

# Dallas Center-Grimes Meadows

## Student Handbook

### 2017 - 2018

Lori Phillips- Principal  
 Marc Juergens - Dean of Students

Britt, Steve	Instrumental Music	Noe, Terri	Para Educator
Bryan, Melinda	Resource/Ins. Coach	Norlin, Jacob	Science
Buckalew, Katelyn	PE/Resource	Peitzman, Val	Para Educator
Busch, April	Art	Presnall, Jordan	Language Arts
Cain, Jeff	Resource	Rankin, Joel	Social Studies
Eddy, Shea	JCLO	Ray, Jordan	Science
Eiteman, Joel	Custodian	Raymond, Jalen	Math
Fistler, Kathy	Nurse	Reed, Angie	PE, Health
Frett, Anne	Language Arts	Robinson, Kent	Media Center Assoc.
Fuller, Sheri	Computers, Para	Rosa, DeEtta	Admin. Asst.
Geurink, Bob	Language Arts	Rosenbury, Karene	Language Arts, ELP
Hanson, Eric	Math	Rubel, Angie	Social Studies
Hauser, Austin	Para Educator	Shutt, Jim	Instructional Coach
Hawthorne, Valerie	Office Asst.	Smith, Emily	French
Hutt, Kelli	Social Studies, Resource	Sonius, Sara	Resource
Judd, Emily	Guidance	Steger, Heidi	Vocal Music
Klaessy, John	Student Services	Steinbach, Lori	Para Educator
Klein, Eric	Tech Ed	Tisl, Brent	Para Educator
Kloster, Mike	Math	Tucker, Addreonna	FCS
Krueger, Ariana	Science	Walker, Brittany	Language Arts
Madsen, Stephanie	Para Educator	Weston, Ryan	Industrial Tech
Motz, Jeff	Technology		
New Hire	Business		

## **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.

## **Purpose of this handbook**

This handbook has been developed for both the students and their parents/guardians. Every effort has been made to summarize school regulations so that students and parents/guardians will have a basic understanding of the expectations for students. Each student is accountable for the handbook's content. More detail can be found in the School Board Policies located on the district's web site, **[www.dcgschools.com](http://www.dcgschools.com)**. The policies in this document are subject to change due to the continuous review and revision of Board policies.

This handbook is designed to accomplish the following goals:

- To document school district policies and rules to serve as a guide for students and their families and to clarify the school district and school building's processes and procedures;
- To serve as a source of information for students and their families about the school district and the school building, the organizational structure and overall philosophy;
- To provide students and their families with up-to-date, easy to understand information on the range of opportunities and programs available through the school and the school district.
- To provide legal notices as required by the Iowa Department of Education and under federal law.

## **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.

## **JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the high school office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

### **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 Dvorak, 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.

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

In case of an accident, school personnel will notify the school nurse. We will attempt to notify Parents/Guardians if we need to contact medical professionals. Parents are strongly encouraged to keep the phone numbers for emergency situations updated in the office. Students who are ill will not be sent home unless a responsible adult is there to receive them or verbal permission has been given by a parent or guardian. Students should call parents from the nurse's office. Students must see the nurse in order to be excused from school.

### **ARRIVAL/DEPARTURE PROCEDURES**

The building opens at 7:00 am. Students shall remain in the commons unless they are participating in a teacher or coach-supervised activity or with prior approval from the office. Breakfast is served at 7:45. Class begins at 8:10 a.m. with dismissal at 3:15 p.m. No student will be allowed to remain in the building after 3:45 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. 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 category as an excused absence above will be considered unexcused.

The following is a list of absences that would not be excused and is not comprehensive.

- a. Oversleeping
- b. Missing the bus or a ride
- c. Shopping
- d. Working
- e. Hunting or fishing (unless on a previously planned family trip)
- f. Experiencing car trouble, if not verified by parents
- g. Skipping class

For all unexcused absences, the student must make up all missed work to receive credit and detention time may be assigned.

**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. 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 consequences up to, and including, 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 that 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**

All 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**

During the months of the year when bad weather might cause school to be closed, we will try to make the decision

to cancel school by 6:30 a.m. The district will call the primary household number to inform the family. Listen to WHO, KRNT, KIOA, Q102, or KGGG in Des Moines for announcements of school closing.

### **BOMB THREATS**

Students need to understand that bomb threats will be taken seriously. Any student 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 the school. Any school time lost due to bomb threats will be rescheduled.

### **BULLYING/HARRASSMENT**

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.



