation Day for Grade 6, Grade 9, and All New Students:** CJSHS will welcome all 6th grade, 9th grade and new students to an orientation day on Thursday, August 18th. We will plan on a half day event for students to get into their lockers, visit classrooms, become familiar with the building and eat lunch. We will offer transportation in the morning and the afternoon. If your child needs to ride a bus on this day, please contact the transportation department at 563/744-3885 X6050 by August 1st. Due to a limited number of students in school on this day, busses are only able to pick up students who have made these prior arrangements in advance.

**Activity Pass:** Students may purchase an activity pass for \$70.00. Adults can purchase one for \$100.00. This pass permits the student or adult admission into all home athletic events except for any state-sponsored event, dance, fundraising event or booster club tournament. This could amount to big savings since admission is \$5.00.

## Western Dubuque High School: "Home of the Bobcats"



**All Fall Sports Practices:** Start August 8

**Cross Country Camp:** August 1-5, Grades 9-12

**Football Camp:** August 1-5, Grades 9-12

**Band Camp:** August 1-5, Grades 9-12

**Volleyball Camp:** August 1-3, Grade 9; August 1-4, Grade 10; August 4-6

**Schedule Changes:** Mr. Bryant, Ms. Edgin and Ms. Phillips will NOT be available on the registration days. All students will be required to go to their scheduled classes on the 1<sup>st</sup> day of school. Students will be able to make schedule changes on the 2<sup>nd</sup> day of school. These schedule changes must be approved before schedules are changed.

**Mandatory "Virtual" Senior Meeting:** There will be a mandatory "virtual" meeting for all seniors and their parents at 7:00 p.m. on Monday, August 15<sup>th</sup>. Information will be presented on college planning, graduation, scholarships and deadlines, ACT testing dates, etc.

**Orientation Day for All 9<sup>th</sup> Graders and All New Students:** On Thursday, August 18<sup>th</sup>, there will be an orientation day for ALL incoming 9<sup>th</sup> grade students and all new students to Western Dubuque High School. This day will run from 8:00 a.m.-1:09 p.m. Students will attend each of their classes to meet their teachers and ask any questions they may have. Busses will run in the morning and afternoon on this day. Contact Transportation if your student needs bussing for this day (563/744-3885 X6050). We will also be serving lunch to the students. Parents and students will have the opportunity to tour the building from 5-7 p.m. on that same evening (8/18/2022).

**Activity Pass:** Students may purchase an activity pass for \$70.00. Adults can purchase one for \$100.00. This pass permits the student or adult admission into all home athletic events except for any state-sponsored event, dance, fundraising event or booster club tournament.

## ANTI-BULLYING/HARASSMENT Board Policy 104

The Western Dubuque Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to policy regulation 104R.1. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent/guardian who promptly, reasonably, and in good faith reports in incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

For the purposes of this policy, the defined words shall have the following meaning: "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communication, pager service, cell phones, and electronic text messaging. "Harassment" and "bullying" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristics of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:

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

"Trait or characteristic of the individual" includes but is 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.

# STUDENT CONDUCT on SCHOOL TRANSPORTATION

[Board Policy 711.2]



The goal of the WDCSD transportation department is to provide the students of this district with a safe and secure transportation program. This goal can only be achieved through the combined efforts of school, students, and parents. The privilege of receiving transportation services is dependent upon meeting behavioral expectations. Because privileges can be revoked, student knowledge of expectations is essential.

If you have any questions about the transportation program, please contact Robert Hingtgen, Director of Transportation, at (563) 663-9482.

**You should receive an email by early August with your child's transportation information.** If your child needs transportation and services and you do not receive this email, please contact the transportation department (563) 258-7090 or (563) 663-9481. We look forward to providing you a continued safe and positive transportation program.

## SCHOOL BUS RULES AND EXPECTATIONS

### *Prior to Loading the Bus:*

1. Students have a responsibility to be at the designated stop on time. The driver cannot be expected to wait. Parents are responsible for their students behavior at the bus stop.
2. Students should stay at least 10 feet away from the roadway while waiting for the bus and at least 10 feet away from the moving bus and wait until the bus stops before approaching it.
3. If a student is not going to be on the bus, he/she should notify the driver or transportation office at (563/258-7090) in advance, if possible.
4. Students will only be picked up at designated stops.

