

Dallas Center - Grimes Elementary Parent-Student Handbook



Dallas Center Elementary housing Grades K-5



North Ridge housing Preschool and Grades 2-4



South Prairie Elementary housing Optional Kindergarten-Grade 2

2016-2017

<p>Dallas Center Elementary 1205 13th Street Dallas Center, IA 50063 Phone (515)-992-3838 Fax (515)-992-3467</p>	<p>North Ridge Elementary 400 NW 27th Street Grimes, IA 50111 Phone (515) 986-5674 Fax (515) 986-5376</p>	<p>South Prairie Elementary 500 S.W. James Grimes, IA 50111 Phone (515)-986-4057 Fax (515)-986-4532</p>
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A = Attendance / Absences

Attendance goes hand in hand with learning. We want and need your child at school! If your child is **absent**, please call or email the office. All notifications regarding full day absences, leaving early, arriving late, need to go through the office rather than through the classroom teacher. The school determines whether an absence is excused or unexcused. Attendance letters will be sent home to communicate when absences reach ten percent or more.

Excused Absences

- Personal illness (note may be requested from a doctor if absence is 4 or more days)
- Attending a funeral
- Family emergencies
- Recognized religious observances
- Medical or dental appointments
- Planned trip with parent or guardian
- Other reasons justified from an educational standpoint

Unexcused Absences

- Tardiness (after 8:10 a.m.)
- Oversleeping
- Missing the bus or a ride
- Shopping and concerts
- Hunting or fishing (unless on a planned family trip)
- Preparations and participation of party or other celebrations

B = Buses

Many students are transported by route or shuttle **buses**. Please go to our district website, www.dcgschools.com and click on the Transportation link, to read about our bus rules, discipline policies and bus route schedules. Please contact our Director of Transportation, Jeff Wolfe, with any concerns and/or questions at jwolfe@dc-grimes.k12.ia.us.

If your child does not typically ride a bus but needs to on a certain day, or if they need to ride a different bus, contact the school secretary.

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the video may be used to discipline students. Students are not informed when the video cameras are or are not in use.

Bus Rules:

1. Follow directions
2. Stay in seat
3. Keep hands, feet, and objects to self
4. Use appropriate language
5. Talk quietly

Consequences:

Students choosing to not follow the rules will be issued a Bus Conduct Report from the bus driver. Students may be suspended from the bus for a period of 1-3 days, depending on the offense and the frequency of misbehavior.

C = Communication / Collaboration

We value **communication** and **collaboration**. We will be communicating with you frequently throughout the year through the following modes of communication:

- Building newsletters are sent home monthly.
- Mustang Monthly, district-wide newsletter, is mailed home monthly.
- Teachers will share classroom updates and information about what the students are learning in the classroom with you.
- Parent-teacher conferences are held twice a year. **There will be only one conference scheduled per child.** Babysitting will be provided at conferences for siblings.
- Students receive report cards at the end of each quarter, communicating student progress toward grade level essential learnings.
- Like the Dallas Center - Grimes CSD Facebook page for a variety of updates and information. Individual schools may use Facebook or Twitter as well.
- Email is a wonderful way to communicate with staff. Email addresses can be found on our website at www.dcgschools.com by going to each school for the staff directory. **Staff members do not have a break from teaching to check email during the day, so if you have information that your student or a teacher needs before the end of the day please contact the office and they will make sure your message is delivered before school is out.**
- Please allow the office staff enough time to get messages to your student. We cannot guarantee that the message will get to your child if the call is made right at dismissal time.

D = Discipline / Dress Code

Discipline is simple. We work hard to make our school a positive and safe place for all. We ask that children make good choices by following our four main expectations:

1. Be Respectful
2. Be Responsible
3. Be Caring
4. Be Safe

We teach our school-wide expectations so that students know and understand the specific guidelines for the hallway, lunchroom, bathroom, playground and classroom.

We rely on your good judgement to help your child **dress** appropriately for school. Clothing with suggestive slogans, controlled substances, or inappropriate language will not be allowed. School personnel will make the final determination of the appropriateness of student's attire. Students may be required to change their clothing.

E = Enrollment / Early Dismissals

Dually **Enrolled** students participating in school activities are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students.

