

## **MISSION STATEMENT**

### **Empowering Students to Take Charge Of Their Futures!**

The Dallas Center-Grimes Community School District is committed to developing positive, productive, and responsible citizens who are independent thinkers, value themselves and others, and have the knowledge, skills, and desire to be life-long learners. Excellence in education comes from setting high expectations for all and providing the resources needed for every student to excel.

## **STATEMENTS OF BELIEF**

We believe:

- student learning is our primary purpose.
- effective teaching is essential to student success.
- in high expectations for students and staff striving for excellence in all areas.
- a safe and caring environment is essential to learning.
- students must share in the responsibility for their own learning.
- students must possess sound basic skills.
- students' success is the responsibility of the school staff, parents, students, and community members, working together as a team.
- all individuals deserve to be treated with dignity and respect.

## **PHILOSOPHY**

It is the purpose of the Dallas Center-Grimes Community School to equip all students with the knowledge, competencies, and orientations needed to live responsibly and successfully in our changing society. In order to fulfill this mission the school will implement programs and establish conditions that maximize learning success for all students.

Underlying this mission is our belief that every child can learn and succeed. Each child is a separate individual differing from others in learning style and learning rate. Each child comes to us at differing stages of development in social skills, physical maturity, cognitive ability and emotional adjustment. While the rate of growth is not the same for all areas within the child, neither is the rate of growth constant. We also believe that children perform according to expectations and that each child can be expected to develop to the fullest of his/her potential academically, physically, mentally, and socially. Children will be supported in developing family and community values.

We believe that learning is a lifelong process in which success breeds success. Each person needs a positive self-concept in order to learn effectively. In learning one must: acquire new knowledge, insights, and skills; practice to reinforce and apply those acquisitions in more advanced ways; and then demonstrate proficiency.

Effective learning occurs in a non-threatening, interesting environment where students, parents, teachers, the school, and community take joint responsibility and work cooperatively to foster a positive learning attitude. A desirable learning atmosphere is rich in opportunities and provides relevant, meaningful, and challenging learning activities, which demonstrate

that all students can and will do well. Differing styles of teaching are employed in the constant search for ways to expand success experiences and support for all our students every day.

The school will provide future oriented and problem solving educational experiences to enable our students to be "good at life" during their school years and after they graduate. All students will be provided with the time and instruction they need to: acquire knowledge and the skills for learning; develop thinking, initiative, creative ability, and critical judgment; acquire necessary social and moral habits and attitudes; learn to express themselves courteously and thoughtfully; maintain emotional, psychological, and physical health; understand and respect self; make decisions and set goals; develop the responsibility and self discipline to work independently and do a task thoroughly; understand the interdependence of our global society; be able to use technology; and develop an awareness of the contributions to our multicultural society by diverse groups.

### **World's Greatest Middle School**

A great school must have a solid foundation. At DC-G Middle School, we have embedded the Six Pillars of Character - Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship into our school culture. We communicate the importance of good character through our words and actions on a daily basis.

We claim to the World's Greatest Middle School, not to brag or boast, but because of what we believe. ALL students have great value and are worthy of our time and effort; and ALL students need guidance on their journey to discovering their purpose in life. We work hard at providing an environment where ALL students feel safe and secure and are empowered to grow and learn.

At DC-G Middle School, we encourage ALL students to **Dream Big**. We believe ALL students have great value and worth and have a dream to pursue. Each dream is unique and specific to each student. To discover it, students have to (make decisions that grow their character and competence). If students practice thinking great thought and doing great things on a daily basis, they will experience personal growth inspiring them to earn the privileges and responsibilities that independence brings.

We use the word **DIAMOND** to identify the key components to Dreaming Big. The diamond is used as our visual reminder that each of us is worthy of great things. Each student has value and a purpose and we should not do or say anything that would make someone think otherwise. To stay on track, we have developed **Seven Tips to Dreaming Big**:

- D**... Decide to pursue your dream.
- I**... It's not about me.
- A**... Admit your mistakes.
- M**... Manage yourself and your time.
- O**... Offer your best
- N**... Never give up.
- D**... Do the right thing.

As students learn to depend on the tips to dreaming big, they become more independent, secure in who they are and what they are able to do, and empowered to take charge of their futures. The power to make good choices is the key. Good choices are found within the Six Pillars of Character.

## DC-G MS STUDENT/PARENT HANDBOOK

### **ACCIDENT/ILLNESS AT SCHOOL**

In case of an accident, school personnel will notify the nurse or, if necessary, an emergency medical unit. We will attempt to notify Parents/guardians in order to ask for further instructions if necessary, such as doctor preference. Parents are strongly encouraged to keep the numbers for emergency situations updated in the office. Students will not be sent home unless a responsible adult is there to receive them or a parent or guardian has given permission.