### *While on the Bus Students Will:*

1. Respect the bus driver, other students, property and themselves.
2. Obey the bus driver's instructions/directions the first time given.
3. Keep hands/feet off other people and their property.
4. Sit while the bus is in motion.
5. Speak only to those around them in conversational (inside) voices using respectful words.
6. Communicate any problems or conflicts with the bus driver.

### *After Leaving the Bus:*

1. If a student must cross the road after leaving the bus, he/she shall wait for the driver's signal and then cross in front of the bus.
2. If a student lives on the side of the road on which the bus stops, he/she shall move away from the bus immediately after getting off.
3. Students will be dropped off only at designated bus stops.

## SEAT BELTS

In 2020-21, the District began purchasing school buses equipped with lap/shoulder seat belts. The District requires all students riding a school district bus equipped with seat belts to wear seat belts while the bus is in motion. Students refusing to use seat belts create a safety concern for themselves and others, and are subject to school district disciplinary actions. Repeated refusal to wear seat belts can result in suspension from bus riding privileges.

## MISCELLANEOUS

1. Students are only allowed to ride their assigned bus to their assigned stop.
2. If a student causes damage to the bus, he/she will be held financially responsible.
3. If a student's transportation privileges have been suspended or revoked, the family is responsible for finding alternative means of transportation to school. Students who do not find other means of transportation and do not attend school will be considered truant.
4. If a student's academic privileges have been suspended through suspension or expulsion, the student's transportation privileges are also suspended.
5. A severe behavior such as, but not limited to injury to a fellow student, breaking the law, or gross disrespect and defiance of the driver may result in a suspension of services, revocation of services, or a police referral.
6. Fees will be affixed for late runs, city limits bussing and pre-kindergarten transportation services. Amounts are determined annually by the Board of Education. Please call for amounts 563-258-7090 or 563-663-9481.
7. Please contact the transportation department if your child has a medical issue that their driver needs to know about. This information will be held confidential.

## VIDEO CAMERAS

Many buses have been equipped to videotape for the primary purpose of preventing disciplinary problems and vandalism on the bus. Access to and use of videotapes from buses shall be limited. Only the transportation director, bus drivers, principals, police, and superintendent shall be authorized to view the videotape for the purpose of documenting a problem and determining which student(s) may be involved. Disciplinary action may be taken with students based on video documentation. School administrators may authorize pupil services personnel to view segments of a specific tape if viewing the videotape is beneficial to their role in assisting the student.

## NONPUBLIC TRANSPORTATION REIMBURSEMENT

Parents wanting information for Nonpublic Transportation Reimbursement should contact the transportation office, 563-258-7090, for information concerning claim procedures, including deadlines or submission of data.

# FOOD SERVICES

## MENUS

A menu is sent home with elementary and middle school students each month and is available for high school students to take home as well as posted on the Food & Nutrition webpage of the Western Dubuque website. **Breakfast** is served every day school is in session. On days when there is a late start, cold breakfast will be served at the elementary schools. Regular breakfast will be served at all secondary schools. **Lunches** are served at all eight Western Dubuque attendance centers every school day. Servings meet or exceed the USDA guidelines for minimum nutritional value. Elementary students have the choice of substituting a peanut butter, peanut butter and jelly or ham sandwich for the main entrée and get to choose which fruits and vegetables they would like. Secondary students can choose between the menu entrée and a variety of hot and cold entrees. A large selection of fresh and processed fruits and vegetables and low-fat milk are available daily as well.

## FAMILY MEAL ACCOUNTS

Money for breakfast and lunch is deposited in a **FAMILY** meal account. Within this family account, each student is assigned their 4-digit identification number. Money is subtracted from the **Family** account each time one of its assigned numbers is used. Returning students and staff will use the same assigned number each year. This number will be typed into the computer by the student or staff. All students are provided a personal meal identification number to be used to purchase meals. At the end of the school year, any money left in the account or negative balance will be carried over to the next year. **NEW THIS YEAR: All meal accounts will be accessible thru Parent Portal in Infinite Campus!** Parents have the ability to make payments to their family meal account electronically and view charges from the parent portal. Please notify us if your e-mail changes. When a family account goes below five dollars per student, the computer will alert the cashier. Students in grades 6-12 will be given a verbal reminder that additional funds are needed.