A variety of age appropriate resources for parents are available in the guidance office. Also, a link is provided on the school's website under each building's counseling department. (or community resources)

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

1. 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.
2. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - Tell a teacher, counselor or principal; and
  - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or Principal including:
    - What, when and where it happened
    - Who was involved
    - Exactly what was said or what the harasser 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
    - 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
- 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**

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 <sup>st</sup> Street, Ste 200	2555 W. 1 <sup>st</sup> Street, Ste 200
Grimes, IA 50111	Grimes, IA 50111
515-986-9708	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.

**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 main 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 they are coming from 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. Move from one seat to another.
- b. Throw things either inside the bus or from the window.
- c. Touch one another.
- 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. Use Inappropriate Language

Every student must obey the driver's instructions immediately.

### **Athletic Trips**

- a. When we play a home middle school athletic event, students will be transported to the game venue. Following the game, there will be no specific shuttle for the teams. Students must arrange their own transportation following a game.
- b. When we play an away middle school athletic event, upon return from the game, 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 behave appropriately, who fail to follow the driver's instructions, or who create a disturbance on or near the bus will be required to report to the principal's office for discipline, which may include denial of the privilege of riding the bus.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all computers, 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 damages 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.

### **DETENTIONS**

Detention will be given for academic and behavior reasons. Detention has priority over extra curricular 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 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**

(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/CELL PHONES**

Students will not be allowed to use cell phones during the school day. This is in effect from 8:05 am until 3:15 pm. Cell-phones in the classrooms and study hall are not allowed unless under specific directions from the teacher. Ear buds are not permitted without teacher permission.

Consequences will be assigned according to the following:

If the device is turned on and the phone is being used or makes noise, the teacher will ask the student to turn over the phone and the teacher will deliver it to the Principal's office.

- **First offense**: The student will reclaim the electronic device from main office after school
- **Second offense**: The student's parent or guardian will be required to pick up the phone from the office.
- **Third and subsequent offenses**: Parents are required to pick up the phone from the office, and further consequences will be assigned.

Students may carry electronic devices on school shuttles, school sponsored trips, and/or activity trips. These devices are to remain off, unless permission is obtained from the supervisor, sponsor, or coach.

Music devices may be used at an appropriate volume in the study halls at teacher/supervisor discretion.

### **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, a megaphone or door to door notification will be used.

### **FUND RAISING**

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 fund-raisers must be approved by the administrative team.

### **GOOD CONDUCT POLICY**

(Board Policy 503.10R) 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 extra-curricular and co-curricular 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 or co-curricular 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 not only upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors, but by demonstrating lawful and reasonable conduct. This policy shall be in effect for the entire calendar year (365 days), both during the regular school year as well as all vacation periods, as well as anywhere in the world. 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, debate contests, cheerleading and dance team.*

Direct extensions of the curriculum that are not extra-curricular contests or competition will not be subject to the Good Conduct Code.

To retain eligibility for participation in the Dallas Center-Grimes High School extra-curricular or co-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 Code will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Code 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.

When the administration believes it is more likely than not that the student violated the Good Conduct Code, during the school year or summer, the student is subject to a loss of eligibility as follows:

**First Offense:**

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 to the administration within 48 hours of the occurrence

**Second Offense:**

The student will be ineligible for 50% of the scheduled contest dates of an athletic season and/or two major fine arts activities. The student must also perform ten hours of approved community service to be arranged by the student. If a student admits to the violation to the administration within 48 hours of the occurrence, the student can choose the option of reducing the ineligibility length to 33% of the season and 20 hours of community service.

For both offenses, the minimum penalty will be one contest. If a student is in more than one activity at the time of the declaration of ineligibility, the penalties for each will be served concurrently. The ineligibility may involve more than one activity season. This policy is in effect 12 months a year.

**Third Offense:**

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

**Fourth Offense:**

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.)
- Students who are participating in summer activities between grade 8 and grade 9 are considered to be in grade 9. This rule also applies to seniors who graduated and participated in state association or school sponsored activities during the spring and summer months.
- 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 will 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 reports a minimum of every 9 weeks, with midterm reports every 4.5 weeks for daily classes. At mid-term, notification 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 (Infinite Campus.) Assignments are updated weekly. Portal Access can be obtained at the Meadows main office. Progress reports and daily assignments are also available in paper copy by contacting the office at 986-0105.

#### **Grading**

Grading is a very important part of any school program and must be as consistent as possible. The following grading system is to be used when recording all grades on the office grade sheets in grades 6-12. All grades will be converted to the following:

Percentage	Grade	Non-weighted	Weighted
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		Quality Pts	Quality Pts
100-93 =	A	4.0	5.0
92-90 =	A-	3.67	4.67
89-87 =	B+	3.33	4.33
86-83 =	B	3.0	4.0
82-80 =	B-	2.67	3.67
79-77 =	C+	2.33	3.33
76-73 =	C	2.0	3.0
72-70 =	C-	1.67	2.67
69-67 =	D+	1.33	2.33
66-63 =	D	1.0	2.0
62-60 =	D-	.67	1.67
59-0 =	F	0	0

Daily grades may be recorded either in %, letter grades or points.

