

Dallas Center-Grimes  
High School  
Student Handbook  
2019-20

**Dallas Center Grimes High School  
2555 W. 1st Street, Grimes, IA 50111**

**Scott Blum, Principal  
Brent Buttjer, Activities Director  
Travis Donahue, Dean of Students  
Danielle Clancy, Professional School Counselor  
Ben Twigg, Professional School Counselor**

**Welcome from the Principal**

Dear Students and Parents,

Welcome to the 2019-2020 school year!

First of all, I am thrilled to have the opportunity to be the principal of such a fantastic school. We simply have the best students, teachers and parents around, and I am excited to be a part of the amazing things that will take place in our school this year.

It is our hope that you will excel in all of the areas that are important to you and at the same time that you will develop the leadership skills that will help you as you begin your journey beyond high school.

This year, each of you will have a chromebook, and we are excited to support higher levels of engagement in the classroom due to this technology. We're striving to have the latest and greatest tools in the hands of DCG students, to allow you to reach your potential and compete at the next level.

As a student at Dallas Center-Grimes High School, we have high expectations for you related to academic success and your overall responsibility as a student. We encourage you to take advantage of the many clubs and activities at DCG that will make you feel a part of the DCG learning community.

Good luck to all of you this year!

Scott Blum, Dallas Center-Grimes High School Principal

## **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.dcgsschools.com](http://www.dcgsschools.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; and
- 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.

## **Mission Statement**

### ***Empowering Students to Take Charge of Their Future!***

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.

### **Essential Learning (Student Learning Goals)**

1. Effective Communicator
2. Knowledgeable Person
3. Collaborative Worker
4. Contributing Citizen
5. Problem Solver
6. Critical Thinker
7. Life-long Learner

### **Philosophy**

It is the purpose of the Dallas Center-Grimes Community School District 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, unique 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 demonstrate proficiency.

Effective learning occurs in a safe, engaging 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 relevant, meaningful, and challenging learning activities, which demonstrate high expectations that all students can, and will meet. Differing styles of teaching are employed

in the constant search for ways to expand success, experiences, and support for all our students every day.

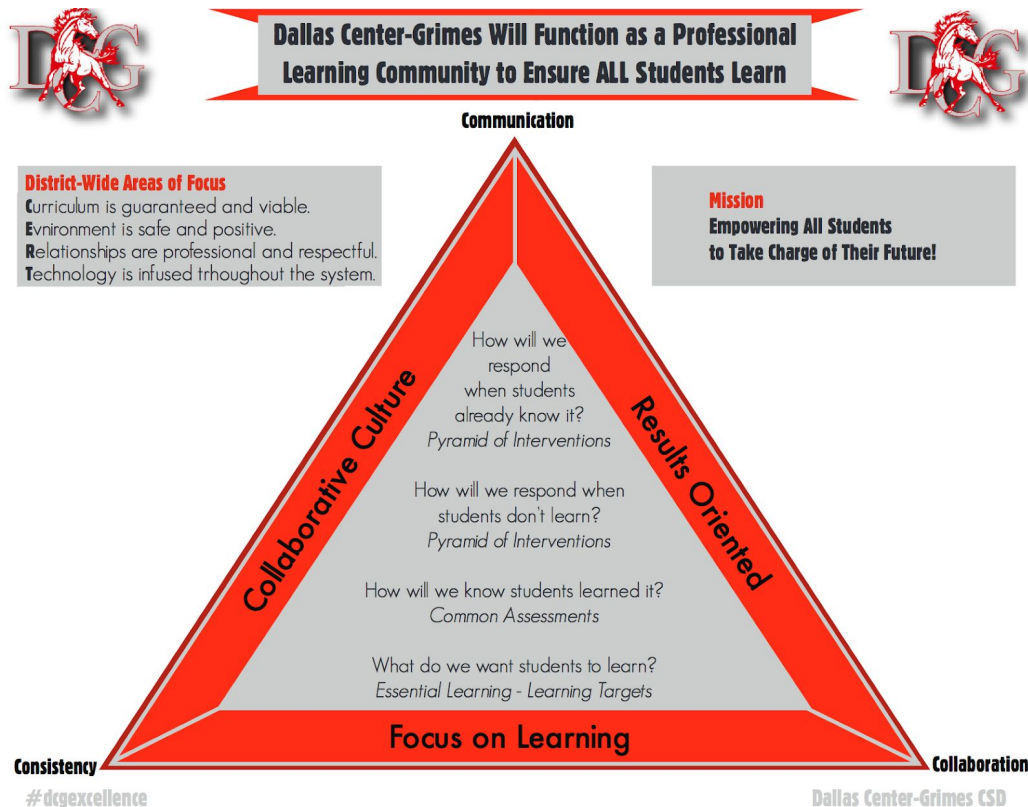
The school will provide future oriented and problem solving educational experiences to enable our students to be “good at life” during their school years and after they graduate. All students will be provided with the time and instruction they need to acquire knowledge and the skills for learning; develop 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.

The **fundamental purpose** of our school is to ensure that your child learns.

There are four main questions that drive our work:

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

The visual below summarizes our district focus.



### **Student and Parental Rights**

The Dallas Center-Grimes Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. If it has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his/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; notice prior to evaluation and placement of your child; and right to periodically request a re-evaluation of your child;
- Inspection and review of 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;
- A 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, 2555 W. 1st Street, Grimes, Iowa 50111, telephone: 515-992-3838, 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.

### **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. 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.

### **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 other 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.

### **Nondiscrimination Statement**

It is the policy of the Dallas Center-Grimes Community School District not to discriminate on the basis of race, color, creed, religion, sex, 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. There is a grievance procedure for processing complaints of discrimination. 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 the district Equity Coordinator: Mrs. Angela Dvorak, Director of Student Services, 2555 W. 1st Street Grimes, Iowa 50111, telephone: 515-992-3838, email [angela.dvorak@dcdschools.com](mailto:angela.dvorak@dcdschools.com) 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.

Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimilia: (312) 730-1576, Email: [ <mailto:OCR.Chicago@ed.gov> ]OCR.Chicago@ed.gov

### **DISTRICT GRIEVANCE PROCEDURE**

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the



pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent 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 equity coordinator(s) shall assist the Complainant as needed. Forms can be found on the district website [dcgschools.com](http://dcgschools.com) or by contacting the business office 515.992.3866.

### **Investigation**

Within fifteen (15) working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- \* A request for the Complainant to provide a written statement regarding the nature of the complaint;
  - \* A request for the individual named in the complaint to provide a written statement;
  - \* A request for witnesses identified during the course of the investigation to provide a written statement;
  - \* Interviews of the Complainant, Respondent, or witnesses;
  - \* An opportunity to present witnesses or other relevant information; and
  - \* Review and collection of documentation or information deemed relevant to the investigation.
- \* Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

### **Decision and Appeal**

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

### **Appeal to Board**

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal. The decision in no way prejudices a party from seeking redress through state or federal agencies as provided by in law. This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available. If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible. Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

The Compliance Officer is:

Business Manager

1205 13th Street, Box 400

Dallas Center, Iowa 50063

Telephone: 515-992-3866

Monday-Friday: 8:00 AM – 4:30 PM

### **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 website will be limited to information that does not allow the for the identification of individual students by address or telephone numbers.