## IMPORTANT! Meal Charge Policy

Students may charge any combination up to a negative amount of \$5.00 per student. Once this limit is reached, secondary students will be given a sandwich, fruit or vegetable & milk for lunch or toast, juice & milk for breakfast until the balance is paid. This breakfast or lunch will **NOT** be charged to the student's account. Elementary students will continue to be served a full breakfast and lunch and be charged accordingly until a negative balance of \$50 is reached, then an "Alternative Meal" will be served. Any payments made will first be applied to the negative balance on the account before additional charges will be allowed. Students **MUST** have funds available in his/her account to purchase a second meal, extra items or make a la carte purchases. **This applies to ALL STUDENTS regardless of free or reduced meal eligibility.**

## FREE AND REDUCED-PRICE MEALS

Free and reduced meal programs as supported by the federal and state government are available for those who qualify. Applications are available in July. Please look for an email from the district or view your parent portal after July 1<sup>st</sup>. Applications may be picked up and completed at registration or at any time during the school year. Applications must be completed **ANNUALLY** after July 1<sup>st</sup>! **All information is confidential.**

## REQUIRED VACCINATION

Per the Iowa Immunization Law, the Meningococcal (A,C,W,Y) vaccine is required for all students enrolling in 7th and 12th grades in addition to previous vaccination requirements.

\*Students entering 7<sup>th</sup> grade (born after Sept. 15, 2004), are required to have **one** dose of meningococcal vaccine (after the age of 10) to enter school

\*Students entering 12<sup>th</sup> grade (born after Sept. 15, 1999), are required to have **two** doses of meningococcal vaccine to enter school, or one dose if received when the student was 16 years of age or older

There is **no** grace/extension period for this requirement. What this means is that the law requires students be excluded from school if they have not received the immunization by the first day of school.

Please contact your healthcare provider as soon as possible to schedule these vaccinations.

## SUN SAFETY

Protecting children from the sun is a year-round responsibility. It is a well-known fact that overexposure to UV radiation can lead to serious health issues, including cancer. Sunscreen with sun protection factor (SPF) 15 or higher is recommended to provide protection against both UVA and UVB rays.

To ensure your child is protected from these harmful rays, we encourage parents to apply sunscreen to children in the morning before school. In the event there are outdoor activities, school staff may use their discretion and apply sunscreen to students if there is any concern of sun exposure during the school day. If you do **NOT** want school staff to apply sunscreen at any time during the school day please notify the school office of your request.

## Dental and Lead Screenings Required



(from Iowa Dept. of Public Health - IDPH)

Parents must show children entering kindergarten have been tested for dangerous levels of lead in their blood. High levels can cause learning disabilities.

Parents of children entering kindergarten and the 9<sup>th</sup> grade must show their children have received a screening for dental disease. For those who do not return dental forms, a dental screening may be done by a health care professional. Parents will be informed ahead of time and given a chance to refuse to have their child screened or "opt out." Active written consent is not required for the dental screen.

No child will be prevented from attending school without proof of this testing and screening. If families have difficulty meeting the requirements, IDPH and local public health will provide assistance to ensure the screenings are obtained. IDPH encourages parents to contact their health provider to check their child's records and make appointments if necessary.

For more information on dental screenings, visit [www.idph.state.ia.us/OHDS/OralHealth.aspx?prog=OHC&pg=Screenings](http://www.idph.state.ia.us/OHDS/OralHealth.aspx?prog=OHC&pg=Screenings). To learn more about childhood lead poisoning prevention & testing, visit [www.idph.state.ia.us/LPP/](http://www.idph.state.ia.us/LPP/) or call 800-972-2026.

## VISION LAW

The Iowa Department of Public Health requires every student entering kindergarten and 3rd grade to have a certificate of vision screening. The child must have a vision screening performed no earlier than one year prior to the date of enrollment and no later than six months after the date of the child's enrollment.