Academic recognitions by the Dallas Center-Grimes Community Schools will include both weighted and non-weighted grading systems. (i.e. grade point averages, class rank, graduation honors, etc.)

In order to achieve weighted quality points for a class, both of the following requirements would need to be met:

- The course is an Advanced Placement course that is recognized and approved by the College Board.
- Students will register for and take the Advanced Placement exam (a passing score is not required for the weighting.)

All courses that do not meet the above requirements would accumulate non-weighted quality points.

All students who take an Advanced Placement course would also have the AP distinction on their transcript.

An explanation of the weighted grades system will be communicated to staff, students, and parents through the course registration book and process. Student transcripts will reflect both weighted and non-weighted grading for all high school students.

Transfer transcripts will be evaluated by principal or designee and weighting assigned based on local weighted course standards.

Legal Reference:

Approved: October 1982 Reviewed: April 2016 Revised: May 2016

### **HIGH SCHOOL COURSEWORK:**

8<sup>th</sup> grade students who take classes for high school credit will be subject to the following guidelines:

- Students must meet the acceleration criteria in order to be considered for high school coursework.
- Students must maintain a "B average" or a meeting may be held between the teacher, counselor, principal parent and student to determine if this is the optimum placement

- The class grades will be posted on the high school transcript
- 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
- Semester tests will count toward the student's semester grade
- Students will follow the same guidelines as the high school in reference to opting out of the semester test.

### **HOMEWORK GUIDELINES**

The faculty of Meadows 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 Meadows 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**

- Teachers will assign rich and meaningful work designed to increase student learning.
- 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.
- Teachers will expect students to utilize a planning device of some sort, whether it be something the child already uses, or an electronic planner on the student's laptop.
- 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.
- Teachers will utilize the Mustang Cafe program and other communication tools to notify parents in a timely manner of unacceptable academic performance.

### **Student Responsibility**

- Each student will maintain an accurate and up-to-date planning device, reflecting daily homework, which can be reviewed by a parent/guardian.
- 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.
- Each student is expected to monitor his/her own grades and academic progress and communicate with his/her parents regarding academic progress.
- 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.

- 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**

- Parents of Meadows students are expected to monitor their child's use of the planning device. 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.
- Parents of Meadows students are expected to monitor their child's academic progress. Grade reports are available on Infinite Campus. Parents will be notified every three weeks by email if their child has a D or and F in a class.
- Parents of Meadows 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 986-0105.
- Parents of Meadows 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.
- Parents of Meadows students 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.

### **HOMEWORK**

Students are expected to complete assignments that are part of the regular classroom routine. Since the completion of assignments is the basis upon which ongoing learning is built, students will be held accountable for assignment completion. If students do not complete assignments, they will be scheduled for Mustang Café. This is a before and after school tutoring program that is held three times per week with a certified teacher. Students are given extra time and assistance so that they are able to learn the material and complete the homework. If students fail to attend, the advisor schedules a student services meeting with the parents, counselors and classroom teachers to develop a more intense intervention plan.

### **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 school-to-home report. 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 school-to-home report. 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 a school-to-home report. Student loses access to Internet for remainder of the year. Restricted dates are recorded in the student's planner.

### **LIBRARY/MEDIA CENTER**

- The media center is a place for all students and staff. We welcome and encourage everyone to use it as often as possible.
- 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.
- 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.

### **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 or anytime on line. 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 the office, and/or lose the privilege of purchasing a la carte items. We encourage students to eat healthy; therefore no soda is allowed during the school day.

### **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: Angela Dvorak 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.

### **PARKING AREA AND RULES**

Eighth grade students are not allowed to drive to school. Ninth grade students are to register their vehicle in the office and will be issued a parking permit. There will be an annual charge for this permit. This permit is to be visible from the front of the car.

- The permit must be easy to observe.
- If a different vehicle is driven, it must be registered.
- Park correctly in the lines provided.
- Freshmen students will park in the front lot close to Meadows.
- Staff parking will be reserved. Students are not allowed to park in staff parking at any time.
- If the rules are violated, increasing detention times, not being allowed to park at school, and possible towing (at students' expense) may result.
- The privilege of driving motor vehicles on school property will be denied if it becomes detrimental to the health, safety, or welfare of the school community. State motor vehicle laws apply on campus.

Being considerate of others and communicating with the office of any problems or changes can avoid parking problems.

### **POSTERS AND ADVERTISEMENTS**

Students may display posters after receiving permission from the sponsor and the administration. Posters must be well done, in good taste, and should relate to school activities. The administration will consider and approve only

those posters of coming events, which affect a larger portion of the student body. An administrator must sign posters.