### **Student Behavior**

Good behavior 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. Throughout this handbook, Principal refers to Principal or Designee.

### **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 are expected to display traits consistent with the Pillars of Character:

**Trustworthiness** \* Be honest \* Don't deceive, cheat or steal \* Do your own work \* Be reliable \* Do what you say you'll do \* Have the courage to do the right thing \* Build a good reputation \* Be loyal

**Respect** \* Treat yourself, others and property with respect \* Follow the Golden Rule \* Be tolerant of differences \* Use good manners \* Don't use bad language \* Be considerate of the feelings of others \* Don't threaten, hit or hurt anyone \* Deal peacefully with anger, insults and disagreements

**Responsibility** \* Do what you are supposed to do \* Persevere: keep on trying \* Always do your best \* Use self-control \* Be self-disciplined \* Think before you act and consider the consequences \* Be accountable for your choices \* Be on time

**Fairness** \* Play by the rules \* Take turns and share \* Be open-minded \* Listen to others \* Don't take advantage of others

**Caring** \* Be kind \* Be compassionate and show you care \* Express gratitude \* Forgive others \* Help people in need

**Citizenship** \* Do your share to make your school and community better \* Cooperate \* Stay informed \* Vote \* Be a good neighbor \* Obey laws and rules \* Respect authority \* Protect the environment \* Take pride in yourself and your school

Learning good conduct starts at home. Therefore, the home and school must work together toward the ultimate goal of educating a child to become a mature person capable of self-control.

### **Student Rights and Responsibilities**

- 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.
- Each student has the right to be treated with respect and, in turn, has the responsibility to treat others the same.
- 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.
- 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.
- 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 High School.

Student conduct that interferes with maintaining a good learning environment will be considered a breach of good discipline. The following is a list of examples of student conduct that interferes with the learning environment. This is not a comprehensive list, but is intended to provide examples:

- Vandalizing 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, or inappropriate language or language offensive to race, gender, disability, or religion
- Open defiance or disobedience
- Insubordination
- Gambling

- Stealing
- Cheating/Plagiarism
- Engaging in physical displays of affection
- Leaving school without permission
- Inappropriate classroom behavior
- Violating drug, alcohol, tobacco and vaping policy
- Violating weapons policy
- Disrespect
- Unexcused absences
- Truancy
- Excessive tardiness or absenteeism
- Careless, reckless, aggressive driving, violation of parking lot policies
- Behavior deemed socially unacceptable

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
- Others assigned as natural consequences for student behavior
- Removal from class - this may be for the remainder of the class period, or longer, at the 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

### Suspension from school

When students are suspended, it is his/her responsibility to make arrangements to get schoolwork and have it completed upon return in order to receive credit. Students are not allowed on school district property while the suspension is in effect. Suspensions are in effect until 7:45 AM of the day of return (i.e. if a student's suspension is through Friday, the student is not allowed on school grounds until Monday morning at 7:45 AM). Therefore, the

suspended student is not allowed to participate in any school-related activities until the completion of the suspension Monday morning.

### Cheating/Plagiarizing

The classroom teacher will determine consequences in conjunction with the administration. These consequences can be academic (redo assignment, alternative assessment) in addition to behavior consequences such as detention or suspension. The school has the right to determine additional consequences for those students showing a pattern or history of cheating/plagiarizing. This policy is intended for both the cheating/plagiarism student, as well as any student who assists another student in this behavior.

### **Student Dress**

DCG takes pride in the appearance of its students. A student's dress affects the student's conduct and school work, and reflects the quality of the school. What is legally permitted may not always be educationally acceptable. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Clothing that is overly revealing of undergarments and skin can be distracting and offensive to others and therefore interfere with the educational process.

The following are student dress expectations:

- Clothing must meet reasonable expectations of cleanliness and modesty.
- Clothing must cover the chest and midriff area.
- Teachers will establish safety and hygiene rules regarding clothing for PE, lab, shop, or art areas, and may require a stricter dress code during certain circumstances or activities.
- Waistline of the pants must stay at the hips or above.

The following are not allowed:

- Clothing that allows undergarments to be shown.
- Clothing or items with suggestive, obscene, vulgar or racial writing or pictures.
- Bandanas, or any other clothing item, that symbolizes a negative affiliation.
- Headgear in the school building during the school day. This would include all hats and hoods.
- Wearing clothing or other items that depict drugs, tobacco, vape or alcohol.
- Sunglasses or colored glasses that do not permit the eyes to be easily observed.
- Billfold type chains, handcuffs, nor large metal adornment will be allowed due to potential harm to persons or property.
- Shoes with cleats, except for outdoor athletic practices.

- Dress that would directly affect the good order, efficiency, management, and welfare of the school.
- Anything that is extreme or unusual about a student's appearance or dress that creates undue attention or causes a disturbance in the learning environment, or presents a health hazard.

The staff is to enforce the dress policy. The principal makes the final determination of the appropriateness of the student's appearance.

The student may be given the following choices:

- Trade shirt for office supplied t-shirt
- Remove item (for example: hat, cleats, jewelry)
- Leave school to change – unexcused absence during the time he/she is gone
- Others to be determined by administration, up to and including suspension
- Continued infractions will be considered insubordination and dealt with appropriately.

### **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

### **Bookbags/Backpacks**

With the exception of the school-assigned laptop bags, students will not be allowed to carry book bags, backpacks, or other bags throughout the day or to the classroom. Students will be required to put their bags in their lockers at the beginning of the day, where bags should remain until the end of the day. Exceptions may be made for those students who are transporting gym clothes to and from P.E. Bags that fall into this category are any bags or packs large enough to carry a textbook.

## Attendance

Regular attendance is the foundation on which an education is built. Students have a responsibility to attend regularly and to be prompt to all classes on their schedules. We realize that certain absences are necessary. 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.

- Personal illness – If absent for four or more consecutive days, a note must be provided by a licensed physician or documentation provided the school nurse. Documentation of illness by a school nurse or physician may be required with excessive absences, as determined by the administration.
- Death in the immediate family, or death of a family friend, or attending a funeral
- Family emergencies
- Recognized religious observances
- Medical or dental appointments – Documentation of attendance is needed if participating in extra-curricular activity on the same day. Documentation may be required in some circumstances and/or with excessive use.
- College visits, as outlined below
- Planned trip with family – Students must check out in advance. Families are encouraged to take vacations when school is not in session.
- Other reasons, justified from an educational standpoint must be approved by the principal, including other family-related absences.

All college visits must be arranged or verified through the Student Services Office. Upon return, verification of attendance must be provided to the Student Services Office. In addition, students must follow the proper checkout procedure to make up work in advance.

Excused Absence Consequences: There will be no credit loss for excused absences.

Students will be expected to take tests on the day they return if the test was scheduled prior to their absence.

Central Campus/DMACC and Attendance: Students who attend Central Campus or DMACC Career Advantage are expected to also attend at DC-G for the other part of the day. Any absence from DC-G that is not also an absence from Central Campus or DMACC will be considered unexcused, unless appointment documentation is provided or it is excused by the school nurse.