The screening may be conducted by a physician, advanced nurse practitioner, physician assistant, local public health department, public or accredited non-public school, community based organization, free clinic, or child care center. A comprehensive eye exam by an ophthalmologist or optometrist also meets the requirement of a vision screening; it is not a requirement to have a full comprehensive exam. Please have the Certificate of Vision Screening form (available at school) completed and a copy returned to school by the start of the year.

For more information on Vision Screening please contact IDPH at 1-800-227-9878 or contact your school nurse directly.

## HEALTH BULLETIN (Please keep for reference.)

### ABSENCES

Parents/guardians are asked to notify the school by 8:30 a.m. if your child is absent. Messages may be left 24 hours a day. Because of safety concerns, phone calls will be made to parents of all absent students not called in by a parent.

### EMERGENCY INFORMATION

Emergency information is kept on file for each school-aged child. Parents/guardians **need to update** the information at registration. **Parents/guardians are asked to keep all offices updated during the school year regarding changes in emergency contact information, home address, and home/work phone numbers.** Changes in emergency information may also be made via e-mail to Mary Boge at [mary.boge@wdbqschools.org](mailto:mary.boge@wdbqschools.org).

For students taking medication during the school day, Medication Permission Forms should be completed at registration and given to the school nurse or secretary **before** the first day of classes.

### PHYSICAL EXAMS/SPORTS PARTICIPATION

Students desiring to participate in athletic activities (this includes all sports, cheerleading, poms and dance) or enrolling in pre-kindergarten or kindergarten shall have a physical examination by a licensed health care provider and provide proof of such an examination to the school district. Athletic physicals for participation in 7-12 sports are due on or before the first day of practice. Forms are available in all school offices and at registration.

There is a risk of being injured that is inherent in all sports. That risk of injury may be severe, including the risk of fractures, brain injuries, paralysis or even death. Because of lawsuits around the nation all schools in Iowa are being asked to notify all parents of such risks and make available movies of such injuries for all parents to watch. In addition, all parents and student athletes are required to read and sign the information provided on the concussion fact sheet titled, Heads Up: Concussion in High School Sports (available at the schools) before their son/daughter will be able to participate.

### IMMUNIZATIONS

The Iowa Immunization Law states for any child to attend public or private school in Iowa, or to be home schooled, he/she must be fully immunized against diphtheria, pertussis, tetanus, poliomyelitis, rubella, rubeola, chicken pox, hepatitis B, Tdap, Meningitis and other immunizations.

Exemptions from the immunization requirement will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt.

### ADMINISTRATION OF MEDICATION TO STUDENTS

Students may be required to take prescription and/or over-the-counter medication during the school day. Medication shall be administered by the school nurse, or in the nurse's absence, by a person who has successfully completed an approved administration of medication course.

Prescription medication will not be administered without the completed Medication Permission Form from the health care provider that includes parental signature. All prescription medication must be in the original container which is labeled by the pharmacy or the manufacturer.

A limited selection of over-the-counter medications will be available and administered as needed for students in PK-12 grades based on student self-assessment. Students who request over-the-counter medication must have written approval from their parent/guardian on file with the school nurse before the student can receive the medication. Annual written parent/guardian approval is required. Parent/guardian contact will be made by the person administering the medication prior to administration, to confirm dosage for students in PK-6 grades. An administration log of over-the-counter medication will be maintained at each school. Emergency protocol for medication-related reactions will be in place.

### ILLNESS

Please do not send an ill child to school. Students should be fever free for 24 hours (temperature <101 degrees), without the aid of fever reducing medications, before returning to school. Parents will be notified and students sent home with any of the following: fever over 101°, vomiting, diarrhea, body rash of unknown origin, untreated impetigo or untreated ringworm. Please report all communicable diseases to the school nurse. Following directives issued by the State Department of Health, you will be advised on when your child may return to school.

### INJURY

In cases of injury at school, every attempt will be made to notify the parents as soon as possible and they will be involved in the decision of whether a student needs further assessment by a healthcare provider. If it is apparent to school personnel that an injury needs immediate medical care EMS may be contacted upon the discretion of the involved school personnel and parents will be notified as soon as possible. When in doubt concerning urgency, we will consider it urgent and contact the healthcare provider or the ambulance.

