



Dallas Center-Grimes
Community School District

Elementary Student Handbook

2020 - 2021



Dallas Center-Grimes
Community School District

Mission Statement

Empowering students to take charge of their future.

ELEMENTARY SCHOOLS

Dallas Center Elementary (K-5)
1200 13th St.
Dallas Center, IA 50063
Phone: 515-992-3838
Fax: 515-992-3467
Principal: Deb Cale

Heritage Elementary
500 NE Beaverbrook Dr.
Grimes, IA 50111
Phone: 515-300-9627
Fax: 515-300-9630
Principal: Diann Williamson

North Ridge Elementary
400 NW 27th St.
Grimes, IA 50111
Phone: 515-986-5674
Fax: 515-986-5376
Principal: April Heitland

South Prairie Elementary
500 South James St.
Grimes, IA 50111
Phone: 515-986-4057
Fax: 515-986-4532

DISTRICT ADMINISTRATION OFFICE

2504 West 1st Street
Grimes, IA 50111
Phone: 515-996-3838

Superintendent
Scott Grimes

Associate Superintendent
Jill Van Workem

Business Manager
Michelle Wearmouth

Director of Student Services
Mary Jane Stites

Director of Teaching and Learning
Lisa Clayberg

Director of Transportation
Jeff Wolfe

Director of Communications
Anne Wemhoff

Director of Technology
Mike Hoskins

Board of Education

Doug Rants Ryan Carpenter
Sara Wilson Mark Bejarno
Mark Wills
Kathie Hicock
Ronnie Weideman

Purpose of this Handbook

This handbook has been developed for both the students and their parents/guardians. Every effort has been made to summarize school regulations so that students and parents/guardians will have a basic understanding of the expectations for students. Each student is accountable for the handbook's content. More detail can be found in the School Board Policies located on the district's web site, www.dcgschools.com. 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

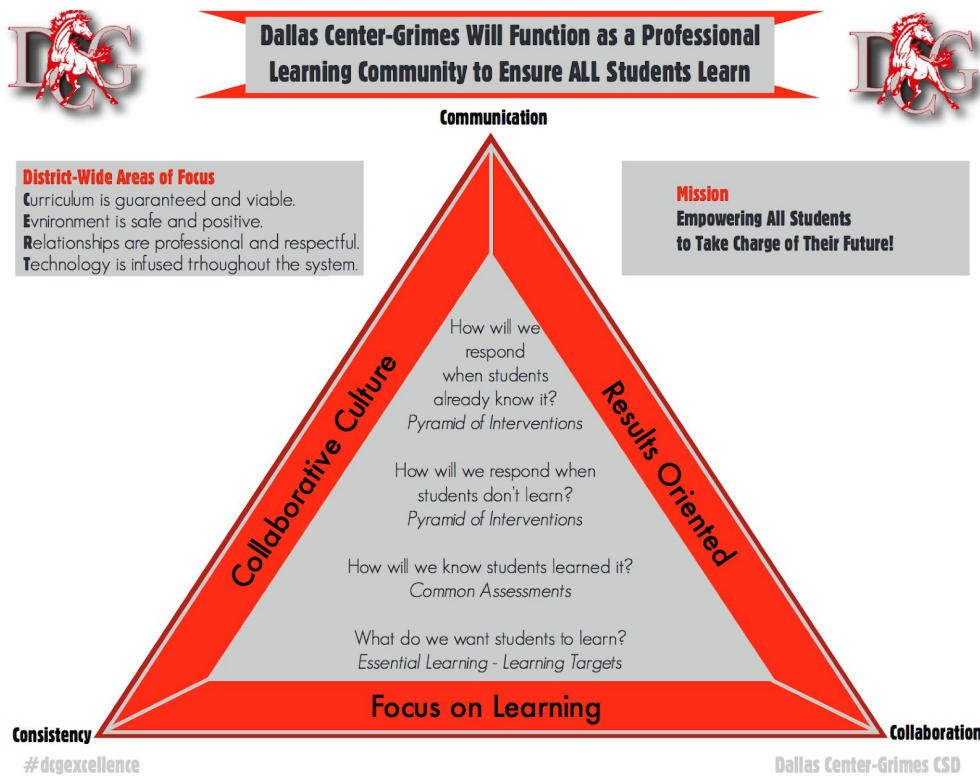
teaching are employed in the constant search for ways to expand success, experiences, and support for all our students every day.

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.