### **ARRIVAL/DEPARTURE PROCEDURES**

The building opens at 7:00 am. Students shall remain in the commons unless they are participating in a teacher or a coach/supervised activity or with prior approval from the office. Breakfast is served at 7:45 am. Class begins at 8:10 a.m. with dismissal at 3:15 p.m. Doors will be locked once school starts and parents will need to be let in by Office Staff using the front door security system. Doors will remain locked until 3:15 PM. No student will be allowed to remain in the building after 3:25 p.m. except under direct supervision of a faculty member. An activity shuttle bus to Grimes will be available to those students who have participated in a school-sponsored activity or have been working under the direct supervision of a staff member.

### **ATTENDANCE**

**Attendance (Board Policy 501.1) Regular attendance is the foundation on which an education is built. Students have a responsibility to attend regularly and promptly to all classes on your schedule. We realize that at times certain absences are necessary; however, all missed work must be made up within two days for every day your child has missed school. Absences are excused or unexcused. An absence of 2 or more periods will be counted as 1/2 day absent.**

**The decision will rest on (but not be limited to) the following guidelines: (all missed work must be made up)**

**Excused absences:** Parents always have the right to take their child from school, but the school authorities reserve the right to determine if the absence will be excused or unexcused.

- a. Personal illness (If absent for four or more consecutive days, a note must be provided by licensed physician or documentation from the school nurse.)
- b. Death in the immediate family or death of a family friend or attending funeral
- c. Family emergencies
- d. Recognized religious observances

- c. Medical or dental appointments (Documentation of attendance needed)
- d. Seasonal work at home when requested by the parents
- e. Planned trip with parent or guardian
- h. College visits
- f. Other reasons justified from an educational standpoint

**Unexcused absences**

Any absence that does not fall into the categories, as excused absences above will be considered unexcused. The following is a list for reasons of example and is not comprehensive.

- a. Oversleeping
- b. Missing the bus or a ride
- c. Shopping
- d. Gainful employment
- e. Hunting or fishing (unless on a planned family trip)
- f. Getting driver's license /permit
- g. Attendance at State Tourney or other such events, unless principal gives prior approval
- h. Car trouble, if not verified by parents
- i. Not attending (skipping) class

For all unexcused absences, the student must make up all missed work to receive credit and detention time may be assigned. Chronic absences will result in a student services plan to determine how credit for courses will be recovered.

**Leaving the Building**

Students are not permitted to leave the school grounds at any time during the school day without a permit from the office. **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.**

A student who must leave the building because of an illness or any other emergency **must sign out at the office. In all cases, the student's parent must be aware he or she is leaving.**

**Failure to follow the proper procedure will be considered as an unexcused absence subject to suspension. Lunch is a closed period and students may leave for lunch only with advance notice from a parent/guardian.**

**Advance Make-ups**

**If a student knows ahead of time he or she is going to be absent, we request that parents notify the school in writing at the earliest possible date. The student will then be required to collect work, which will be missed due to the excused absence. Work will be expected to be complete upon return. In the event that the absence is due to participation in a school activity or field trip, students will be expected to complete work and turn it in prior to the absence.**

**Tardiness**

**Middle School students are expected to be punctual. A student is considered tardy when he/she is not in his/her assigned place when the class is to start. Students should carry books and materials to go to numerous classes so that they need not return to their lockers after each class. The following guidelines will determine whether the tardiness is unexcused: Oversleeping, missing the bus or a ride, shopping, employment, hunting or fishing, loitering in the hall,**

using the restroom, or others to be considered on an individual basis. This list is not all-inclusive; it is simply a guide.

**Consequences for unexcused tardiness**

The grade level teacher team and building administrator shall determine consequences for tardiness. This could include parent contacts, detentions, or a formal intervention plan.

**In Case of No School**

The School District office will announce on radio and television stations any changes in the school's schedules. The decision will try to make the decision to cancel school by 6:00AM. Announcements will be given to the following radio and television stations.

FM Radio: KJJY, KBGG, KGGO, KHKI, KMXD, KSTZ, KIOA, KAZR, KLTI, KDLS WHO, KRNT, KIOA, Q102, or KGGO.

AM Radio: WHO, KRNT, KPSZ, KDLS

Television: KCCI, WOI, WHO

**BOMB THREATS**

Students need to understand that bomb threats will be taken seriously. Anyone who is guilty of making a bomb threat, verbally or in writing, will be prosecuted to the full extent of the law. The possible consequences are up to five years in prison and \$5000 fine plus any additional costs that were incurred due to the threat. The student will also be considered for expulsion from

School. Any school time lost due to bomb threats will be made up

**BULLYING/HARASSMENT**

A variety of age appropriate resources for parents are available in the guidance office.

(because we don't have anything on the web)

Students who feel that they have been harassed or bullied should:

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

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of 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 includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

Sexual harassment includes, but is not limited to:

- verbal physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

### **Sexual Abuse and Harassment of Students by Employees**

The school district does not tolerate employees, physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Mike Levenhagen at 986-9747 as its Level I investigator. Mike Levenhagen may also be contacted directly.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the

student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

## **BUS RULES AND REGULATIONS**

### **Bus Permits**

If a student wants to ride a bus to which he or she is not regularly assigned, **a written request from a parent is required.** This must be presented to the administrative office personnel who will then issue a signed permit that must be presented to the bus driver. Students will be permitted to ride the activity shuttles only if he/she is coming for or leaving from a supervised activity.