### SCREENING PROGRAMS

Vision screening is conducted annually for students in grades K-3rd grade and 7th grade in accordance with Iowa law. Hearing screening is conducted for the following students: kindergarten, 2<sup>nd</sup> grade, one grade between 5<sup>th</sup> and 8<sup>th</sup> grade, and for students with previous known losses. Students can also have a hearing screening by Parent/teacher request upon completion of required Hearing Test Request Form. Blood pressure will be checked on students in 3rd grade. If you do NOT want your child to be screened for vision or hearing, it is your responsibility to notify the school nurse or principal in writing before the screening takes place. You will be notified if your child does not satisfactorily pass a screening test. If you do not wish your child to participate in height and/or weight screenings, a parent or guardian must notify either the school nurse or principal in writing at the beginning of each school year. If we do not hear from you, this is considered your consent for participation.

## VACCINATION FOR PERTUSSIS "WHOOING COUGH"

The Iowa Department of Public Health (IDPH), Bureau of Immunization requires a **one-time ADDITIONAL booster dose of Tdap vaccine for ALL students entering 7<sup>th</sup> grade and above, if born on or after September 15, 2000; regardless of the interval since the last tetanus/diphtheria containing vaccine.** The vaccine can be given after the age of 10. Students who do not receive the Tdap booster vaccine may be held from school in August unless there is a religious or medical exemption form completed as required. If your child has not received this vaccination, contact your healthcare provider as soon as possible to schedule an appointment. Further information is available at <http://www.idph.state.ia.us/ImmTB/Immunization.aspx?prog=Imm&pg=Assessment> or if you have questions regarding this change contact the Immunization Program at 1-800-831-6293.

REQUIRED PUBLIC NOTICE  
DEDICATED TO GIVING  
PUBLIC NOTICE OF SEVERAL  
LEGAL RIGHTS AVAILABLE  
TO STUDENTS & PUBLIC

If you have questions concerning any of this information, please contact the Office of the Superintendent at 563-744-3885. All Board Policies, in their entirety, are available on our website: [www.wdbqschools.org](http://www.wdbqschools.org).

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**PROTECTION OF PUPIL RIGHTS**

The Protection of Pupil Rights Amendment [PPRA] affords parents certain rights regarding a school district's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following eight protected areas: 1. Political affiliations or beliefs of the student or student's parent; 2. Mental or psychological problems of the student or student's family; 3. Sex behavior or attitudes; 4. Illegal, anti-social, self-incriminating, or demeaning behavior; 5. Critical appraisals of others with whom respondents have close family relationships; 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; 7. Religious practices, affiliations, or beliefs of the student or parents; or 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of: 1. Any other protected information survey; 2. Certain physical exams except for those permitted or required under State law; and 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing purposes or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use: 1. Protected information student surveys; 2. Instruments used to collect personal information for any of the above purposes; and 3. Instructional material used as part of the educational curriculum.

**Any parent objecting to student participation in district-approved surveys must ANNUALLY file a written objection with the office of the principal of the school.**

Any parent wishing to review any protected information may submit a written request to the Superintendent's Office.

Surveys, questionnaires, and study proposals submitted to the District from outside organizations or individuals must be referred to the superintendent for review, recommendation, and coordination.

**PARENT/GUARDIAN RIGHTS  
Every Student Succeeds Act (ESSA)**

Parents/guardians of students receiving Title One services in the Western Dubuque Community School District have the right to learn about the following qualifications of their child's teacher including: state licensure requirements for the grade level and content areas taught; the current licensing status; and baccalaureate or graduate certification/degree; and whether the child is provided services by a paraprofessional and, if so, his/her qualifications. Parents/guardians may request this information by contacting the Superintendent's Office.

Notification to parents with Title One students will automatically occur should a child be taught for four or more consecutive weeks by a teacher who is not highly qualified.

**ANNUAL NOTICE  
[Board Policy 506.1E8]**

**Family Educational Rights and Privacy Act**

[FERPA] affords parents and students over 18 years of age (eligible students) certain rights with respect to a student's education records. These rights include: the right to inspect and review the student's education records within 45 days of the day the district receives a request for access; 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 under FERPA; 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.