Early dismissals, closings, or emergency information is communicated through School Messenger. This can be done by phone, text and/or email. Please refer to the schools website, www.dcgschools.com for additional information. Such information will also be announced on radio stations WHO (1040AM), KRNT (1350AM), KIOA (940 AM), KJJY (92.5FM), KGGO (95FM), KWKY (1150AM) and television stations WOI (Channel 5), WHO (Channel 13) and KCCI (Channel 8) during the public service announcements.

Plan ahead before inclement weather so your child knows where to go and with whom. School phone lines become busy when early dismissal has been announced.

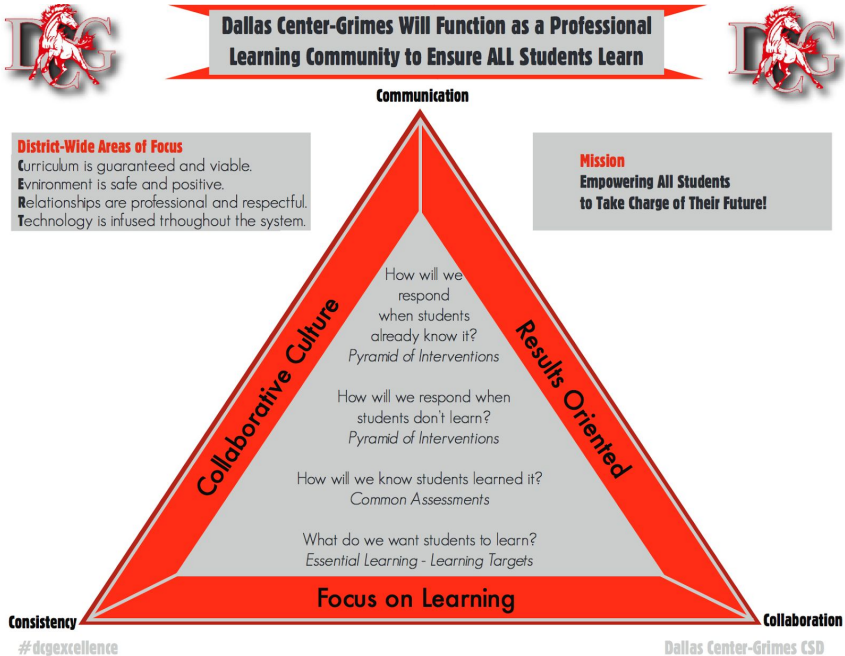
F = Field Trips / Fundamental Purpose

Before each **field trip** the teacher will send home basic information regarding that particular experience. This information will also include a form to be signed if you want your child to participate. This form must be returned to the school prior to the field trip. Parent chaperones may be requested if extra supervision is needed. Occasionally, class trips out of the building will be scheduled which are still within our district. These trips may include bus travel or walks to Spurgeon Manor, Middle School, High School, local libraries or local business. Parents will be reminded of these class trips through a newsletter or a memo from the classroom teacher. A signed permission slip is not required for each in-district class trip.

The **fundamental purpose** of our school is to ensure that your child learns. There are four main questions that drive our work:

1. What do we want students to learn?
2. How will we know if they learned it?
3. How will we respond if they don't learn it?
4. How will we respond if they already know it?

The visual below summarizes our district focus.



G = Grading / Guardianship

Standard-based **grading** measures what a student should know and be able to do at each grade level according to the Iowa Core Curriculum. By using multiple pieces of assessment information, we are able to determine whether or not your child is progressing towards the essential learnings. This progress is communicated to you quarterly through our report cards. The report card will use C, P, and N to classify your child's level of proficiency for specific grade level academic areas.

C	Consistently Meeting Grade Level Objectives
P	Progressing Toward Grade Level Objectives
N	Not Meeting Grade Level Objectives
*	Not Assessed at This Time

Legal Guardianship - If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district and provide a legal document stating the fact. The school district needs to know when these changes occur to ensure that the school district has a current student record. This includes any non-contact order.

H = Hours

School **hours** are 8:10 a.m. to 3:15 p.m. Doors open at 8:00 a.m. Students are not to arrive before 7:45 a.m. unless arriving on a route bus or departing on a shuttle bus. Students will not be permitted to leave the school grounds after arrival unless escorted by school personnel or by request from parents/guardians. Students who return to class or arrive after the school day has begun must be accompanied by a parent/guardian or the office must receive a phone call or a signed note from the parent/guardian.