### **PROHIBITED ITEMS**

Students may not possess the following items on school property or at school events without the explicit permission of a teacher or administrator: (This is in addition to other specifically listed items in the handbook.)

- Gambling devices: dice, playing cards, etc.
- Lighters or matches
- Explosive devices or other incendiary devices
- Weapons or “look alike” weapons including but not limited to: guns, rifles, knives, screwdrivers, and/or other items used to cause physical harm to persons or property
- Medication or pills
- Animals or pets, etc.
- Skates or skateboards

### **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. 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.

### **SCHOOL SOCIALS**

Students are expected to follow school rules while attending all school functions. School socials are for 8<sup>th</sup> and 9<sup>th</sup> graders at Meadows School only. Socials 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. Have excessive office referrals.

### **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 staffing meetings 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 up-dated 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 ITBS tests and are recommended by their teachers are eligible to participate in the Meadows Extended Learning Program (ELP). Topics of study relate to student interests and abilities.

- a. Student must qualify for ELP at DC-G or be approved by the principal for attending vocational programs
- b. Students must attend the number of classes that DC-G is required to pay for at Central Campus (If district is required to pay on half-days, student would be required to take at least 3 classes. If DC-G can pay by period, any number could be taken.)
- c. Student must take a "full load" of classes. DC-G plus Central Campus. (Principal could make an exception in unusual situations)
- d. Student must receive at least a "B" in all classes to continue to attend Central Campus the next semester.
- e. Student must take all courses DC-G offers in that area that are not part of the Central Campus.
- f. Students must have teacher approval in the curricular area for courses that are not part of the Central Campus.
- g. Students will be responsible for transportation.

### **SECURITY CAMERAS**

In an effort to provide additional protection for students, staff, and property, security cameras have been installed in the interior, including the entrance and hallways, and exterior areas of the building including the entrance, parking lots, stadium, and grassy areas. These cameras are in operation twenty-four hours a day.

### **STUDENT ACTIVITY PROGRAM**



All students that are in an athletic activity must provide a current physical, a completed emergency card and a concussion form before students are allowed to participate.

The student activity handbook as well as these regulations state that athletic activities have inherent risks associated with participation . Parents and students accept a level of risk when students participate in extra-curricular activities.

### **Participation in Non-School Sponsored Activities**

All students wishing to participate as an individual or a team member in a non-school event during the season that they are a member of a Dallas Center-Grimes High School team, will be allowed to do so provided:

The student, parents, and head coach sign a waiver. This waiver is available from the Activities Director and must be filed prior to any non-school competition .

Participation in the non-school event will not result in a loss of practice time or games being missed with the Dallas Center-Grimes High School team. If this does occur, the student will miss one scheduled game for each game and/or practice that is missed.

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

### **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.

- Shoes must be worn; shoes with cleats are not allowed
- No garments or accessories that depict drug, alcohol, tobacco products, sex, or violence, including but not limited to shirts, coats, bags, hats, or jewelry
- Shirts, shorts, and skirts should be of appropriate length
- Pants will be worn around the waist
- Exposure of midriff or under garments is not acceptable
- Headgear, hoods, chains, and sunglasses are not to be worn in the building
- Backpacks and purses should be kept in the locker
- If clothing or appearance significantly distracts from the learning environment, students will be asked to change for the remainder of the day.

### **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 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: Angela Dvorak, 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/PLANNING DEVICES**

The Meadows staff is committed to making organizational skills a habit for all students. We will encourage students to commit to the electronic planning system on their computers. Students will be expected to maintain a record of assignments in their planning device, which can also be used for communication between school and home.

### **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 other 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 Meadows 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
- 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 at Meadows are allowed to use the telephone 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. 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.

Student cell phones should be turned off or to silent from 8:05-3:15.

### **TESTING PROGRAM**

All students will take the Iowa Assessments 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.

### **VENDING MACHINES**

Vending machines are located in the commons for use during study halls and after school. Vending machines are required to be off during breakfast and lunch hours. No food or drinks are to be taken from the commons into any other part of the building, with the exception of water in clear plastic bottles.

### **VISITORS**

- Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees shall not take time from their duties to discuss matters with visitors.
- Children and recent graduates are discouraged of visiting school during school hours without a specific educational purpose due to the potential disruption of the educational environment. All visits must be approved by the building principal in advance.
- 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. Children who wish to visit school must be accompanied by a parent or responsible adult.

### **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.

The school does not allow knives of any kind to be on school property. Students are also not allowed to bring harmful objects that are not necessary for learning. These include (but are not limited to) pliers, screwdrivers and other construction-type tools.

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.