Individuals have 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. Contact Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

**STUDENT DIRECTORY INFORMATION  
[Board Policy 506.2]**

Student directory information is designed to be used internally within the school district. Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information". The district has designated the following as "directory information": student's name, address, telephone listing, email address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, the most recent education agency or institution attended, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records within a PIN, password, etc. (A student's Social Security Number in whole or in part, cannot be used for this purpose.

**EDUCATION RECORDS ACCESS  
[Board Policy 506.1 & 506.1R1]**

The board recognizes the importance of maintaining education records and preserving their confidentiality as provided by law. Education records are kept confidential at collection, storage, disclosure and destruction stages.

Parents, eligible students (18 years or older), and other individuals authorized in accordance with law will have a right to access the student's education records upon request without unnecessary delay.

Appropriate school personnel have the right to view student education records.

If the parents or an eligible student believes the information in the education records is inaccurate, misleading or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education records.

Education records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the education record will not be disclosed to a third party without the written permission of the parents or eligible student.

**FEE WAIVER/REDUCTION  
[Board Policy 503.3R1]**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Families who are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Those who believe they may qualify for temporary financial hardship should contact the school secretary, at registration time, for a waiver form.

This waiver does not carry over from year to year and must be **COMPLETED ANNUALLY**.

**INTERNET APPROPRIATE USE  
[Board Policy 605.6]**

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Internet access is monitored and filtered for unnecessary usage and traffic that is not considered school-age appropriate.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students.

Because information changes constantly, it is not possible to predict or control what users may locate. Although students will be under adult supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. The school district will use technology protection measures to protect users from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyber bullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to safety on the Internet and compliance with the E-rate requirements of the Children's Internet Protection Act. Users logging into or using a district device acknowledge they have read and understand the Internet Appropriate Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

To safeguard the end-user, software and services are in place on all Internet enabled district-owned technologies to protect from malicious or corrupting software or services. District provided email services are protected and filtered by a third party vendor that filters SPAM along with unwanted and/or harmful correspondence.

**CLASS SIZE [Board Policy 606.1]**

The following class size standards have been approved by the Board of Education: K-2 goal of 22 with a maximum of 26; 3-5 goal of 24 with a maximum of 28. When standard class sizes are exceeded, alternatives will be considered, as outlined in Board Policy 606.1 and 606.1R1.

If at the close of school registration, class enrollment in a particular elementary school exceeds the policy maximums, the Superintendent is authorized by Board policy to administratively transfer students to another elementary school.

## POSTSECONDARY ENROLLMENT OPTIONS

Through Senior Year Plus (SYP), our school district allows our high school students to enroll part time at an eligible community college, state university, or private college or university as long as the district does not offer a comparable course. SYP has a dual purpose: to promote rigorous educational pursuits and to provide a wide variety of options for students. All 11<sup>th</sup> and 12<sup>th</sup> grade students, as well as 9<sup>th</sup> and 10<sup>th</sup> grade Talented and Gifted students, are eligible. For public students, the student's district pays the college for the cost of tuition, textbooks, materials and fees, up to \$250. Students failing, or withdrawing from, postsecondary enrollment courses will be required to reimburse the school for the cost of their enrollment and materials.

## EQUAL EDUCATIONAL OPPORTUNITY [Board Policy 102]

It is the policy of the District not to discriminate on the basis of: race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and activities and its employment practices.

If you have questions or a grievance related to this policy, please contact Superintendent Dan Butler at [dan.butler@wdbqschools.org](mailto:dan.butler@wdbqschools.org) or the District's Equity Coordinator, Vicky Coyle, at [vicky.coyle@wdbqschools.org](mailto:vicky.coyle@wdbqschools.org).

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

## INSTRUCTIONAL MATERIALS INSPECTION [Board Policy 605.2]

Parents and other members of the school district community may view the instructional materials used by the students. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents. The instructional materials must be viewed on school district premises. Copies may be obtained according to board policy.

## STUDENT SUPPORT SERVICES

Support services are available to assist teachers. These services include the District's building staff (teachers, counselors, nurses, instructional coaches, etc.) and Keystone Area Education Agency support staff (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinator and others). Teachers and families may seek input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students through teacher or parent request. Working together, we can provide the best education possible for all of our children.