I = Iowa Core Curriculum / Invitations

Effective instruction leads to higher levels of learning. Our teachers provide explicit instruction, which involves modeling, guided practice, collaborative practice and independent practice of concepts being learned from the **Iowa Core Curriculum**. We not only provide whole group instruction, but small group and 1-1 instruction.

Invitations to private parties will not be passed out at school.

J = Join PTO

Join our Parent Teacher Organization (PTO). The DC-G Parent Teacher Organization is comprised of parent leaders from the Dallas Center and Grimes communities. The PTO is designed to support the elementary schools, their educational goals, promote parent and community education, and encourage school spirit. This organization meets monthly. PTO sponsors one or more major fundraisers. Other activities are family or child-centered. While these activities may show a profit, that is not their sole purpose. We hope you will join and participate as your schedule permits. Please go to our district website, www.dcgschools.com and click on the Parent Teacher Organization link.

K = Keep updated

Keep yourself updated by reading the newsletters and emails.

Keep us updated by providing any change in contact information to our office. Also, if there are things that your child is going through, please let us know, so that we can be a support to him/her and your family.

L = Lost and Found

A **lost and found** center is kept at school. Items found should be turned in there. Articles should be labeled with student name, especially coats, boots, gloves and bags. Each winter, spring and summer break all lost and found will be taken to Goodwill. Items of value are kept in the office.

M = Meals

If you would like to eat lunch with your child, please call the office that morning. This will ensure enough food is prepared for every student. It is important to keep your child's lunch account balance current. You can send a check with your child or pay online using RevTrak on the website www.dcgschools.com.

At registration time, a form indicates the cost of meals and additional milk. Milk may also be purchased daily by students who bring cold lunches. Breakfast is available in each building. Pop is not allowed in the lunchroom for students or adult visitors. Restaurant food is not to be brought into the lunchroom. Parents may take children out to lunch, rather than bring it to school or eat in alternate setting.

N = Nurse

Each building has a school **nurse**. Please keep them informed of any needed medical information.

Contact Information:

Dallas Center Elementary Cara Piepho, RN cpiepho@dc-grimes.k12.ia.us Phone (515)-992-3838 Fax (515)-992-3467	North Ridge Elementary Stephanie Rupp, RN srupp@dc-grimes.k12.ia.us Phone (515) 986-5674 Fax (515) 986-5376	South Prairie Elementary Mindi Morris, RN mmorris@dc-grimes.k12.ia.us Phone (515)-986-4057 Fax (515)-986-4532
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Please do not send your child(ren) to school if he/she is ill. **Your child should have a normal temperature for 24 hours before returning to school.** Children who participate in school activities during the day or evening are to attend school all day the day of the activity. Written permission to be absent, any time before the activity, would be the only exception to this situation. (Example: dental appointment, funeral, non-illness appointment.)

Refer to the policy section of the handbook to read our accident/illness policy in more depth.

O = Office Referral

As noted previously, we are working hard to create a positive and safe environment. With that being said, there are certain behaviors that are not tolerated and result in an **office referral**.

- Harassment/Bullying: verbal or physical conduct that creates an intimidating, hostile, or offensive environment
- Property Damage: breaking, tearing destroying, or otherwise besmirching physical property anywhere on the school grounds
- Fighting/Physical Aggression: the student strikes or touches another person with his/her body, an object connected to his/her body or an object propelled by his/her body with the intent of causing pain
- Theft: a student takes another person's property without their verbal or written consent
- Possession of a Weapon: weapon is defined in the school policy section

P = Parties / Pets / Property

Classroom **Parties** are planned for Winter Break and Valentine's Day for 45 minutes or less. The date and time are determined by each classroom teacher. Treats must be pre-packaged (not homemade) and should not contain peanut products. Red juice is not permitted in the classrooms. Birthday parties are not permitted at school, but a child may choose to bring treats for classroom distribution. Snacks must be store bought and in original packaging.

The principal shall approve all **pets** that are brought into the schools for instructional purposes. Reptiles are not allowed due to the risk of salmonella.