### **Bus Rules**

Students should be waiting for the school bus when it comes to a stop. If the driver is on schedule, she/he will wait three minutes. If she/he is behind schedule, she/he will not wait for a student who is not at the pick-up point. A student who is not riding the bus on a particular morning is asked to call the preceding family on the route so that they can tell the driver not to stop and wait. This will prevent other students from waiting unnecessarily. Students must board the bus only after it comes to a complete stop.

State law requires that students who board the bus from the opposite side of the street or road must wait for the bus to come to a complete stop and for the driver to motion them across. Also, when leaving the bus and having to cross the street or road, students must wait at the front of the bus for the driver's signal to cross.

A student may not:

- a. Go from one seat to another.
- b. Throw things either inside the bus or from the window.
- c. Rough house.
- d. Lean, yell, or throw items out the window.
- e. Leave trash on the floor.
- f. Damage or deface any part of the bus.
- g. Inappropriate Language

Every student must obey the driver's instructions immediately.

### **Athletic Trips**

a. When we play a home middle school athletic event, the bus that transports students to and from Grimes will run as a shuttle bus. Students must arrange their own transportation from the drop-off point in Grimes.

- b. When we play an away middle school athletic event, shuttle bus transportation will be provided to each town. Students must arrange their own transportation from the drop-off point in each town.

### **Consequences**

Those students who fail to follow the driver's instructions or who create a disturbance on or near the bus may be required to report to the principal's office for discipline, which may include denial of the privilege of riding the bus.

### **Mixers/Field Trips**

Students are expected to follow school rules while attending all school functions. Mixers are for 6th and 7th graders at DC-G Middle School only. Mixers are a privilege earned by appropriate behavior. Students may be excluded from attending for the following reasons:

1. Being absent from school the day of the activity.
2. Having been suspended during the current semester.
3. The administration reserves the right to deny activity privileges for students who have excessive office referrals.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies, lockers, and furniture supplied by the school. All textbooks are to be covered. Lost or damaged books will be charged to the student at replacement value cost. Students who disfigure property, break windows, or do other damage to school property or equipment (including buses) will be required to pay to replace the item.

### **Student Lockers and Desks**

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 be reasonably 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.

### **DETENTIONS**

Detention will be given for academic and behavior reasons. Detention has priority over activities. Students need to serve the detention no more than 1 day after it has been assigned. Detention students who ride the shuttle bus will remain in detention until the bus arrives. Detention will be conducted either prior to or directly after the school, upon the discretion of the supervising teacher. Teachers may require students to serve detentions in the morning or with another teacher. Students who fail to report for detention will have the length of detention doubled and face other possible disciplinary actions.

### **DISCIPLINE**

Discipline and Student Behavior: (Board Policy 502.1) Good discipline includes a responsibility for one's actions in accordance with socially accepted



behavior as well as a respect for and proper response to rules, laws, and order. When there is good discipline, schools can then best perform the functions of teaching basic skills and guiding the development of worthy citizens, and students can realize their greatest opportunities for growth.

### **ELECTRONIC COMMUNICATION DEVICES** (Board Policy 502.14)

**Students may not** use a personal electronic communication device such as, but not limited to, cell phones, IPAD's, IPOD'S, etc., at any time during school without written permission from the principal. This is in effect from 8:05 until 3:15 PM. Electronic devices may be allowed during study hall with permission from the teacher.

- Cell phones are not to be available or observed during school hours. **If observed by a staff member, the device will be confiscated and turned in to the office. Consequences will be assigned and could include detention, parental contact, and revocation of all cell phone privileges at school**

At no time are students or visitors authorized to video capture, photograph or audio record others in the school building, on school property, in school vehicles, or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.) without the consent of a teacher, coach, or school administrator.

To protect privacy, electronic communication devices such cellular phones or any similar electronic communication devices shall not be used in restrooms, locker rooms, dressing rooms, or other similar situations or locations at any time. (Board Policy 502.14)

### **FIRE AND TORNADO DRILLS** (Board Policy 504.10)

Fire drills and tornado drills will be conducted throughout the school year. These drills are required of each school district by state law.

Students shall follow the instructions posted in each room. These instructions will assist in providing for your protection and safety. Students should consider these drills a serious matter. Fires and tornadoes destroy school buildings each year in Iowa. A casual approach may prove to be harmful to your personal health as well as that of your classmates.

Fire drills will be announced by the fire alarm system. If the alarm system is not working, the public address system, a megaphone, or door-to-door notification will be used.

Tornado drills will be announced by public address system announcement. If the public address system is not working, door-to-door notification will be used.

### **FUNDRAISING**

All proposals for fund raising activities must be presented in writing to the principal. The time line, activity, company used, and the purpose of the funds must be included. All fundraisers will be approved by the administrative team.

### **GOOD CONDUCT POLICY** (Board Policy 502.1)

The Board of Directors of the Dallas Center - Grimes Community School

District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school (district) throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal shall keep records of violations of the Good Conduct Rule.