## WELLNESS [Board Policy 507.9]

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

## SECTION 504

### ANNUAL NOTICE OF NONDISCRIMINATION [Board Policy 102.E1]

The Western Dubuque Community School District offers career and technical programs in the following areas of study: agriculture, business, automotive, construction, engineering, manufacturing, and family consumer science.

It is the policy of the Western Dubuque Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Superintendent Dan Butler at [dan.butler@wdbqschools.org](mailto:dan.butler@wdbqschools.org) or the District's Equity Coordinator, Vicky Coyle, at [vicky.coyle@wdbqschools.org](mailto:vicky.coyle@wdbqschools.org).

### MULTICULTURAL AND GENDER FAIR EDUCATION [Board Policy 603.4]

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, color, sex, marital status, national origin, sexual orientation, gender identity, or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, American Indians, European-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

### OPEN ENROLLMENT DEADLINES

The school district will participate in open enrollment as both a receiving district and a sending district. Parents requesting open enrollment for their student will notify the sending and receiving school district no later than March 1 in the school year preceding the first year desired for open enrollment. The notice is made on forms provided by the Department of Education. The forms are available in the administration office.

Parents of children who will begin kindergarten and prekindergarten children enrolled in special education programs will file in the same manner set forth above by September 1.

Open enrollment requests into the school district will not be approved if insufficient classroom space exists. Requests will be denied if the student has been suspended or expelled by the administration or board of the school district the student is or was attending.

Open enrollment requests into the school district that, if denied, would result in students from the same nuclear family being enrolled in different school districts, will be given highest priority. Other open enrollment requests into the school district are considered in the order received by the school district.

Students in grades nine through twelve open enrolling into the school district will be eligible for participation in interscholastic athletics at the varsity level, only in accordance with applicable laws.

Parents are responsible for providing transportation to and from the receiving school district without reimbursement unless the parents qualify for transportation assistance.

## CHILD ABUSE REPORTING (Policy 402.2)

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to proper authorities. All licensed school employees, teachers, coaches and paraeducators are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties. The school district has appointed a Level 1 investigator and alternate.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected abuse to the Iowa Department of Human Services within twenty-four hours of becoming aware of the abusive incident and shall make a written report within forty-eight hours following the oral report. If the mandatory reporter believes the child is in immediate danger, local law enforcement will also be notified.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they've taken the course within the previous three years.

### WEAPONS [Board Policy 502.6]

The Western Dubuque School District strictly forbids weapons and other dangerous objects or look-a-likes in school buildings, on school premises or in vehicles with the exception of law enforcement officials and veterans for special ceremonies. The policy allows for expulsion from school for not less than one year if a student is found to have firearms.

### SEARCH & SEIZURE [Board Policy 502.8]

School district authorities may, without a search warrant, search students, or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishings of a locker, desk or other facility or space owned by the district shall not give rise to an expectation of privacy.

### TOBACCO/NICOTINE-FREE ENVIRONMENT [Board Policy 905.2]

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes, including electronic nicotine delivery systems and vapes, where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non-school sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product, or leave the school district premises immediately.

### LEAD IN DRINKING WATER

The water as supplied to the school has been tested and is safe for drinking. The water from all the drinking fountains in the school buildings has met the safe drinking standards.

### ASBESTOS CONTAINING MATERIAL [Board Policy 804.4]

Friable and non-friable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed. If there is a need to replace asbestos it will be replaced with non-asbestos containing materials. Each school building will maintain a copy of the asbestos management plan.

Dr. Dan Butler, Superintendent (563) 744-3885  
**Western Dubuque Community School District**  
310 4th St. SW.  
Farley, IA 52046-0068

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## ADDRESS SERVICE REQUESTED

### **Board of Education**

Jessica Pape, President  
Chad Vaske, Vice-President  
Nancy Fett  
Mike Rea  
Mark Tilson

Board meets in the Board Room at the Administrative Central Office at 6:00 PM on the second Monday of the month.

**Western Dubuque website:** [www.wdbqschools.org](http://www.wdbqschools.org)  
The website contains a link to each individual school building.