Students who bring **personal items** to school assume all risks, including theft, associated with that item. Students should not bring personal items to school unless the items are related to specific classroom activities. Trading of items is not allowed. If a staff member feels that any item a student has brought to school is disruptive to learning or potentially dangerous to the individual student or another person, that staff member may take the item(s) from the student. The item(s) in contention, especially if potentially dangerous to the student or another person, will be brought to the attention of the principal. The following items are not allowed to be used during school (8:00-3:15) toys, electronic game systems, iPods, cell phones, or trading cards. Exceptions may be made at the building level for instructional purposes.

All desks and lockers in the buildings are the **property** of the Dallas Center-Grimes Community Schools and remain the school property even though they are temporarily assigned to students. Students are to use desks and lockers only for the storage of school-related books, school materials, outerwear clothing, and possessions ordinarily used in day-to-day school activities. The desks and lockers will be subject to inspection at any time for cleanliness, missing school property, and evidence of vandalism. All students assigned to a desk or locker are responsible for it and may be charged individually or equally for damage to lockers or desks. Lockers are further subject to inspection for contraband items. Students who place such items in a desk or locker shall be subject to disciplinary action that may include suspension from school for the remainder of the current school year. School officials may seize any item that may reasonably be assumed to be used to disrupt or interfere with the educational environment. Such items shall, upon request, be returned to the student or parent at the end of a school day at the discretion of the principal.

The school anticipates normal wear and tear of books, lockers, and furniture supplies to students. If students damage school property or lose items, they will be expected to pay the full price that it takes to replace the item/s.

Q = Questions

If you have **questions**, concerns, ideas and/or celebrations, we would love to hear from you. Please contact your child's classroom teacher through email or phone and give them at least 24 hours to respond. If you have not heard back from them within 24 hours, please contact them again!

R = Recess

All elementary children are expected to play outdoors at **recess** when weather permits. Please dress your child(ren) appropriately for the weather. Students are encouraged to wear a jacket when the temperature is 60 degrees or lower. It is always good to have a sweatshirt or jacket at school so your child will be prepared. If the wind chill or temperature is below 10 degrees or heat index is above 95 degrees recess will be indoors. Snow boots and snow pants are required in order to play in the snow.

If a child is physically unable to be outside, please send a note explaining the situation to his/her teacher. A note explaining why the child is requested to remain inside must be sent each day the request is made unless a doctor makes a longtime provision. **Children remaining indoors for recess longer than two days will need a written excuse from the doctor.**

PLAYGROUND RULES

- Tag is to be played only on the grass, not equipment, rocks, or blacktop.
- When playing football, soccer, or tag, there will be no tackling or body contact.
- Jump ropes are for jumping only
- Leave snow and rocks on the ground.

APPROPRIATE USE OF PLAYGROUND EQUIPMENT:

Slide

Slide immediately

When person in front is half way down, the next person may slide

Access the slide by using the steps

Climbing Equipment

Take turns

Only 4 children at a time on the parallel bars

No standing

Swings

Stay seated

No jumping out of the swings.

No twisting in the swings.

No pushing other on swings.

Merry-go-round

Stay clear of moving equipment

Hold on when standing

Keep your body inside the merry-go-round

Number of students on merry-go-round equals number of bars

S = Specials / Safety

Our **specials** classes run on a 6-day cycle. Students will have PE twice a cycle, Art once, Guidance once, Music twice and Library once. Fifth grade students can also participate in Band.

Dallas Center-Grimes is committed to the **safety** of all children and staff. All doors are locked during school hours. Access must be gained through the main doors by ringing the doorbell. All visitors must sign in at the office and receive a visitor's badge. In the event of an emergency and the school has to be evacuated, our evacuation site will be determined that day. For all other emergencies, students and staff will remain on site and follow established crisis procedures.

T = Technology / Transfers

Students will have access to **technology** in our school. There are mobile computer carts and iPad carts. Some classrooms have laptop and desktop computers.

The Dallas Center-Grimes School District offers an opportunity for students to access the internet. The vast domain of information contained within internet libraries can provide unlimited opportunities for students.

Students will abide by the following:

- Students will be allowed access to the internet and digital devices unless the student's parent or guardian provides a written notification prohibiting that student's access.
- Students shall only remain on the system long enough to get needed information
- Students shall not use objectionable language.
- Students shall not intentionally access or download any text file or pictures or engage in any conference that includes pornography, advocates violence, racism, anarchy, treason, or discrimination.
- Students shall be responsible for additional charges if their accessing the internet resulted in the charges being assessed.
- Students need to understand that the network administrator may access their mail.