The following activities are covered by the board's policy and these rules: Athletics, instrumental and vocal music contests, drama productions, speech contests, state contests and performances for cheerleading and drill team, or any other activity where the student represents the school district outside the classroom. Direct extensions of the curriculum that are not contests or competition will not be subject to the Good Conduct Policy.

To retain eligibility for participation in the Dallas Center-Grimes Middle School extra-curricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

A student who has allegedly violated the Good Conduct Code shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell his/her side. A student who is found to have violated the Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, sale, manufacture, distribution, or purchase of tobacco products, regardless of the student's age;
- Possession, use, sale, manufacture, distribution, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);
- Possession, use, sale, manufacture, distribution, or purchase of any controlled substance, or a "look alike" substance, unless such substance was prescribed for that student by a valid prescription or order of a licensed medical practitioner while acting in the course of his/her duties;
- Possession, use, sale, manufacture, distribution, or purchase of any drug paraphernalia or apparatus used to allow the person using it to be involved with a controlled substance;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- Being suspended for six or more days total during the school year for fighting, harassment, verbal abuse, aggression, or use of profanity;
- Repeated violations of rules and regulations established by the Board.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall be ineligible.

When the administration believes it is more likely than not that the student violated the Good Conduct Rule, during the school year or summer, the

student is subject to a loss of eligibility as follows:

**First Offense Within the Student's Middle School Career:**

The student will be ineligible for 25% of the scheduled contests of an athletic season; and/or one major fine arts activity. The student must also perform five hours of approved community service or participate in a minimum four-hour substance abuse education program. Arrangements are to be made, and fees paid, by the student. The number of contests may be reduced to 15% of the contests of an athletic season if the student admits to the violation before being confronted by the administration or not less than 24 hours after the administration begins questioning students about the same incident.

**Second Offense Within the Student's Middle School Career:**

The student will be ineligible for 50% of the scheduled contests of an athletic season and/or two major fine arts activities. The student must also perform 10 hours of approved community service to be arranged by the student.

For both offenses, the minimum penalty will be one contest. If a student is in more than one athletic activity at the time of the declaration of ineligibility the penalties for athletics will be served concurrently until the lesser penalty has been completed. If a student is in an athletic and fine arts activity at the time of declaration of ineligibility, the athletic penalty will be imposed and one major fine arts event will be missed. The ineligibility may involve more than one activity season. This policy is in effect 12 months a year.

**Third Offense Within the Student's Middle School Career:**

The student will be ineligible for 12 calendar months from the date of the violation.

**Fourth Offense Within the Student's Middle School Career:**

The student will be ineligible for the remainder of the student's middle school career.

**Additional Good Conduct Code Guidelines**

- A **major Fine Arts activity** is a drama production, speech or debate contest, and vocal or instrumental contest.
- Percentages that do not divide evenly into the total number of contests will be rounded to the greater number.
- If it has been at least one calendar year since a previous violation, the offense number will drop back one. For example, if a student has served for a first offense and has another violation at least one calendar year later, he/she will be given the consequences for a first offense again.
- If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Code in the previous school or school district, the student shall be ineligible.
- In satisfying an ineligibility penalty, a student must complete the activity season they have started. If a student has been declared ineligible, he/she will not be allowed to participate in an activity if that activity season has already started. (A sponsor may allow the student to practice, but the activity will not count toward fulfilling the ineligibility.)
- If a student is in both athletics and fine arts, a student will be ineligible for the assigned athletics and a maximum of one fine arts event that falls during the period of athletic ineligibility.

### **Eligibility Appeal Process**

Whenever a student is declared ineligible for more than one contest, the following shall apply:

- A verbal conference will be held with the administrator and the student and his/her parents. At that time, the length of the period of ineligibility and a specific explanation of the reasons for ineligibility will be discussed. The offense and the consequences will be put in writing and sent to the parents. If parents do not wish to appeal the ineligibility, the principal's decision will be in effect and be considered final.
- Should the student or his/her parent(s) feel that the offense or circumstances of this case is/are not a violation of the Good Conduct Code, they may appeal in the following manner:
  - The request for the appeal must be received by the principal in writing within seven (7) business days of being declared ineligible.
  - Upon receipt of the notice of appeal, an advisory, three-member panel of disinterested DC-G certified teachers shall review the case. The school principal shall appoint two members of the review panel. The student may choose one of these two appointed staff members if he/she so desires. The superintendent of schools will designate the third panel member.
  - The student and his/her parent(s) shall be notified in writing three (3) days prior to the meeting of when and where the review panel will meet. The student and his/her parents shall be allowed to appear before the review panel. The meeting shall be held at the earliest feasible opportunity but no later than fourteen (14) business days following the request for appeal.
  - The review panel shall consider the circumstances and evidence and determine whether the offense/circumstance(s) are a violation of the Good Conduct Code, and make its recommendations in writing to the student and parent(s) and to the school principal. Responsibility for the decision rests solely with the principal of the school. The decision of the principal shall be mailed to the student and his/her parents.
  - If the student wishes to appeal the principal's decision, he/she must do so in writing to the superintendent and Board of Education within three (3) business days of the receipt of the principal's decision. The appeal shall be heard at the earliest feasible opportunity, but no later than seven (7) business days following the filing of the appeal.
  - The Board shall schedule a special meeting for the purpose of conducting a formal hearing with all individuals involved. At the hearing, both the student and his/her parents and the administration will have an opportunity to meet and present evidence and information in support of their position. The appeal will be conducted in closed session. However, any formal action by the Board of Education must be taken at an open meeting. The Board shall issue a written decision after the hearing, which includes finding of fact and conclusions.
  - During the appeal procedure the student will be ineligible.