### **Planned Absence**

When a student knows in advance that he/she will be absent, the student/family is responsible for the following:

- Communicating with the main office to let them know when the student will be gone
- Communicating with classroom teachers so teachers know when student will be gone, and so the teacher can plan and prepare accordingly
- Complete all assignments, assessments, and/or projects that are missed while absent

If a student does not follow the above mentioned guidelines, the absence will either be considered unexcused, and/or other consequences assigned at the discretion of the Principal.

### **Unplanned Absence**

Parents are asked to notify the school office by 9:00 AM if their child is going to be absent from school that day. The contact may be through a telephone contact or personal conversation. If there has not been direct contact with a parent or guardian, the student must contact parents upon return to school or the absence will be unexcused. Detention may be assigned for this unexcused absence.

#### **Procedure after an absence:**

Student will check into the Main Office to ensure reason for absence

The time allotted for making up work will be two times the number of days absent, not to exceed six days.. The time allowed for makeup work may be extended at the discretion of the classroom teacher. If a test was scheduled prior to the student being absent, the test will be taken the day the student returns to school. If the student was ill, an alternative time may be scheduled if arrangements are made with the teacher prior to the start of school on the day of return. This would not apply due to a professional appointment. It is up to each individual student to get his/her work completed. School work missed, due to any absence, must be completed to the satisfaction of each teacher involved.

### **Unexcused Absences**

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

- Oversleeping
- Missing the bus or a ride
- Shopping

- Gainful employment
- Hunting or fishing (unless on a planned family trip)
- Attendance at a state tournament or other such events, unless principal gives prior approval
- Car trouble, if not verified by parents
- Not attending (skipping) class
- Unexcused tardy longer than fifteen minutes

For all unexcused absences, the student must make up all missed work to receive credit.

### **Tardiness**

Students are expected to be to class on time. If a student arrives late to school, the student will report to the office for a pass. If a student arrives late to class or to the work area, he or she is unexcused if he or she does not have an excused pass.

If a teacher or the office detains a student, the student should ask for a pass from the teacher or from the office. An excused tardy carries no penalty. The following guidelines will determine whether a tardy is excused or unexcused, although the lists are not comprehensive.

### **Excused**

- Verified family emergency
- Poor road conditions due to weather
- Bus being late
- Medical or dentist appointment (Documentation of attendance is needed if participating in an extracurricular activity on the same day. Documentation may be required in some circumstances and/or with excessive use.)
- Car trouble, if verified by parent

### **Unexcused**

- Oversleeping
- Car trouble, if not verified by parent
- Missing the bus or a ride
- Loitering in the hall
- Using the restroom
- Not getting an admit in advance of attending class

- Others as listed in the unexcused absence

### **Consequences for absences & tardies**

Students who are tardy two times or more to the same class, or have an unexcused absence to any class in a calendar period of time of one school week, will need to serve a one-hour detention on Wednesday's. Detentions will be in the media center every Wednesday from 7:00-8:00 AM or 3:15-4:15 PM. This will clear the students attendance consequence for the previous week. If a student fails to attend detention on Wednesday, further consequences will be delivered, including a student not being able to participate in extra-curricular events since they will not be in good standing with the school. There may be additional consequences at the discretion of the Principal if the number of absences and/or tardies increase.

### **Late Arrival/Early Dismissal**

Seniors are only required to arrive at school in time for their first class and may leave at the end of their last class. Juniors that have study hall either 1st or 8th hour may either arrive late or leave early. The computer will schedule all classes. Juniors and seniors will not be allowed to change classes just to get 1<sup>st</sup>, 8<sup>th</sup> or other certain periods free.

Expectations:

- Parents must sign the permission form and the form must be turned into the Student Service office before this privilege begins.
- Students are expected to maintain C's or above for grades.
- Students are responsible for making contact with their counselor for such things as college visits, scholarship applications, scheduling for the next year, etc.
- The student must remain in good standing relating to attendance and discipline policies of the school.
- The student is not to be in the school more than ten minutes prior to the start of class and shall leave the school within ten minutes after their last class, unless he/she is with a staff member or reports to study hall. A student will receive one warning. On the second warning, the late arrival and/or early dismissal will be revoked and the student will be assigned to study hall for a period of time set for the by the administration.

This privilege will be revoked for individuals in the following situations:

- Having a D or F in any class following progress reports which occur every two weeks
- Missing more than nine days, for any reason, in any one semester
- As a result of poor behavior

- Being in the building during early release/late arrival time without supervision of a staff member

### **Leaving the Building/School Grounds**

Students may leave the school grounds during the day after signing out in the Main Office. Any time a student must leave the building, he or she must sign out in the office. The student's parents or guardian will be notified before he or she leaves school grounds.

Failure to follow the proper procedure may result in an unexcused absence. If a parent verified the absence, the student may be assigned a detention for not following procedure. If it continues to be a problem, more serious consequences may result.

Students will be allowed very limited access to their cars during the school day with permission required from the office. Permission will only be given for emergencies. The only other exceptions to this are after the student has finished his/her scheduled activity of the day or when given standing permission as part of a class.

Students that leave the school building without following the proper protocol, may not be welcome back in to the school on that day.

### **Care of Property**

Students are responsible for the proper care of all electronics, books, supplies, lockers, and furniture supplied by the school, as well as the school itself. Students who vandalize school property or equipment, including computer hardware and software, must pay for the damage or replace the item or items, and may face disciplinary action. Students that steal from the school or others must also provide restitution and may face disciplinary action. If the amount of damage or stealing is substantial (as determined by the administration), law enforcement will be notified.

Textbooks must have a book cover to extend the life of the textbook. For books that are damaged, the teacher will assess an appropriate fine. For lost books or supplies, replacement cost will be assessed to the student.

### **Detention**

A student has one week to start serving the detention. This allows parents and students to make necessary arrangements.

When a detention is assigned, the student and parent/guardian will receive communication via email.

Detentions will be in the media center every Wednesday from 7:00-8:00 AM or 3:15-4:15 PM. This will clear the students attendance consequence for the previous week. If a student fails to attend detention on Wednesday, further consequences will be delivered, including a student not being able to participate in extra-curricular events since they will not be in good standing with the school.

This progression occurs until the original detention time has been served.

### **Dismissal from Class or Study Hall**

If a student does not choose to follow the guidelines of the classroom teacher or study hall supervisor, the teacher may send the student to the office.

1st Dismissal: Student has a conference with the administration. Administration will hold the student out of class for the remainder of the period, unless the classroom teacher agrees to allow the student back into class. A detention may be assigned.

2nd Dismissal: Increased detention may be assigned and a conference may held with the administration, parents, student, and teacher. A student may be withheld from the class until this meeting takes place. The student is informed that the next dismissal may result in removal from class.

3rd Dismissal: A student will be withheld from the class until a conference is held with the administration, parents, student, and teacher. At this meeting, it will be determined that the student will possibly be dropped from the class, or conditions will be set for the student to be allowed to continue. If the conditions are not met, the student will be dropped from the class and receive an "F". The student is assigned to study hall for the remainder of the semester with no privileges.

Extremely severe student behaviors may result in dismissal from a class at administrator discretion.