Consequences:

0ā•0Ā~Δ}•^K Student is given a written reprimand and a copy of it is sent home to parents. Student loses access to internet for one week. Other disciplinary action may be taken.

Ū^&] }āĀ~Δ}•^: Student is given a written reprimand and a copy of it is sent home to parents. Student loses access to internet for remainder of the school year. Other disciplinary action may be taken.

Students who **transfer into** the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's prior school district.

For students wishing to **transfer out** of the district, the student's parents should notify the office as soon as possible. The notice should include the anticipated last date of attendance and the name and address of the school district to which the parent would like to have the student's records sent. After such notice is received, the student will receive instructions regarding the return of textbooks, library books, etc. No refunds will be made until all fees or fines have been paid.

U = Unique

We believe that every child is **unique** and we value differences. We work hard to teach for learner differences and to honor and celebrate these differences as well. We also believe that “u”, the parents, are vital to your child’s success, and we value your ideas and input!

V = Volunteers / Visitors

Volunteers and **visitors** must sign in at the office and pick up a badge to wear. Persons who wish to visit a classroom while school is in session are asked to notify the classroom teacher and obtain approval prior to the visit so appropriate arrangements can be made and so class disruption can be minimized.

Visitors shall conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises.

If you want to be a **volunteer**, sign up at registration time, the fall open house, or please contact your elementary office for more information. **We do criminal background checks on our volunteers**, in efforts in keeping our school safe for our students.

W = Waiver

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Administration Office (992-3866) for a waiver form. This waiver does not carry over from year to year and must be completed annually.

X = Exiting

If you are **exiting** or entering the building during school hours, you will need to use the main door, as all other doors will be locked. There is parking available in the front of the school.

Y = YOU

Your ideas...and suggestions are always welcome!

Z = Zero tolerance

We do have a **zero tolerance** for bullying and harassment. If your child is feeling bullied, please have them share this with someone at school, as we want to address the problem immediately. As the parent, please do not hesitate to call us if you are concerned about bullying issues. We will work as a team (principal, teacher, parents and students) to help resolve the issue.

Routines by Building:

Dallas Center Elementary

Morning Routines:

- The east door (door #1) will open early in the morning for students attending the before school daycare. We ask that no students be dropped off at the east doors between 7:45-8:30 as buses will begin to use that drive. Please use the north drive instead (door #7).
- The north door (door #7) will open at 7:45 for those students who would like to eat breakfast. Breakfast begins at 7:45 and ends at 8:05. Students who are not eating breakfast should arrive at 8:00.
- Students will be able to proceed to classrooms at 8:00 with classes beginning at 8:10.

Afternoon Routines:

- All students are dismissed at 3:15.
- Students enrolled in the after school daycare will meet in the cafeteria.
- Students who walk or ride bikes will exit through the north door (door #7) and will be assisted by an adult through the crosswalk.
- Car riders will exit the north door (door #7). Students will wait on the sidewalk until an adult opens the car door and signals them to enter.
- Students who ride the first routes to Grimes (3:15) will exit through the east door (door #1).
- Students who ride the late routes to Grimes (3:25) or the country routes will go to the gym.
- Do not use the east drive between 3:00 and 4:00 as it will be for buses only.

Parking and During School Hours Drop off:

- Use the NORTH driveway for student drop off. Be sure to drive around the circle and let out students at the sidewalk. (door #7)
- The EAST driveway (the front of Dallas Center Elementary) will be for buses only. (door #1).
- Please do not leave vehicles unattended along the curb in either driveway of the school. If you are entering the building, use the parking spaces provided.
- The center lane should be left open in both driveways for fire and emergency vehicles.