**Please keep this newsletter for reference:** To refresh your memory regarding federal, state and local district policies, please read through the information in this newsletter. Familiarity with these policies can prevent confusion and misunderstandings once school begins. This newsletter is available for review on our district website at [www.wdbqschools.org](http://www.wdbqschools.org).

## **Delay or Cancellation (Iowa School Alerts)**

**NOTICE:** Iowa School Alerts has changed to GovDelivery. If you would like to be notified directly when classes are cancelled, you can sign up for this FREE notification service provided by the State of Iowa. Western Dubuque Schools is a participant in the program which means you can sign up to receive free e-mail and/or text message notification when classes for our district will be dismissing early, started late or cancelled. Please visit <https://public.govdelivery.com/accounts/IAEDU6961/subscriber/new> to go directly to the signup page.

Weather conditions, including heat, fog, sleet, snow and ice, can cause a change in the regular school day. Other situations, such as loss of water supply, could also force a change in the regular routine. It is important that you are aware of these procedures under these adverse conditions and we suggest you have plans made so you are prepared when any of these occasions might occur.

Whenever the weather or other conditions cause us to delay the beginning of the school day, cancel school for the day, or dismiss early, we will ask the following stations to announce the plans:

- AM 1490 or FM 107.5 WDBQ, FM 105.3 KLYV, KXGE EAGLE 102, FM 103.3 WJOD (Dubuque)
- FM 97.3 KGRR, 92.9 KAT-FM, 1370 KDTH, 101.1 FM The River (Dubuque)
- AM 1600, FM 96.5 WMT (Cedar Rapids)
- FM 99.3 KDST (Dyersville)KZIA/Z102.9 (Cedar Rapids/Iowa City)
- KGAN-TV 2
- FOX
- KCRG-TV 9
- KWWL-TV 7
- FM 108 KFMW (Waterloo)K98.5 KOEL-FM, 97.7 KCRR-FM, Q-92.3 KKHQ FM
- FM 95.1, AM 1320 KMAQ (Maquoketa)
- AM 1400, FM 100.1 KADR/KCTN (Elkader)
- FM 94.7 KMCH (Manchester)
- AM 950 KOEL (Oelwein)
- SUPER HITS-106 (Dubuque)
- K98.5 KOEL-FM, 97.7 KCRR-FM, 1-92.3 KKHQ FM
- KZIA/Z102.9 (Cedar Rapids/Iowa City)

These stations will be informed as soon as a decision is reached. A number of telephone calls must be made, so, unless there is an emergency, please rely on the radio and television stations for the report.

If and when school is dismissed early, will anyone likely be home? If not, is a relative, a neighbor, or a friend willing to help? Make plans thoroughly and inform **everyone involved** of those plans. Be sure the student knows what he/she is to do.

## **USE OF RECORDING DEVICES ON SCHOOL PROPERTY (Board Policy 804.6R1)**

The Western Dubuque Community School District Board of Directors has authorized the use of recording devices on school district owned property. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child.

### **Non-Discrimination Policy Statement:**

Pursuant to Title IX and other applicable state and federal laws, it is the policy of the Western Dubuque County Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and activities and its employment practices, including applicants for employment.

The District has grievance procedures for processing and resolving discrimination complaints, including formal and informal Title IX sex discrimination and sexual harassment complaints, and will respond to complaints accordingly. Discrimination employment grievances that do not fall under Title IX should be directed to Dan Butler, Equity Coordinator, 310 4th Street SW, Farley, Iowa 52046, 563-744-3885 x 6004, [dan.butler@wdbqschools.org](mailto:dan.butler@wdbqschools.org). Grievances related to this policy for employment matters that fall under Title IX and grievances for any program/student matters should be directed to Vicky Coyle, Title IX and Equity Coordinator, 310 4th Street SW, Farley, Iowa 52046, 563-744-3885 x 6040, [vicky.coyle@wdbqschools.org](mailto:vicky.coyle@wdbqschools.org). If you have any questions related to this policy, please contact Vicky Coyle. Title IX inquires may also be referred to the U.S. Department of Education, attn. Assistant Secretary, Office for Civil Rights, 400 Maryland Avenue SW, Washington, DC 20202, 800-421-3481, [OCR@ed.gov](mailto:OCR@ed.gov).