Building Schedule

School hours are from 8:10 a.m. to 3:15 p.m. Students are not to arrive before 7:45 a.m. unless arriving on a route bus or departing on a shuttle bus. Students will not be permitted to leave the school grounds after arrival unless escorted by school personnel or by request from parents/guardians. Students who return to class or arrive after the school day has begun must be accompanied by a parent/guardian or the office must receive a phone call or a signed note from the parent/guardian. Drop off and pick up procedures for each building are located in Appendix A.

Students may not remain in the building or on the school grounds after school unless they are participating in a scheduled event or are under supervision of a staff member. Students who are receiving assistance from a teacher may stay after the regular school day, provided they have permission from the teacher and their parents.

Supervision is not provided before or beyond the regularly scheduled school hours for any other reason.

Early Dismissals for Professional Development

Early dismissals, closings, or emergency information is communicated through a messaging system called, Thrillshare. This can be done by phone, text and/or email. Please refer to www.dcgschools.com for additional information, notifications will appear on the front page of the website. Such information will also be announced on local television and radio stations during the public service announcements. Plan now to use those free hours to take care of some of your child's out-of-school needs (medical and dental appointments).

Six-Day Schedule

Our schools operate on a six-day schedule instead of Monday - Friday (five days). Our days are known as Day 1, 2, 3, 4, 5 and 6. Through this schedule, whenever days of school are missed because of inclement weather or holidays, students do not miss their related arts subjects. The day missed will be the next day that students attend. (EXAMPLE: If Day 2 was on a Wednesday and we missed it because of a school cancellation, Thursday would again be a Day 2.) In this way, the continuum of the curriculum is not altered and important instructional skills remain in sequence. Students will have PE, Art, Guidance, Music, and Library. Fifth grade students can also participate in Band.

Attendance

Consistent and punctual attendance is of vital importance in order to receive maximum benefit from the instructional program, develop habits of punctuality, respect, self-discipline and responsibility and to assist in keeping disruption of the educational environment to a minimum. Students will be expected to attend classes regularly and be on time. Irregular attendance or tardiness by students not only impedes their own studies but also interferes with the progress and studies of those students who are regular and prompt in attendance.

Attendance is a shared responsibility and requires cooperation and communication among students, parents and school. If your child is absent, please call or email the office. All notifications regarding full-day absences, leaving early, arriving late, etc. need to go through the office rather than through the classroom teacher. The school determines whether an

absence is excused or unexcused. Attendance letters will be sent home to communicate when absences reach ten percent or more.

When to come to school and why attendance is important

While we certainly understand that illnesses and special circumstances are bound to happen, especially with children, please do your best to help your children be at school every day.

Avoid scheduling appointments during the school day, when possible. Here are a few things to keep in mind when considering your child's school attendance:

- Research shows that missing 10 percent of a school year, or two days a month, negatively affects a student's academic performance.
- Poor attendance can influence whether children read proficiently by the end of third grade.
- When students improve their attendance rates, they improve the likelihood of school success academically and socially.
- All students in a classroom may suffer when even one student is chronically absent. The inconsistency can hamper a teacher's ability to engage all students and meet their learning needs.

The following rules or guides will be followed in the elementary schools concerning absences and tardiness for students in kindergarten through fifth grade.

Absent

A student arriving after 10:00 a.m. will be marked absent for the morning. A student leaving after 10:00 a.m. and before 1:30 p.m. will be marked absent for the afternoon.

Excused Absences

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

Unexcused Absences

- Oversleeping
- Missing the bus or a ride
- Shopping and concerts
- Hunting or fishing (unless on a planned family trip)
- Preparations and participation of party or other celebrations

Tardy

If the student arrives after 8:10 a.m. and before 10:00 a.m., the student is to be counted tardy. The only exception to this is if the student is absent for a medical appointment in which case the parent must notify the school or provide a doctor's excuse upon return.

If a student is too ill to attend school all day, he/she is also too ill to appear in public that school day or to participate in any school activities.

An attempt should be made to schedule healthcare appointments outside of regular school hours. Please attempt to schedule routine appointments according to our school calendar for days school is not in session or on early dismissal days.

As a part of our established procedure of accounting for students each day, we would appreciate it if you would **call the school secretary by 8:30 a.m. if your child will not be attending school that day or will be late.** You may also choose to leave a message on the voicemail system at your child's school prior to 8 a.m. or anytime after 4 p.m. When a student arrives to school after 8:10 a.m., he/she must check-in with the office and the student will be given a pass to class.