North Ridge Elementary

Morning Routines:

- If you drop your child off at North Ridge before 8:10, please do so in the west parking lot. They will be allowed to eat breakfast at 7:45. Children not eating breakfast will be supervised at the west door (door #8) until 8:00 when the doors open. Students cannot be dropped off prior to 7:45 am, there is no supervision prior to 7:45.
- Students enrolled in the North Ridge School Age Childcare will enter the building through the north cafeteria door (door #11). Breakfast will be served at 7:30 for these students.
- Students riding route buses will arrive at approximately 8:00 and will be dropped off at the front of the building. The 3rd grade students will enter the building through the front doors in the third grade wing (door #2). 2nd and 4th grade students will enter the building through the front entrance (door #1). Students will be allowed to go to breakfast as soon as they check in with their classroom teacher.
- Preschool students will be dropped off at the west door (door #8). Parents will not walk their students to the door. There will be adult supervision to ensure their safety. Preschool students are not allowed to ride route or shuttle buses.
- Students riding shuttle buses to Dallas Center may be dropped off at the north door (door #1). This shuttle leaves at 7:40.
- Students riding the shuttle bus to South Prairie may be dropped off at the west door (door #8). They will be supervised in the gym until the shuttle leaves North Ridge. Students cannot be dropped off prior to 7:45 a.m. there is no supervision. The shuttle leaves North Ridge at 7:55 a.m. on the dot. If your child is not on the bus at this time you will have to transport him/her to South Prairie.

Afternoon Routines:

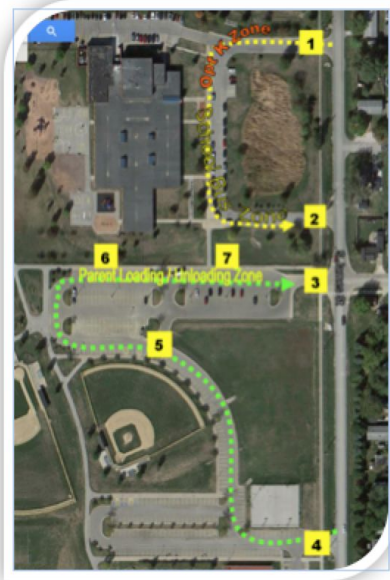
- All students are dismissed at 3:15.
- Students enrolled in the North Ridge School Age Childcare will walk to the cafeteria.
- Bus riders will leave through the doors in which they arrived: 3rd grade wing or front entrance.
- Students that are picked up by car will exit the building through the west doors.
- Preschool students will exit the building through the west door (#8). Parents and caregivers will be issued a number that will be used for dismissal. This number will be given to you at your home visit.
- Students arriving at North Ridge via the South Prairie shuttle will be dropped off at the north door (door #1) and escorted to the west door to meet their parents.

Parking and During School Hours Drop off:

- Any parents dropping their student off at North Ridge after 8:10 are to use the north driveway and drop them at the front entrance. (door #1)
- Starting at 3:00 the front of North Ridge will be for buses only. Parents needing to pick up their student early will need to park in the west lot and walk to the front door (door #1).
- Please do not leave vehicles unattended along the curb in front of the school or along the west side. If you are entering the building please use the parking spaces provided. If those spots are full, please park in the west parking lot.
- The center lane should be left open in front of the building for fire and emergency vehicles.

South Prairie Elementary

Traffic flow for Morning and Afternoon Routines:



- Parents dropping off and picking up students will utilize the curb along the South Parking lot. (6-7 on the diagram).
- Vehicles entering the South lot are to follow the route indicated beginning at the entrance to the Grimes Sports Complex by the basketball courts (4 on the diagram), then proceed to pickup spots (6 & 7), before exiting at the spot labeled 3 on the diagram. Parents choosing to park their vehicle also enter at point 4, but may cut turn into the lot at point 5 before parking their vehicle.
- Pull all the way to the left lane to pick up or drop off a student and then merge right to enter the flow of traffic.
- The exit will be two lanes, one-way traffic to James Street (at point 3). The left lane is left turn only onto James Street. The right lane can proceed straight to SE 6th Street or turn right on James Street.
- The Horseshoe (1-2 in the diagram) will be used for School/Daycare Buses and Optional Kindergarten loading and unloading only. No other parent traffic will be allowed in the horseshoe during morning or afternoon routines.

Morning Routines:

- Children enrolled in the Before and After program enter in the morning, using the North door near the kitchen. The daycare director is in charge of these children.
- Students eating breakfast may enter the cafeteria from the door by the office at 7:50 am.
- Doors are unlocked at 8:00 am. Teachers are to be in their rooms at 8:00 to receive children. Each door has a staff member supervising our students from 7:45-8:10.
- Grimes students riding the shuttle to Dallas Center that are eating breakfast may enter the cafeteria from the door by the office at 7:30 am. The bus taking those students to Dallas Center will leave at 7:45 am. If it is raining or if windchills are 10 degrees or below, students will be allowed to come into the hallway by the door they enter at 7:45.