### **Tobacco, Vape, Alcohol, and Drugs**

The Board prohibits distribution, dispensing, manufacturing, possession, use or being under the influence of beer, wine, alcohol, tobacco, vape, any other controlled substance, or “look alike” substances that appear to be tobacco, beer, wine, alcohol or controlled substances or drug paraphernalia or apparatus used with a controlled substance by students while on school property or on property within the jurisdiction of the school district, while on school owned and/or operated school or chartered buses, while attending or engaged in school activities, and while away from school grounds if misconduct will directly affect the good order, efficient management, and welfare of the school district.

### **Consequences**

If a student chooses the above behavior, the student may receive an out-of-school suspension, up to and including expulsion. Parents will be contacted. Authorities may be notified if the action is against the law.

### **Weapons**

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.

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.

In cases where students bring “look alike” weapons (weapons that look like real weapons), the administrator will recommend action based on the following:

- The student’s use and intent for the “look alike” weapon.
- Other individual’s perception of the student’s intended use of the “look alike” weapon.
- Number of times this student has been dealt with regarding weapons and/or “look alike” 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.

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.

### **Bomb Threats**

Students need to understand that bomb threats will be taken seriously. Any student that is guilty of making a bomb threat, verbally or in writing (in any form), will be prosecuted to the full extent of the law and also by the school district. The possible consequences by civil authorities 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 for up to one school year from the school. Any school time lost due to bomb threats will be made up.

### **Initiations, Hazing, Bullying or Harassment**

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, social media, and apps.
- “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 Student Services office. Also, a link is provided on the school's website under each building's counseling department and/or community resources.

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

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, dean, 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:

- Tell a teacher, dean, counselor or principal; and
- Write down exactly what happened, keep a copy and give another copy to the teacher, dean, 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 it:

- 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.

A variety of age appropriate resources for parents are available in the Student Services office. Also, a link is provided on the school's website under Community Resources.

### **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

<p>Primary Investigator Angela Dvorak 1205 13th Street Dallas Center, IA 50063 515-992-3866</p>	<p>Alternate Investigator Lisa Clayberg</p>
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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.

### **Library/Media Center**

Students 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. Deadlines will be set periodically for all past due books to be returned and fines paid, or a detention will result. The original obligation of returned book or fines must still be met.
- If a student has a past due book or outstanding fine, he/she will not be allowed to use the media center.
- Students may check out back-issue magazines for one week.
- Students may check out designated reference books for the class period. If the material needs to be checked out overnight, checkout can occur during or after the student's last period of the day.
- Fines will be issued for late books, magazines, vertical file materials, and reference works: 5 cents per school day for books and magazines.
- No food or beverages are allowed in the media center.

Students should recognize the media center is a place for reading, research, and study. Appropriate behavior is expected, and violation of these rules may result in consequences.

### **Computer Use**

Please refer to the 1:1 Laptop Handbook, as well as the DCG District Acceptable Use Policy for guidelines and potential consequences for computer use.

### **Parking Areas and Rules**

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.
- There is no double-parking allowed; therefore, all cars must be correctly parked with no other car blocked into his/her parking space.
- Park correctly in the lines provided.
- Staff parking will be reserved to specific areas in both the front and back lots. Students are not allowed to park in staff parking at any time.
  - 1<sup>st</sup> offense – warning
  - 2<sup>nd</sup> offense – warning

- 3<sup>rd</sup> offense – 1 week loss of parking privileges
- 4<sup>th</sup> offense - meeting with parents/guardians - appropriate consequences at the discretion of the administration

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.

### **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. It is important to note, there is no right to privacy to be expected in any area on school grounds except that which is specifically referenced in Iowa code such as toilet, bath, locker room, or shower facility or any such common area adjoining one of those areas.

### **Bus Regulation**

Bus drivers have the same authority to discipline their riders as do teachers. Students are expected to display appropriate behavior on the bus. Riding a school bus is a privilege. Discipline for poor bus behavior may include having an assigned seat to being removed from the bus for a period of time. Students are to ride regularly assigned buses. The student must bring a note from home and get a bus permit from the office to ride a bus, if he or she does not normally ride that bus. This permit must be given to the driver.

### **Visitors**

Upon entering the building, all visitors are asked to report to the office, sign a log, and wear a visitor's badge while in the building. Student visitors will only be allowed in extreme and unusual circumstances. For this to occur, the principal must approve student visitors at least one day in advance and all teachers involved must have signed an approval form.

### **Food Service Program**

Breakfast and lunch meals are available. Students and staff are issued numbers to be used for their meal account. Students should give all meal account funds to the cafeteria personnel before 11:00 a.m. If parents bring the funds during the school day, the money should be dropped off at the office window. School personnel will give the funds to the

lunch personnel. Students will not be allowed to charge a la carte items at any time. Students may not purchase a complete meal for another student nor use another student's number.

Food service personnel may refuse service to any person who misuses meal accounts or abuses cafeteria privileges.

### **Lunchroom**

Students are encouraged to eat hot lunch, bring a sack lunch from home, or eat from The Corral. All students are to report promptly to the lunchroom for the entire lunch period. If they wish to leave the lunchroom for any reason, they must receive permission from a staff member. Students are to return trays and then sit at their tables when done eating. Supervision personnel will determine the number of persons that are allowed per table. Due to the location of the vending machines and state law, the machines will be shut off during lunch.

Personal visitors are not allowed to come in to the school during lunch, except with extenuating circumstances approved in advance by the building principal.

Students are expected to converse in a normal tone of voice during the lunch period and clean up after themselves. If the lunchroom is left in an untidy state, the vending machines will be turned off the remainder of the day and/or the next day for all study halls. The administration reserves the right to extend the length of time this privilege is denied.

Any inappropriate lunchroom behavior will be assigned appropriate consequences.

### **Vending Machines**

Vending machines are located in the commons for use before and after school. Vending machines are required to be off between 8:10-3:15.

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.

### **Food Allergy Policy**

The Dallas Center-Grimes CSD will promote a safe physical environment that protects children with allergies and provide a climate that supports their positive psychological and social development. This policy outlines actions that are being taken to reduce exposure to life-threatening allergens at school. It is important to note as part of the policy that only

prepackaged snacks will be allowed in classrooms for groups of students. For more information regarding life-threatening allergies, please see [School Board Policy 504.16](#).

### **Electronic Communication Devices**

Cell phones, iPods, MP3 players, and/or other music devices may be used at an appropriate volume in the classrooms at teacher/supervisor discretion.

Students will be allowed to use cell phones during non-instructional times only. This includes before and after school, passing times and lunch. Students cannot use their cell phones in the hallways if there are classes in-session nor in the restrooms and locker rooms at any time. Cell-phones in the classrooms and study hall are strictly prohibited unless under specific directions from the teacher.

Consequences will be assigned according to the following:

If the device is being used inappropriately (teacher discretion) the following consequences will be implemented:

- The phone will be confiscated by the teacher and the student will be allowed to pick up the phone from the Dean's Office at the conclusion of the day. A behavior referral will be issued
- Continued violation of this policy will result in additional consequences at the discretion of administration

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.

Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students may be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include 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.

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)

### **Study Hall**

The school provides a study hall to give students the opportunity to prepare lessons and to do research. Students are expected to do school work or read during study hall time. Study hall rules will be reviewed with the students.