## **GRADING AND REPORTING PROGRESS**

Report cards based on teacher evaluations are issued at the end of every grading period. Students will receive report cards every 9 weeks. Weekly email notifications will be sent for any class in which a student is performing at the D+ level or below. An Honor Roll will be published listing those students with a 3.0 on a 4.0 scale. Student progress can be monitored on a weekly basis through our on-line database. A listing of assignments is available on the middle school website. Assignments are updated weekly. Student passwords and ID numbers can be obtained at the middle school office. Progress reports and daily assignments are also available in paper copy by contacting the office at 992-4343.

### **Grading Scale**

All staff members at the middle school will assign grades utilizing the following grading scale.

A =92-94%	A =95-100%
B =86-88%	B+ =89-91%
C+ =80-82%	B- =83-85%
C- =74-76%	C =77-79%
D =68-70%	D+ =71-73%
F =0-64%	D- =65-67%

### **Honor Roll**

"B" Honor Roll- 3.0-3.699

"A" Honor Roll- 3.7-4.0

### **9<sup>th</sup> Hour Program**

The 9<sup>th</sup> Hour program is designed to help students who are not meeting expectations for a particular class. Progress will be measured weekly, and email notifications will be sent to parents to schedule time that assistance will be provided for the student. Students placed in 9<sup>th</sup> Hour are expected to attend an assigned assistance session with a middle school teacher until their grade is passing or their performance is at a level that meets expectations. It is the responsibility of parents to ensure that students take advantage of assistance sessions. Failure to attend these sessions may result in failure of the class, referral to the student assistance team, or other measures as determined by the teacher and/or team. Students will be notified of the time that is assigned for assistance.

### **HIGH SCHOOL COURSEWORK:**

Students who take classes at the middle school for high school credit will be subject to the following guidelines:

1. Students must meet the acceleration criteria in order to be considered for high school coursework.

2. Students must maintain a "B average" or a meeting will be held between the teacher, counselor, principal parent and student to determine if this is the optimum placement
3. Student's grade will be a part of the High School GPA.
4. The class grades will be posted on the high school transcript
5. The credit will be entered as a high school elective credit. Students will still be responsible for obtaining the required number of core classes upon entering high school
6. Semester tests will count toward 10% of the student's semester grade
7. Students will follow the same guidelines as the high school in reference to opting out of the semester test.

## **HOMEWORK GUIDELINES**

### **Rationale**

The faculty of DC-G Middle School assigns homework in order to allow students the opportunity to practice new or existing skills, to prepare for upcoming lessons or assessments, or to elaborate on concepts taught during the school day. Rich and meaningful assignments enhance the educational experience. It is the goal of the DC-G Middle School staff to provide students with learning opportunities, including homework, that maximize attainment of academic goals and student achievement. All assignments given to students will assist in reaching this goal, and students are expected to complete all assigned work.

### **Teacher Responsibility**

1. Teachers will assign rich and meaningful work designed to increase student learning.
2. Teachers will coordinate within each grade level to monitor the amount of homework given each day and to limit the number of tests given on a given day.
3. Teachers will expect students to utilize the student planner provided to all students.
4. Teachers will communicate student progress on a regular basis by maintaining accurate records and by posting daily homework assignments on the online website. Teachers will also respond to special communication requests by providing a paper copy of the same information as is found on the Internet.
5. Teachers will utilize the 9<sup>th</sup> Hour program and other communication tools to notify parents in a timely manner of unacceptable academic performance.

### **Student Responsibility**

1. Each student will maintain an accurate and up-to-date planner, reflecting daily homework, which can be reviewed by a parent/guardian.
2. Each student is expected to complete all assigned homework in a timely manner. When homework is not completed on time, the student is expected to communicate with the classroom teacher regarding a timeline for completion.

3. Each student is expected to monitor his/her own grades and academic progress and communicate with his/her parents regarding academic progress.
4. Each student is expected to make productive use of study hall and in-class work time. Classroom teachers are available to provide assistance at these times, and it is the responsibility of each student to make use of this resource.
5. Each student is expected to attend assigned study sessions before or after school, designed to help the student improve his/her academic performance.