Afternoon Routines:

- Students being picked up at the curb or riding the shuttle buses will be dismissed at 3:10.
- Bus students will go to the horseshoe to meet their bus and be checked in by the associates on duty.
- Students being picked up at the curb will proceed to the area for their grade level marked by signs along the fence. Siblings in more than one grade level should go to the area for the oldest child.
- Students whose parents park or walk to pick them up will be dismissed at 3:15. Parents are asked to walk inside the fence to the building to meet their child and then walk with them back to their cars. We ask that parents wait outside the building at a predesignated place for your child to find you after school dismissal.
- Daycare children will meet at designated places within the building with their daycare providers.
- Please make sure your child is picked up before 3:30 at the latest as there is no supervision of staff beyond that point to watch your child.

Parking and During School Hours Drop off:

- Parents may use the horseshoe driveway in front to drop off and pick up students during school hours.
- If you are entering the building please use the parking spaces provided. If those spots are full, park in the north parking lot as space is available or the south Sports Complex lot. If you are coming to eat lunch with your child, please do not park along the curb as it interferes with Optional Kindergarten's pick up and drop off during that time.

District Policies

BULLYING/HARASSMENT (BOARD POLICY 105)

The Dallas Center-Grimes School District 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. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. 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. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity, and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or District.

Definitions

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 communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived 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, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the student in reasonable fear of harm to the student’s person or property.
 2. Has a substantial detrimental effect on the student’s physical or mental health.
 3. Has the effect of substantially interfering with a student’s academic performance.
 4. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” 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.
- “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 30 days of the event giving rise to the complaint or from the date the Complainant could reasonably

become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or person(s) designated by the principal (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include 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, which may include 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, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, 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, 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.

Publication of 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 on the school or school district's web site

CHILD ABUSE REPORTING

In compliance with the Code of Iowa, teaching staff is required to report suspected cases of child abuse to the proper authorities. In the case of the Dallas Center-Grimes Community School District, those authorities would be the Department of Human Services. Teachers have been instructed in the types of child abuse, symptoms, reporting procedures, and time lines established by the law. The district's philosophy regarding suspected child abuse is "If we suspect a case of child abuse, we will report it".

FAMILY RIGHTS AND PRIVACY ACT

The Family Rights and Privacy Act and the regulations related to the Act apply not only to special education students and their parents, but also to all students and their parents. To be in compliance with the FERPA regulations, a district must adopt a policy of informing parents and eligible students of their rights related to records, the district's policy, and the records regulations as specified in Regulations 99.5, Privacy Rights of Parents and Students (34 Code of Federal Regulations, Part 99).

NONDISCRIMINATION STATEMENT

Students, parents, employees and others doing business with or performing services for the Dallas Center-Grimes Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, religion, gender, national origin, sexual orientation, gender identity, disability, age (for employment), marital status (for programs), or socioeconomic status (for programs) in admission or access to, or treatment in, its programs and activities or hiring and employment practices. 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: Angela Johnston, 1414 Walnut St. Suite 200, Dallas Center, Iowa 50063, telephone: 515-992-3866, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3.

SCHOOL NURSE - STUDENT RELATIONSHIP (Board Policy 504.1)

The following are guidelines for students to follow relevant to the school nurse:

Students returning after four or more days of illness shall report to the nurse. The nurse will indicate to the secretary if it is permissible to admit the student to school.

Students who wish to leave school due to illness must report to the nurse. The nurse must give permission before the students will be allowed to leave. If the nurse is unavailable, the secretary or principal will make the decision after consultation with the nurse. In all cases, the parents will be notified before the student may leave the building.

Students asking to be excused from PE class due to illness will report to the nurse.

The nurse will serve as a resource person to all students who have questions or concerns relating to health matters.

The nurse will administer medication with written permission from the student's parent or guardian. All medications must be brought to school in the original container from the pharmacy and will be kept under the nurse's supervision. Students may not carry any medication at school without expressed permission from the school nurse. The school nurse may administer over-the-counter medicine with written permission from the parent or guardian. Students will furnish their own over-the-counter medication. Medication will be stored in a secured cabinet.