### **School Delays or Cancellations**

When bad weather might cause school to be delayed or canceled, listen to the radio or watch television for announcements pertaining to school. The announcements will be given on the following stations: TV: WHO-Channel 13, KCCI-Channel 8, and WOI-Channel 5; Radio: KJYY-FM 92.5, WHO-AM 1040, KGGO-FM 95, and Hawk-FM 97.3. Parents will also be contacted through the School Messenger system. A decision will be made prior to 6:30 a.m., barring unforeseeable issues. If school is delayed, students should refer to the late start bell schedule for class times.

Please avoid calling the school or school personnel as this prevents us from getting messages out to personnel and bus drivers. If school is cancelled, all school activities are also cancelled. If school has a delayed start, before school practices are cancelled. If school is dismissed early due to inclement weather, no practices or other school activities will be held that afternoon or evening.

### **Hallways**

Students are to be in hallways only during passing time or with a pass from a teacher. Traffic in the halls while class is in session is a distraction and must be limited.

### **Student Lockers/PE Lockers**

Student lockers are the property of the school. As such, they should not be considered private or confidential. Locker inspections without prior notice may be conducted



periodically throughout the school year and when conducted, the students will be present for the inspection of their lockers. Student lockers may also be searched in compliance with the board policy that regulates search and seizure.

Permanent locks are installed on the hall lockers. Please do not try to adjust your locker to prevent the lock from working. Each student is responsible for the proper functioning of the locker, including the lock. Students may not put personal, non-school locks on any lockers. Students are encouraged not to leave any article of value unattended or in a locker. Please do not give your combination to another student. The school is not responsible for any lost or stolen items. Students are encouraged to carry only enough money to meet daily needs. Please do not switch lockers without informing the office. YOU are responsible for the locker and the lock assigned to you. If your locker breaks or is damaged, notify the office immediately.

Neither obscene nor inappropriate literature, nor any items that display or promote the use of alcoholic beverages, tobacco products, or illegal or immoral substances will be allowed inside the lockers. Neither food nor liquids will be allowed in the lockers at any time. Students will be responsible for any damage caused to school property while items are in the locker. Students will be responsible for cleaning out their lockers periodically and at the completion of the school year. This will be part of the checkout procedure for all students.

Postings that are for a school team, club, or organization may be allowed with prior approval from the office. These materials are to be laminated.

Students are encouraged to check out a lock for their PE and/or athletic locker. There is no cost, as long as the lock is returned by the end of the year.

### **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.

### **Lost and Found**

A lost and found area is located in the high school office. Students should check the lost and found area regularly if they are missing any items. Unclaimed items will eventually be discarded or donated.

### **Telephone Use**

The telephone at the school is provided for student use for school reasons only. Students will not use the office phone for personal calls except in an emergency and then only with staff permission. In the event a student receives a call, he/she will be called out of class only in the case of an emergency. Normally, phone calls for students will be handled between classes, during lunchtime, or after school. Only calls from a student's family member or place of work will be accepted.

Students that make personal calls to family that require long distance service must either call collect or have a calling card to pay for the call.

### **Emergency Drills**

Fire drills and tornado drills will be conducted throughout the school year. State law requires two of each of these drills each semester.

Lockdown and other evacuation procedures, including bus evacuation, will also be performed as drills during the year.

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.

A sounding of the fire alarm will be the beginning signal of a fire drill. If the alarm system is not working, the public address system 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, the phone system or door-to-door notification will be used.

### **Daily Bulletin and Announcements**

The office will prepare, distribute, and post announcements daily. Students must work through their sponsor to include any announcements.

### **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. How well students learn to accept responsibility in school has a great impact on the student’s acceptance of responsibility in the work world and at college. Since attending school is a student’s primary job at this time in his/her life, accepting responsibility for his/her work completion and quality is an important part of a successful student.

**Grading/Learning Expectations**

The Dallas Center-Grimes School District has shifted a focus to ensuring learning for all students. Within this focus, the following table represents guidelines for homework and assessments for each course. The following are District guidelines. Specific courses may make minor adjustments within the “Loose” column to best meet the student needs.

<b>Tight</b>	<b>Loose</b>
A focus is on student learning!!	
No Zeroes	All assignments that are given or assignments that have a direct impact on your grade, or after all supports have been exhausted
No grade reduction for late work	Other consequences are/may be given
Retakes/Redoes available with additional learning prior to retake/redo (limited time per assessment).	How and when intervention/relearning occurs  The structure in the building/level

The Dallas Center-Grimes School District maintains a focus on student learning. Retakes and redos are an important part of ensuring each student has opportunity to learn the content. DCG High School has in place a common structure of retakes for all classrooms and content areas.

- Retakes and redos are available with additional learning prior to the retake. This additional learning is important to helping students master the content. Additional learning may be different in each class, allowing for relearning to match the content and material.
- A retake will be completed within one week of the original assessment, in order to help the student stay current on learning.
- A DCG High School Retake form will be completed prior to a retake, helping the student plan and goal-set for their learning process.

### **Grade Reports**

Grade reports are available electronically for parents and students through Infinite Campus. Hard copies of these reports will be available by individual request.

### **Requirements for Honor Roll and Academic Awards**

Receive a letter grade in four credit courses per quarter

Maintain a 3.4 GPA on a 4.0 scale

Have no grades lower than a "C-"

Students that maintain a 4.0 GPA will be denoted

A student who achieves a GPA of 3.4 or above, with no failing class grade for a semester, will be recognized as making the semester honor roll.

One semester: Student receives an academic certificate

After first two consecutive semesters: Student receives an academic letter and a bar

Each additional two semesters: Student receives an academic bar

Eight consecutive semesters: Student receives recognition certificate

### **Course Load**

Each student must carry at least six academic courses each semester, not including physical education. An exception can be made for a fifth year student needing only certain classes to complete graduation. Other exceptions will be determined by the administration on a case by case basis. Seniors may opt out of physical education *one* semester if they are involved in a school-sponsored athletic activity during that semester.

### **Grade Placement**

Students in grades nine through twelve will be informed of the required coursework necessary to be promoted each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for the year, the student and parents will be informed. It shall be within the sole discretion of the Board to retain students in their current grade level and to deny promotion to a student.

### **Class Dues**

Class dues are primarily used for prom and graduation expenses, but are also used for other costs the class may incur. Every student must pay dues each year in grades 9-11, whether or not attending prom.

### **External Program Options**

Students behind in normal grade placement may enroll in an external program to receive credits under the following guidelines:

- Administration shall approve each course before the student registers for the course. This is to be done after consultation with the Dean of Students or Professional School Counselor.
- All students taking DMACC correspondence courses will be required to complete assigned homework prior to taking the tests.
- The number of external courses allowed will be limited.
- Students who want to take an independent correspondence course to replace a course required for graduation must have failed the course while taking it at Dallas Center-Grimes High School. Consensus at an SAT meeting may supersede this requirement.