### **Parent Responsibility**

1. Parents of DC-G Middle School students are expected to monitor their child's use of the student planner. It should contain daily information regarding classroom activities, homework assignments, and test dates. A posting of daily homework assignments is available on the Internet and the information is also available in paper form by contacting the middle school at 992-4343.
2. Parents of DC-G Middle School students are expected to monitor their child's academic progress. Grade reports are available on the Internet. Parents will be notified weekly by email if their child has a D or and F in a class.
3. Parents of DG-G Middle School students are expected to communicate with their child's teachers when they have an academic concern. Each teacher has voice mail that can be accessed by calling the main office at 992-4343.
4. Parents of DC-G Middle School students are expected to provide an environment conducive to completing homework. Having a consistent, organized place for homework, establishing a schedule for completing homework, and encouraging and prompting your child will help him/her to successfully complete homework assignments.
5. Parents of DC-G Middle School student are expected to stop their child from working when bedtime comes or he/she has worked on homework an excessive amount of time, even if homework is not done. The quality of the work completed and your child's ability to focus in school the following day will suffer if he/she is up late or has excessive amounts of homework in a given evening. As a general guide for the amount of homework that would be considered appropriate, multiply the child's grade level by 10.

### **INTERNET USE (Board Policy 602.26)**

**The Dallas Center-Grimes School District offers an opportunity for students to access the Internet and other digital devices. The vast domain of the information contained within Internet's libraries can provide unlimited opportunities for students. 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 will abide by the following:

Students will only be able to access the Internet under supervision of a staff member.

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 all accounts are subject to being accessed by the network administrator.

**Consequences:**

First offense: Student receives a discipline referral. Student loses access to Internet for one week. Restricted dates are recorded in the student's planner. Other disciplinary action may be taken.

Second Offense: Student receives a discipline referral. Student loses access to Internet for the remainder of the quarter. Restricted dates are recorded in the student's planner. Other disciplinary action may be taken.

Third Offense: Student receives discipline referral. Student loses access to Internet for remainder of the year. Restricted dates are recorded in the student's planner.

First Offense _____
Second Offense _____
Third Offense _____



### **LIBRARY/MEDIA CENTER**

- Student may check out books and other materials from the media center before and after school, between class periods, and during study hall.
- Students may check out books for two weeks and renew for additional time, if necessary.
- It is the student's responsibility to check the date stamped on the date due slip at the front of the book and to return the book on time.
- Students may check out back-issue magazines for one week.
- The computers in the media center are to be used for word processing and for research. Consequences for inappropriate use will follow the district's Acceptable Use Policy.
- At the end of the year students who have lost books will be assessed a fee in the amount of the cost of the book.
- The media center is a place for all students and staff. We welcome and encourage everyone to use it as often as possible.

### **LUNCH/BREAKFAST PROGRAM**

Money for breakfast or hot lunch may be deposited at the lunchroom from 7:45 - 8:10 a.m. for lunch and/or a la carte items. Money can also be deposited through Rev Track, which is located on the Dallas Center-Grimes School website. Lunch prices will be announced on registration forms. Lunch money should be deposited in advance of use. Students will not be allowed to purchase a la carte items from an account with a negative balance. Students who are disruptive during breakfast/lunch can expect to be disciplined by staff by being assigned to specific areas, assigned to eat in In-School Suspension, and/or lose the privilege of purchasing a la carte items.

### **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), 29 CFR 504 or Iowa Code 280.3 is directed to contact: Mitzi Chizek, 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, 29 CFR 504 and Iowa Code 280.3.

### **SCHOOL NURSE-STUDENT RELATIONSHIP (reference 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. 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:
  - o The illness prevents the student from participating comfortably in activities as observed by the school staff.
  - o 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
  - o 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, difficulty 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.

## **SPECIAL SERVICES**

### **Heartland A.E.A.**

The Heartland Area Education Association serves all students in our district. A social worker, school psychologist, and nurse consultant are available to work with our students throughout the school day.

### **Special Education**

Consultants from the Heartland AEA are available to visit our school and provide services for learning disabilities, hearing impairment, emotional disabilities, mental disabilities, gifted and talented, and professional in-service. These consultants will participate in staffings to evaluate and plan individualized learning programs. A remedial and multi-categorical resource room program is available to provide special assistance to students having difficulties with school.

### **Guidance Services**

The main objective of guidance service is to help each child to gain better self-direction and self-understanding, which will allow him or her to make wise decisions. The program also stimulates thoughtful consideration in planning and preparing for a career in light of test information, grade evaluation, personal interests, health and ability. Group guidance activities are conducted to help students deal appropriately with common life situations and to give them insight into their own personal problems.

### **Health Services**

The school nurse will be in our school every day. The other school nurses are on call for the middle school whenever the middle school nurse is out of the building. In the middle school, the nurse is on call for first aid and in case a student becomes ill at school. Vision screening will be done upon parent or teacher request. Immunization cards are reviewed and then audited by a county health official. Health records are kept and updated annually. A student who becomes ill during the day must report to the nurse or the office.

### **Student Services**

Student Services is available for students who qualify for entry into the program. Entry into the student services program must come as a recommendation of the Student Assistance Team, of which the student and parent are vital members. Enrollment will be based upon numerous factors associated with student's performance at school.