Temporary exclusion is recommended when:

- The illness prevents the student from participating comfortably in activities as observed by the school staff.
- The illness results in a greater need for care than the school staff determine they can provide without compromising their ability to care for other students
- The student has the following conditions, unless a health professional determines the student's condition does not require exclusion:
 - The student appears severely ill—Could include lethargy, lack of responsiveness, irritability, persistent crying, difficult breathing, or quickly spreading rash
 - Fever (temperature above 101 orally, 100 F axillary) or behavior change or other signs and symptoms such as a sore throat, rash, vomiting or diarrhea

Note: Fever as a single symptom is not a valid reason for exclusion.

Investigation of Child Abuse by a School Employee

In compliance with the child abuse policy passed by the State Board of Education, the Dallas Center-Grimes Schools designate the following as investigators of physical and sexual abuse of students by school employees:

1. Investigators for Dallas Center-Grimes

Primary Investigator	Alternate Investigator
Mike Levenhagen	Lori Phillips
2555 W. 1 st St	2555 W. 1 st St
Grimes, IA 50111	Grimes, IA 50063
515-986-9747	515-986-0105

2. Second level investigators will be an official from outside the district's regular staff. The primary investigator will examine reported incidents of physical and sexual abuse of students by school employees. She/he will review all allegations and determine whether a Level Two referral is warranted. The investigator must notify local law enforcement authorities in cases of proven serious physical and sexual abuse.

The investigator must also give a copy of the report to the employee's superintendent. All proven cases of abuse by certified employees will be reported to the Iowa Professional Teaching Practices Commission. Counseling services for the student will be arranged upon request from the parents or student.

STUDENT AND PARENTAL RIGHTS

The Dallas Center-Grimes Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. If it has been determined that your child has a qualifying disability, accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities

Receipt of free educational services to the extent they are provided students without disabilities

Receipt of information about your child and your child's educational programs and activities in your native language

Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child

Ability to inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate

Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed

Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 should be directed to: Angela Johnston, 1414 Walnut St. Suite 200, Dallas Center, Iowa 50063, telephone: 515-992-3866, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, § 504 and Iowa Code 280.3.

STUDENT COMPLAINTS AND GRIEVANCES

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within five school days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

STUDENT DIRECTORY INFORMATION

If parent/guardians do not want Dallas Center-Grimes Community School to disclose directory information from a child's education records without your prior written consent, the parent/guardian must notify the District in writing by the first day of school each year. Dallas Center-Grimes Community School has designated the following information as directory information:

Student's name

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Photograph

Degrees, honors, and awards received

Dates of attendance

Grade level

The most recent educational agency or institution attended

Release of information on the District's web site will be limited to information that does not allow the for the identification of individual students by address or telephone numbers.

STUDENT RECORDS

A student's parent or guardian may have access to permanent and supplemental records at reasonable times. A school official competent in interpreting student records shall be present to explain the meaning and implications of the records that are examined. Parents may also examine Special Education records. Student records shall remain confidential.

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. The records contain information about the student and the student's education and may include, but are not limited to, the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The following person, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials, teachers and AEA personnel with a legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state and local government when auditing and evaluating Federal education programs.
4. Officials connected with a student's educational financial aid applications.
5. Organizations, which process and evaluate standardized tests.
6. Accrediting organizations for accrediting purposes.
7. Parents and legal guardians of dependent children, regardless of child's age.
8. Appropriate parties in a health or safety emergency.

Information from a student's educational records, designated as directory information by the school district, may be released without the consent of parents. Parents will have an opportunity to deny the release of directory information without their consent.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level, from middle school to high school level, and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained.

TOBACCO, ALCOHOL, AND DRUGS

Possessing, using or selling tobacco, alcohol, or illegal drugs, or "look alike" substances is strictly prohibited on school property, while under school supervision or at a school activity.

Consequences:

If a student chooses the above behavior, the following consequences will result.

First Offense: Up to and including a three day suspension from school and parents will be contacted. Authorities will be notified if the action is against the law.

Second Offense: Minimum of a three-day suspension from school and parents will be contacted. Authorities will be notified if the action is against the law.

WEAPONS

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.

Dangerous weapons are defined by Iowa Code to be any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the defendant intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length.