Students may elect to accelerate their course of study and elect to take classes at DC-G on an independent basis under the following guidelines:

- The student must have administrative approval before permission will be granted.
- Classes cannot be at a lower proficiency level than already acquired by the student.
- Students who wish to accelerate normal grade placement by external independent study are subject to the same guidelines as above.
- Students may take part in advanced placement classes or in the post secondary enrollment program. Any interested student will need to discuss these programs with the Dean of Students or Professional School Counselor, and pick up an application form.
- Central Campus, DMACC Career Academy, and Waukee APEX may be available to students. Please see the Course Description book for options. In order for a student to take classes at Central Campus, DMACC Career Academy, or Waukee APEX, he/she must take all courses DC-G offers in that area. In addition, the student must have teacher approval in the curricular area. See the Student Services office for an application form. Final approval by the administration is required.
- Student must receive acceptable grades in all classes at Central Campus/Career Academy/Waukee APEX, and maintain passing grades in all DCG classes to continue to attend Central Campus/Career Academy/Waukee APEX the next semester.
- Student will be responsible for transportation.

### **Graduation Requirements**

Students shall graduate from the Dallas Center-Grimes Community School District once satisfactorily completing 48 credits. Dallas Center-Grimes High School will recognize all credits from an approved high school for use in graduation. All credits received from an

unapproved high school must be evaluated by the principal and superintendent before acceptance. To be eligible for graduation, a student must complete the following courses:

**Math - 6 credits required**

Must take one course from each of the following groups

Group 1:	Algebra I	2 credits
Group 2:	Geometry	2 credits
Group 3:	Algebra II	2 credits
<i>Additional Elective options:</i>		
	Financial Literacy I	1 credit
	Financial Literacy II	1 credit
	Trig/PreCalc	2 credits
	Statistics	1 credit
	AP Statistics	2 credits
	Calculus	2 credits
	AP Calculus AB	2 credits
	AP Calculus BC	2 credits

**Science - 6 credits required**

Must take one course from each of the following groups

<i>Group 1:</i>	Integrated Science (9)	1 credit
<i>Group 2:</i>	Biology	2 credits
	AP Environmental Science (11-12)	2 credits
	<b>OR</b>	
	AP Biology (11-12)	2 credits
<i>Group 3:</i>	Found. of Physics & Engineering (9)	1 credit
	Physics (11-12)	2 credits
<i>Group 4:</i>	Chemistry (10-12)	2 credits
	AP Chemistry (11-12)	2 credits
<i>Additional Elective options:</i>		
	Ag Science I (10-12)	1 credit
	Ag Science II (10-12)	1 credit

Botany (11-12)	2 credits
Anatomy and Physiology (11-12)	2 credits

**Social Studies - 6 credits required**

Must take one course from each of the following Groups:

<i>Group 1:</i>	US History (11-12)	2 credits
	AP US History (11-12)	2 credits
<i>Group 2:</i>	Western Civilization I (10-12)	1 credit
	Western Civilization II (10-12)	1 credit
	World Geography (11-12)	1 credit
	AP World History (10-12)	2 credits
<i>Group 3:</i>	American Government (12)	1 credit
	AP American Government (12)	1 credit
<i>Group 5:</i>	Recent History (9)	1 credit
	Current Issues (10-12)	1 credit
	Sociology (10-12)	1 credit
	Psychology (10-12)	1 credit
	AP Psychology (11-12)	1 credit

**English/Language Arts - 8 credits required**

<i>Required:</i>	English I	2 credits
	English II or Advanced English II	2 credits
	English III or Advanced English III	2 credits
	Speech or Advanced Speech	1 credit

*Additional Elective options:*

AP Composition	2 credits
Creative Writing	1 credits
College Literature	1 credit
College Prep English	1 credit
Applied English & Communications	1 credit
Novels	1 credit

**Additional Requirements**

Physical Education	0.25 credit per semester enrolled
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Health

1 credit

Thirty-Eight (38) credits are required for graduation for the Basic Diploma.

The Board will review the required courses of study annually.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

The building principal may approve up to two years of ELL language arts courses toward graduation requirements. Approval may also be given for a reading class to satisfy the language arts elective by the building principal.

It shall be the responsibility of the Superintendent to develop administrative and handbook guidelines that meet the graduation requirements and informs students and patrons regarding courses, requirements, and options.

### **Basic Diploma**

#### Other Guidelines

- Students would only be eligible to be considered for the Basic diploma after completing the 10<sup>th</sup> grade.
- A student must be identified as a student eligible and/or receiving service from the Student Services team.
- A student must be at least eight credits short of the credits needed to earn a regular diploma with his/her graduating class before he/she will be considered for the Basic diploma.
- A request must be made in writing by the parent and/or student with parent signature stating the reasons. The Student Services Team will make a recommendation, with the final decision being made by the principal and superintendent.
- The Basic Diploma will not be allowed for students graduating early. This is to allow the student to be able to graduate with their class.
- An alternative and/or reduced schedule may be allowed.



- Considerations for varying schedules and courses counted for graduation may be given for students that have a substantial disruption in his/her life.
- Students earning Basic diploma will be eligible to participate in DCG graduation ceremonies.
- The diploma will indicate DCG Basic Diploma

### Special Education

Students in special education will have their graduation requirements stated as part of their IEP. All students are expected to meet the all the content area credit requirements, although the specific courses required may be altered. For example, all students will be required to have eight credits of Language Arts as stated in board policy, but the courses may be different. Instead of English I, English II, Am Lit, etc., the courses may be Gen English I, Language Arts Lab, General English II, Global Communications, etc.

If a student has an altered course specific requirement, there must be a goal in an area that impacts that requirement. For example, if a student takes General Math and will not complete the Algebra requirement for graduation, the student must have a math goal. The same would be true for English. If a student has a reading goal, other curriculum areas may be impacted. If a student has an altered course specific requirement, the student is to be taking courses in that area throughout high school, even if they have reached the number of credits needed for graduation. For example, a student with a math goal may take three years of general math that meets the three years of math for graduation, but since they did not meet the same math as others and still have a math goal, their math education should continue with appropriate coursework.

Special education students that take specially designed classes are not eligible for class rank.

### Course Work and Credit Issues

Schedule changes will be very limited, as the schedule is developed and resources are allocated based on student request. Any change of a recommended class will require parental approval and sign off on a letter to be placed in student file. This letter states that

this change was made against the school's recommendation. Withdrawals from a class can only occur in the first ten days of each semester.

Any withdrawal after the ten days will result in an "F", the student will be ineligible for activities according to student handbook and will be assigned to study hall with no privileges.

Retaking classes in which credit has been earned:

Students may repeat any course that has been passed for a higher grade under the following conditions:

- The course must be retaken within a year of the completion of the initial course.
- If a higher-level course has been taken, the option of repeating a lower course is no longer available. (i.e. cannot repeat English I after English II has been passed.)
- The course may be repeated once.
- Enrollment will be on a space available basis.
- The original course and grade will show on the transcript, but the higher of the two grades will be used to determine GPA.
- Courses cannot be taken at summer school
- Credit will only be issued one time

High school courses that are taken prior to the fall of full-time enrollment as a freshman will be recorded on the transcript. High school credit will be given and the grade will be calculated into the GPA. Although a course may meet a specific graduation requirement, students will be required to take the same number of content area credits while in grades 9-12.