Leaving School During the Day

Students leaving school during the day for any reason should contact the school in advance, stating the reason for the absence. Any student leaving school during the day must be signed out by an adult and signed back in if they return before the end of the day. Students are not allowed to walk home by themselves during the school day. **No student will be allowed to leave the school during the day with any adult other than a parent or guardian unless proper permission is given by the parent/guardian in a note or parent phone call.**

Procedures for Excessive Absences and/or Tardiness

- The first absence/tardy letter may be generated by the secretary, signed by the principal and mailed to the student's home.
- An entry may be logged in Infinite Campus by the secretary to note that the first contact has been made in regard to the student's absences/tardiness.
The second absence/tardy letter may be generated by the secretary, signed by the principal and mailed to the student's home.
The principal may call the student's parent(s) to notify them that another letter has been sent.
- A meeting may be held to discuss the student's excessive absences/tardiness and determine appropriate action.
- An entry may be logged in Infinite Campus by the principal to note the outcome of the meeting. Truancy will be dealt with by the building principal. The student may be required to make up the time missed from school.

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

Communication

The Dallas Center-Grimes School District values communication between home and school and throughout the community. We will be communicating with you frequently throughout the year through the following modes of communication:

- Building weekly communication sent via email or Parent Portal in Infinite Campus
- Mustang Monthly, district-wide newsletter, mailed and emailed to families
- Building Facebook pages
- Teachers will share classroom updates and information about student learning in the classroom
- Parent-teacher conferences are held twice a year. **There will be only one conference scheduled per child.** Babysitting will be provided at conferences for siblings.
- Parents may call at any time for an informal phone conference within the child's school day at the teacher's/parent's convenience.
- Students receive report cards electronically at the end of each quarter
- Email addresses can be found on our website at www.dcgschools.com by going to each school for the staff directory

Staff members do not have a break from teaching to check email during the day. If you have other information for your student or a teacher, please contact the office and they will make sure your message is delivered before school is dismissed.

Grading

By using multiple pieces of assessment information, we are able to determine whether or not your child is progressing towards the essential learnings. This progress is communicated to you quarterly through our report cards.

The report card will use C, P, and N to classify your child's level of proficiency for specific grade level academic areas.

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

Field Trips

Before each field trip the teacher will send home basic information regarding that particular experience. This information will also include a form to be signed if you want your child to participate. This form must be returned to the school prior to the field trip. Parent chaperones may be requested if extra supervision is needed. Occasionally, class trips out of the building will be scheduled which are still within our district. These trips may include bus travel or walks to

Spurgeon Manor, Middle School, High School, local libraries or local business. Parents will be reminded of these class trips through a newsletter or a memo from the classroom teacher. A signed permission slip is not required for each in-district class trip.

Flier Distribution

eBackpack is Dallas Center-Grimes School District's "green" approach to distributing information from school sponsored activities and non-profit organizations. All fliers must be approved at the District Administration Office. eBackpack can be accessed by visiting <http://dcgbackpack.blogspot.com/>

Thrillshare

Dallas Center-Grimes School District uses a notification system called Thrillshare. Thrillshare is a fully hosted notification platform used to connect parents, students and staff through voice, SMS text, email and social media. DCG will be using Thrillshare for emergency and general notifications. This includes notifications such as building information, bus updates, late starts or other emergency situations that may arise during or after school hours. Thrillshare fully integrates with Infinite Campus, so there is no list for parents to sign up.

Expectations for Students

Cell Phones & Communication/Recording Devices

Students are allowed to bring a cell phone to school for before or after school use only. However, all cell phones must remain with power off and in a backpack during the school day (8:10 a.m. to 3:10 p.m.). Students may not have the phone in their pocket during the day. This includes recess and lunch.

Please do not communicate with your student via the cell phone or communication/recording device during the school day; call the school office if you need to communicate with your child and they will get a note to them. .

If students choose not to follow this policy, their cell phones or communication/recording devices may be kept in the office. The DCG School District and its staff are not liable for lost or stolen cell phones or other personal property. Final determination regarding cell phones and communication/recording devices may be made at the individual building level.

Students Leaving the Building Without Permission

It is our desire that all students remain safe and make good choices while at school. In the event a student leaves the building and/or school grounds without permission, it will be standard protocol for the school to alert the police department.

Flowers/Balloons

We ask that balloon bouquets, flowers, etc. are not delivered to school for your child. This causes disruption to the class and disappointment to those never receiving the same. If they are delivered, they will not be given to your child until dismissal time. We appreciate your cooperation in these matters.

Grooming

We rely on your good judgement to help your child dress appropriately for school. School personnel will make the final determination of the appropriateness of the student's attire. Students may be required to change their clothing if deemed inappropriate.