### **Student Assistance Team**

We expect all students to perform academically to their ability, meet behavioral expectations, and to function socially and emotionally within the school setting. When students are unable to meet these expectations, they will be referred to the Student Assistance Team. This team, made up of school personnel, the student, and the student's parents/guardians, gather to identify the problem and design an intervention that will allow the student to achieve to his/her potential.

### **Extended Learning Program**

Students who score well on their Iowa Assessment tests and are recommended by our Extended Learning Teacher would be eligible to enroll in the Extended Learning Program.

## **STUDENT ACADEMICS**

All students are required to take Math, Science, Social Studies, English, and Reading on a daily basis. Students are also required to take 9-week units of Art, Spanish, Industrial Technology, and Family Consumer Science. Computers and Physical Education are offered once every three days for the entire school year, unless specified by the building principal. State law requires that all students attend Physical Education classes. A student who cannot participate because of illness must bring a written note from a parent or doctor to be excused. Students may also elect to take instrumental music and/or vocal music. One-half credit is earned for each quarter of required classes, and one-half credit is awarded for each quarterly class. Classes that meet on a three-day rotation are worth one-quarter credit for each quarter. Students are required to take a total of fifteen credits per year, unless otherwise specified, and those who fail to earn twelve credits are candidates for disciplinary action, including repeating a course the following year, required summer school, and retention.

Students in middle school may take high school equivalent classes that

are appropriate for their academic level. Students will receive high school credit for these courses. Students taking high school equivalent courses or accelerated courses must maintain a grade of B or above. These courses provide a basis for more advanced classes, so a solid understanding of the concepts is very important for future success.

### **STUDENT ACTIVITIES**

Our 7<sup>th</sup> grade students can participate in the following inter-scholastic sports: volleyball, football, girls' and boys' basketball, wrestling, girls' and boys' track, girls' softball and cross country. Forms may be obtained in the office. All students that are in an athletic activity must provide a current physical, a completed concussion form, and emergency card before students are allowed to participate.

A student must be present the entire day in order to participate in an after school activity. This includes both practice and competition. The only exception to this will be an excused, previously scheduled professional appointment with documentation of attendance or other extreme circumstances, as approved by the principal. If a student missed more than 15 minutes of the school day, either excused or unexcused, he/she will not be allowed to participate in activities that afternoon or evening. The student activity handbook as well as these regulations states that athletic activities have inherent risks associated with participation. Parents and students accept a level of risk when students participate in extracurricular activities.

Cheerleaders are chosen from the seventh grade. Any student wanting to participate in the fall squad may not participate in volleyball and any student wanting to participate in the winter squad may not participate in basketball.

### **Student Council**

Membership shall consist of students in our middle school that are members in good standing. One student shall be elected from each class section

### **Chorus**

Chorus is open to all 6th and 7th graders who are interested in singing. The mixed chorus usually performs in several programs for the public. Chorus credit is based upon participation at rehearsals and performances. Students, except transfer students, may only enroll in or drop chorus before the end of first semester.

### **Band**

Any middle school student who plays an instrument will be enrolled for private lessons. Participants will be given a letter grade based on private lesson performance, practice, and concert attendance. Students, except transfer students, may only enroll in or drop band before the end of first semester.

### **Show Choir**

This is a group of 7th graders, which performs and competes at swing choir festivals. This group sings popular music with choreography and concentrates on excellent showmanship. This group usually meets outside school hours. To be eligible, one must first be in chorus.

### **Jazz Band**

This is a select organization of 7<sup>th</sup> graders that meets from December through March. It rehearses twice a week before school and performs for two concerts and three competitions. The group is selected

through an audition and to be eligible, one must be enrolled in Concert Band.

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

If the superintendent does not satisfactorily resolve the matter, 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 DRESS**

All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. General guidelines should be followed.

1. Clothing must completely cover all undergarments and mid-riff. No spaghetti straps, crop tops, or muscle shirts are allowed. Shoes must be worn.
2. No garments or accessories that depict drug, alcohol, tobacco products, sex, or violence, including but not limited to shirts, coats, bags, hats, or jewelry.
3. Shirts, shorts, and skirts should be of appropriate length. Must be at fingertip length.
4. Pants will be worn around the waist - No sagging will be allowed!
5. Hats, hoods, chains, and sunglasses are not to be worn in the building.
6. Backpacks and purses should be kept in the locker

Students that are not within dress code requirements will be asked to change, and/or remove items before returning to class. Repeat offenders will be given a discipline referral.

### **STUDENT EXPECTATIONS**

One goal of Dallas Center-Grimes is to provide a safe and healthy learning environment for all people who enter our building. Students, teachers, administrators, associates, secretaries, custodians, bus drivers, and cafeteria workers are expected to display behavior consistent with the Character Counts! Pillars of Character: Respect, Responsibility, Fairness, Caring, Trustworthiness, and Citizenship.

Students are responsible for their own behavior. Being responsible means taking ownership of the consequences for behaviors exhibited. Regardless of the behavior of others around you, students are expected to make positive decisions and display good character.

### **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 for the identification of individual students by **address or telephone numbers**.