Students that desire to take high school credits prior to the fall of their freshman year or accelerate in grade level and/or content will follow the acceleration process as outlined in Policy 602.7.

Summer school offered by an accredited institution is an option for students that have failed one or more courses and must be pre-approved by the dean of students or principal. Summer school grades that are earned from an accredited institution will be given credit and will be recorded on the high school transcript. The grades will be brought in as pass/fail and will not impact GPA. The original grade of a failed class will remain on the transcript. The cost of summer school is the responsibility of the student.

### Apex course options

A limited number of licenses have been purchased. "Enrollments" will be filled first with students that are in the student services program and not on track for graduation.

- If a student is taking a required course, the student must have failed the course prior to taking on Apex, with the exception of irresolvable scheduling conflicts. The grade earned will be recorded and be calculated in the student's GPA.
- If a student uses Apex for 'credit recovery' of a failed course, students may recover credits by earning a minimum of 80% for the units assigned plus the final semester assessment. If these are met, the grade for this course will be changed on the student's transcript to a D-.
  - For academic eligibility purposes, a student that fails a course with a final percentage of 55 or above must complete the failed units/semester test within two weeks of the end of the semester and/or enrollment is available. The student's grade will be listed as an Incomplete and the student will be ineligible during the time of credit recovery. Students that are currently in an activity at the end of the semester will be given priority for enrollment.
- If a student uses Apex for other courses, courses that are also offered by DC-G are not eligible, unless there are irresolvable scheduling conflicts. Students that want to participate must be self-motivated. A history of incomplete and/or late work, discipline issues, or attendance problems may prohibit the student from enrolling in these classes.

College classes can be taken, at student's cost, during the summer with pre-approval from both DCG administration and the college administration. College classes cannot replace a required course for high school credit, unless there are extenuating circumstances and preapproved by the principal. College class grades will be recorded as given by the college and will be calculated into the student's GPA.

PSEO and concurrent enrollment classes will be given college and high school credit. The grade will be recorded on the transcript and will be used to calculate GPA. If a student fails a PSEO or concurrent enrollment course, the cost of the course will be paid by the student. All PSEO courses must be approved prior to March 15<sup>th</sup>. Neither concurrent enrollment courses that are not offered on the DCG campus nor PSEO courses can be of similar content to a course offered at DCG. All Senior Year Plus guidelines must be followed.

Home school credits: DC-G graduation requirement credits will be awarded for home school credits only in instances that the credit has been issued by an institution that has been accredited by the Iowa Department of Education.

Students that do not score in the proficient category in Reading or Math on the Iowa Assessments may be assigned a required remedial course (or multiple courses). If assigned by the school administration, successful completion of this course (or multiple courses) will be required for graduation. This course(s) may be completed during the school year and/or the summer.

**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 Quality Pts	Weighted 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 complete and pass the Advanced Placement course.

- 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.

### **Advanced Placement Classes**

Students at Dallas Center-Grimes may enroll in Advanced Placement classes at the high school. The curriculum is equivalent to a first year college course. This accelerated pace course requires students to meet class prerequisites, teacher approval and parental approval. The student is encouraged to take a posttest (at their expense) to also receive college credit for the course. Students who complete and pass the AP course will also receive a weighting of one point on their GPA.

### **Weighted Grading Scale: (Only students who complete and pass the AP course)**

One point will be added to above standard GPA grading scale.

Example: A- = 3.67 + 1 = weighted GPA 4.67.

### **Semester Assessments**

Teachers will administer semester assessments during each course near the end of each semester. The semester assessment will count for no more than 10% of the final semester grade. Students may opt out of semester tests with the following guidelines: (Subject to board approval)

- A student must take a minimum of two semester tests. All semester projects that are included in the semester grade must be completed.
- Students are encouraged to take all semester tests and use the opt out so that the test will not lower their grade.
- Semester tests that are eligible for opt out are tests in classes in which the semester grade is an A- and the student has met other behavior expectations on a date set by the administration each semester.
- During the second semester, seniors may opt out of a semester test if their semester grade is a B- or higher.

- Students who are opting out of any semester test must appropriately participate in the class review sessions or the privilege will be revoked and the student will be required to take the test, which will be a part of the final semester grade.

Students may be allowed open campus during finals. Requirements will be made available before finals are administered each semester.

### **Participation in Graduation Exercises**

Students that wish to participate in the commencement exercise must have met all obligations and completed all requirements as set forth by the board of directors of the Dallas Center-Grimes School District, and be in good standing with the school.

### **Graduation Honors (reference Board Policy 505.4)**

On completion of the course of study in the High School, the administration shall award:

High Honors	4.0 and above weighted- GPA
Honors	3.9-3.99 weighted-GPA

### **Field/Activity Trips**

Teachers will schedule field trips at least one month in advance with the high school principal. The student is expected to get his/her work for the classes being missed completed in advance and sign out with each teacher. This completed sign out sheet, including parent signature, should be turned into faculty supervisor prior to departing on the field trip. If a student fails to obtain all faculty signatures, he/she will not attend the field trip. If such a case occurs that the student did attend without appropriate signatures, he/she will may receive consequences at the discretion of the administration. The faculty supervisor will submit the checkout sheets and a list of students attending to the high school office.

All students going on school trips, including field and activity trips, will go in a school vehicle. At all school trips, students should remember that they are representatives of the Dallas Center-Grimes High School and are expected to act accordingly. Students will return on school transportation from all school trips, unless their parent or guardian personally contacts the sponsor in charge and gives a note to allow their son or daughter to ride home with them or another parent.

### **National Honor Society**

The Dallas Center-Grimes High School is very proud of its academic standards and the academic accomplishments of its students. To that end, the National Honor Society is an important part of the school.

To be eligible for membership consideration, students must have a cumulative grade point average of 3.6. Additionally, potential members must meet high standards of leadership, service, and character. The faculty evaluates members of the sophomore, junior, and senior classes. Leadership is based upon resourcefulness, positively influencing peers, successfully holding school offices, and delegating responsibility. Service is based upon participation in activities both in and out of school, doing committee and staff work willingly, and volunteering for extra duties. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty.

The selection process and procedure, as outlined in the National Honor Society handbook, is available to all patrons upon request from the high school office.

### **Family Nights and Sunday**

Wednesday night is family night in our communities. The school will schedule no activities after 7:00 p.m. on Wednesday. All students involved in any school activity are to be out of the building and off school grounds prior to 7:00 p.m. on Wednesday during the school year. There will not be regularly planned activities on Sunday.

### **Good Conduct Code**

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 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 drill 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 vape/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 Within the Student's High School Career:**

The student will be ineligible for 25% of the scheduled contest dates 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 Within the Student's High School Career:**

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 Within the Student's High School Career:**

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

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

The student will be ineligible for the remainder of the student's high 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 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.

#### **Academic Activity Eligibility**

Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each semester. This would include Physical Education and Driver Education classes taken at the school.

Subject to the provision below regarding contestants in interscholastic baseball or softball, if at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contest and for 30 calendar days from the first competition date for that sport as established by the governing association. A grading period at DC-G is defined as a semester grade.

Students participating in Music or Speech/Debate activities are subject to the Department of Education/Iowa High School Speech Association and Iowa High School Music Association guidelines at the conclusion of each semester. A student who receives a failing grade at the end of the semester will be ineligible to participate in extracurricular activities which would not affect their classroom marks in the following semester. The period of ineligibility will be 30 calendar days from the beginning of the next semester. The penalty may or may not be served, depending on the competitions scheduled and activities involved.

A student who withdraws from a class during the semester will receive a failing grade in that class as a result of his/her withdrawal will be subject to the above ineligibility. A

student who withdraws from a class prior to the guideline established for withdrawal from a class will not be subject to penalty under this policy.

Students who receive incomplete grades at the end of a semester and have documented reasons (i.e. serious health issues) for the incomplete will have two weeks following the semester to complete the work. This must be determined in advance of the end of the semester and determined by the administration. If the grade is posted as an "F", the student will start their period of ineligibility the next school day. A student who has an incomplete grade without documented reasons (lack of work completion) will be ineligible until the final grade is determined.

A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, toward the goals and objectives on the student's individualized education program. This determination will include student effort, work completion, and whether the student is seeking needed extra help.

If a student goes two consecutive semesters with no failing grades, any penalty that has not been served will be waived.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility, the student will be ineligible at DCG until the penalty is served.

A student must complete the activity season they are in for any ineligibility to be counted as served.

If a student is in a music/speech activity and an athletic activity they must serve the ineligibility periods for both.

The academic policy will take priority over a Good Conduct Code violation and the ineligibility periods will be served consecutively, unless the student has received a Good Conduct Code violation prior to the issuance of the academic penalty or prior to the end of the previous semester, in which case the student will serve the ineligibility penalties concurrently.

The first calendar day of ineligibility will be the first day of classes of the first semester and the second weekday following the end of the 2<sup>nd</sup> semester.

Direct extensions of the curriculum, which are not extra-curricular contests or competition, will not be subject to this policy.

In addition, students must meet eligibility requirements during semester as follows:

1. Student must be passing **four** classes at 2 1/2 weeks and **five** classes at 4 1/2 wks, 6 1/2 wks and at quarter (report card time) to remain eligible. This would include Band and Vocal.
2. If eligibility #1 is met and a student is failing the same class two consecutive Progress Reports (including report cards) the student must be making progress (handing in work, seeking extra help, showing improvement in grades) in the class to retain eligibility. If they are not making progress in the class, the student is ineligible for a minimum of one calendar week.

### **Participation in Co-Curricular Activities**

All students in co-curricular activities are to adhere strictly to the rules which the coach or director stipulates. The coach or director will provide these rules in writing and review them with the participants.

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

### **Daily Participation**

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.

### **General Activity Rules**

Once a student enters a school activity (i.e. athletic or fine arts performance, dance, etc.), he/she may not leave and reenter without the permission of the administrator on duty.

Any student that leaves without permission will not be readmitted. This includes both indoor and outdoor activities.

Students' guests for dances or other school-sponsored, private activities must be high school age and under 21.

Students are expected to conduct themselves appropriately and demonstrate good sportsmanship while attending school activities. If a student becomes disruptive or demonstrates disrespect or poor sportsmanship, the administration or designee may remove them from the premises.

The student must be present the entire afternoon in order to attend as a spectator that evening. If a participant, attendance for the entire day is required.

### **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 in that activity 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 taking place.

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.

### **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.

### **Students Elected to Student Council or Class Officer**

Students that are elected or selected by the sponsor to either of these positions must be in good standing in the school and have passed all their classes the previous semester. Removal from office may result if a student fails one or more classes, does not fulfill his/her obligations, causes disruptions at school, or displays disrespect toward the staff. The student will be given a warning in writing if his/her office is in jeopardy.

### **Student Illness or Injury at School**

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

### **School Nurse-Student Relationship**

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

- Students returning after four or more days of illness shall report to the nurse. The nurse will indicate to the secretary if it is permissible to admit the student to school.
- Students who wish to leave school due to illness must report to the nurse. The nurse must give permission before the students will be allowed to leave. If the nurse is unavailable, the secretary or principal will make the decision after consultation with

the nurse. In all cases, the parents will be notified before the student may leave the building.

- Students asking to be excused from PE class due to illness will report to the nurse.
- The nurse will serve as a resource person to all students who have questions or concerns relating to health matters.
- The nurse will administer medication with written permission from the student's parent or guardian. All medications must be brought to school in the original container from the pharmacy and will be kept under the nurse's supervision. Students may not carry any medication at school without expressed permission from the school nurse. The school nurse may administer over-the-counter medicine with written permission from the parent or guardian. Students will furnish their own over-the-counter medication.
- Medication will be stored in a secured cabinet.

Temporary exclusion is recommended when:

- The illness prevents the student from participating comfortably in activities as observed by the school staff.
- The illness results in a greater need for care than the school staff determine they can provide without compromising their ability to care for other students
- The student has the following conditions, unless a health professional determines the student's condition does not require exclusion:
- The student appears severely ill—Could include lethargy, lack of responsiveness, irritability, persistent crying, 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
  - Fever as a single symptom is not a valid reason for exclusion.

### **Educational Records**

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:



(1) The right to inspect and review the student's education records within 45 days of receipt of the request.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate. They should write the school principal, *[or appropriate school official]* clearly identify the part of the record they want changed, and specify why it is inaccurate. If the district decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff law enforcement unit personnel and certain volunteers); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW,  
Washington, DC, 20202-4605

or visit their website at: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> for more information.

### **Healthy Kids Act**

The requirement for graduates to complete a CPR certification course will begin with the graduating class of 2011-2012.

**Physical activity timeline – Beginning July 1, 2009**, school districts must ensure that physically able pupils in grades six through twelve shall engage in physical activity for a minimum of **120 minutes** per week in which there are at least five school days of school.

**Physical activity overview** – First, “physical activity” means “*any movement, manipulation, or exertion of the body that can lead to improved levels of physical fitness and quality of life.*”

Students in grades nine through twelve may meet the 120-minute physical activity requirement by participation in the following activities including, but not limited to:

1. Interscholastic athletics sponsored by the Iowa High School Athletic Association or Iowa Girls High School Athletic Union;
2. School-sponsored marching band, show choir, dance, drill, cheer, or similar activities;
3. Non-school gymnastics, dance, team sports, individual sports; or
4. Similar endeavors that involve movement, manipulation, or exertion of the body. [This may include work activities, such as on the family farm or at the local grocery store, if work meeting the above definition of physical activity is involved.]

If the physical activity is to be met in full or in part by a student using one or more non-school activities, then the school shall enter into a written agreement with the student.

The **written physical activity agreement** must meet the following requirements:

1. It shall state the nature of the activity and the starting and ending dates of the activity, and shall provide sufficient information about the duration of time of the activity each week.
2. It shall be signed by the school principal or principal’s designee.
3. It shall be signed by at least one parent or guardian of the student if the student is a minor.
4. It shall be signed by the student, regardless of the student’s age.

5. The agreement may be no longer than one school year.

If a student's parent or guardian files a written statement with the school principal that the physical activity requirement conflicts with the student's religious beliefs, then the school shall not require the performance of such activities.

The monitoring process will take place through the Physical Education department and may be done electronically.