### **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. It has been determined that your child has a qualifying disability for which 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;
- 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: Mitzi Chizek, 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 PLANNERS**

Dallas Center - Grimes Middle School staff is committed to making organizational skills a habit for all students. To this end, the school will be providing all students with a student planner at no cost. Students will be expected to maintain a record of assignments in their planner, which can also be used for communication between school and home. The student handbook and hallway passes are contained within each planner so students will need to utilize the planner for the entire school year. If students wish to purchase another planner, they can at the school office.

### **STUDENT RECORDS**

An accurate record shall be maintained for each student attending our school district. A student's records shall be reasonably accessible to parents of that student or to the student himself if 18 years old or older. Student records shall remain confidential.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

1. Each student has the right to feel safe and be free from harassment and emotional or physical torment, when in class, passing in the halls or on school grounds.
2. Each student has the right to be treated with respect and, in turn, has the responsibility to treat others the same.
3. Each student has the right to expect others to respect personal property, and in turn, has the responsibility not to violate another person's property.
4. Each student has a right to bring his/her concerns about school matters to the attention of the staff and administration of the building without fear of retribution.
5. Each student has the right to participate in curricular and extracurricular activities so long as he/she has met the requirements of the State of Iowa, the DC-G Community School District and DC-G Middle School.

Student conduct that interferes with maintaining a positive and productive learning environment will be considered in breach of good discipline. The following is not intended to be a comprehensive list, but rather given as examples of unacceptable behavior:

Vandalizing or intentionally damaging school property or another student's property  
damaging, defacing, or erasing computer files or software  
fighting  
physical or verbal abuse or threats  
harassment  
using or displaying profane, obscene, inappropriate language or language offensive to race, gender, disability or religion  
open defiance or disobedience  
insubordination  
gambling  
stealing  
cheating  
engaging in inappropriate displays of affection  
leaving school without permission  
inappropriate classroom behavior  
violating drug, alcohol and tobacco policy  
violating weapons policy  
disrespect  
unexcused absences  
excessive tardiness or absenteeism  
behavior deemed socially unacceptable  
gum chewing (allowed at teacher discretion)  
food and open containers in the hallway or classroom

The discipline policy can be exercised in the following areas:  
while in the school building itself or on the school grounds  
while on school-owned or chartered buses or while being transported under the supervision of school personnel  
while attending school-sponsored or school-related activities  
while away from school grounds, if such conduct would directly affect the good order, efficiency, management, and welfare of the school.

Consequences for violating the discipline policy may be one or more of the following:  
verbal reprimand/warning  
removal from class - this may be for the remainder of the class period, or longer with determination of the administration.  
detention - assigned time for student to serve outside the regular school day  
suspension - in-school, out-of-school or restriction from activities.  
probation - a suspension with predetermined conditions  
expulsion - removal from the school environment; requires official board action.  
other consequences as natural for student behavior

### **TELEPHONE**

Students need to plan ahead to avoid the need to call home during the school day. Students at the middle school are allowed to use the telephone only with prior approval from a staff member. Students are not permitted to use the phones at a time that is disruptive to the educational process. Students are therefore encouraged to plan ahead to avoid the need to call home during the school day. Parents may call the office at any time, and students will be given phone messages at a time that is non-disruptive to the learning process.



### **TESTING PROGRAM**

All students will take the Iowa Assessment Test in February. Parents will be notified of the individual achievement of their child, and the performance of the district when compared to state and national results.

### **TOBACCO, ALCOHOL, AND DRUGS: (Board Policy 502.4)**

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, a student will be subject to a range of discipline based on frequency and severity of occurrence. This could include suspension up to and including expulsion. Parents will be contacted and authorities will be notified if the action is against the law.

### **TRANSPORTATION (ACTIVITIES)**

Participants are expected to travel to and from contests in transportation provided by the DCG School District. There will be few exceptions to this rule. Many coaches ask the athletes ride back to the district with the team as a way to build team unity. In the event that a parent requests other travel arrangements for the return trip to DC-G:

- Students may only ride with his/her parent/adult family member or the parents of another student.
- Parent must make personal contact with the coach and provide permission in writing.
- At no time will a student be allowed to leave the contest site with another student or student(s) without the presence of a parent in the vehicle.
- For a participant to ride home with anyone other than parent, written and personal contact must be made prior to departure for the event.
- Students are expected to ride to the event on the school vehicles that are provided. In the event of an unusual family circumstance, arrangements can be made in advance with the coach/sponsor and the administration for the family to take the student to the activity. Parent must make personal contact as well as provide permission in writing.
- Students who miss the departure time of the bus will not be allowed to participate in the contest except in extreme circumstances beyond the control of the student or family.
- Any damage on buses or school vehicles will be the responsibility of the student causing it. Any inappropriate behavior on any trip will result in disciplinary action.

### **WEAPONS** (Board Policy 502.13)

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or

dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

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

In cases where students bring "look-a-like" weapons (weapons that look like real weapons) the administrator will recommend action based on the following:

1. The student's use and intent for the "look-a-like" weapon.
2. Other individual's perception of the student's intended use of the "look-a-like" weapon.
3. Number of times this student has been dealt with regarding weapons and/or look-a-like weapons.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

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.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.