The following suggestions are a practical guide for students in Dallas Center-Grimes Community School District:

- Clothing with questionable monograms or patches should not be worn. This includes, but is not limited to, clothing that promotes objectionable or offensive language or behaviors, as well as, clothing that promotes alcoholic beverages or any other substances that are inappropriate for minors.
- No bare midriffs will be allowed and/or belly buttons being visible. Students are not allowed to wear short shorts to school.
- Winter recess requires clothing items such as heavy coats, boots, snow pants, mittens and hats. Without such clothing, a recess period or lunch break spent outside can be a discomfort for your child. Boots, in particular, are needed on snowy or wet days. If your child does not wear boots, he/she will be restricted to a small area of the playground that is free of snow or puddles. We go outside for recess daily when the wind chill is ten degrees or above.
- Please make certain your child's dress does not interfere with his or her learning process.
- Students may not wear hats in school unless for a special occasion or reward earned and approved by the building principal.

Lost & Found

A lost and found center is kept at school. Items found should be turned in there. Articles should be labeled with student name, especially coats, boots, gloves and bags. Each winter, spring, and summer break, all lost and found will be donated to the nurse's office or a shelter within our community. Items of value are kept in the office.

Money

Students should not carry extra money to school. Lunch money and field trip money should be sent in a sealed envelope marked with both the student's and teacher's name. You should also be concerned if your child suddenly has extra money found at school, or if he/she comes home with items bought from other students. Students are not allowed to sell or trade items of any kind at school.

Party Invitations

Invitations to private parties **will not** be passed out at school. **It is the policy of the district that we cannot give out addresses, phone numbers or email addresses of our students for any reason, including party invitations.**

Pets

VISITING PETS ARE PROHIBITED in our schools unless they are service animals or part of the approved classroom curriculum unit.

Recess

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

If a child is physically unable to be outside, please send a note explaining the situation to his/her teacher. **Children remaining indoors for recess longer than two days will need a written excuse from the doctor**

Riding of Bikes, Roller Blades, Scooters, Skateboards & Wheeled Shoes (K-5)

Students are allowed to ride bikes, roller blades, scooters and skateboards to school with parent permission. Students must walk their bike and/or carry their roller blades, scooters and skateboards once they are on school property. Bikes must be parked in the bike racks (optional for scooters). Locking bikes and properly storing scooters, roller blades and skateboards, as well as, wearing helmets and related safety equipment is recommended. The school is not responsible for lost or stolen bikes, scooters, roller blades, skateboards and related equipment.

Due to safety concerns and disruption of instruction, students are not allowed to wear shoes with wheels to school with the wheels in them. If a student does choose to wear his/her wheeled shoes to school, he/she must remove the wheels prior to coming to school and leave the wheels at home.

School Parties

Classroom Parties are planned for Winter Break and Valentine's Day for 45 minutes or less. The date and time are determined by each classroom teacher. Treats must be pre-packaged (not homemade) and should not contain peanut products. Red juice is not permitted in the classrooms. Birthday parties are not permitted at school, but a child may choose to bring treats for classroom distribution. Snacks must be store bought and in original packaging. For more information regarding life-threatening allergies, please see [School Board Policy 504.16](#).

School Property

All desks and lockers in the buildings are the property of the Dallas Center-Grimes Community Schools and remain the school property even though they are temporarily assigned to students. Students are to use desks and lockers only for the storage of school-related books, school materials, outerwear clothing, and possessions ordinarily used in day-to-day school activities. For more information on search and seizure, please see [School Board Policy 502.5](#).

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

Technology

Students will have access to **technology** in our school. The Dallas Center-Grimes School District offers an opportunity for students to access the internet. The vast domain of information contained within internet libraries can provide unlimited opportunities for students.

Students will abide by the following:

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

Consequences:

First offense: Student is given a written reprimand and a copy of it is sent home to parents. Student loses access to the internet for one week. Other disciplinary action may be taken.

Second Offense: Student is given a written reprimand and a copy of it is sent home to parents. Student loses access to the internet for the remainder of the school year. Other disciplinary action may be taken.

The principal may determine consequences depending on the severity of offense.

Telephone Messages

Plan ahead before inclement weather so your child knows where to go and with whom. School phone lines become busy when the early dismissal has been announced. Except in an emergency, we do not call students to the telephone. If necessary, please call the office, and we will deliver a message. Students will not be permitted to use the telephone except in **cases of emergency**. We ask parents to plan with their child where they are to go after school or in case of early dismissals caused by inclement weather or other emergencies.

Toys/Electronics at School

Students who bring personal items to school assume all risks, including theft, associated with that item. Students should not bring personal items to school unless the items are related to specific classroom activities. Trading of items is not allowed. If a staff member feels that any item a student has brought to school is disruptive to learning or potentially dangerous to the individual student or another person, that staff member may take the item(s) from the student. The item(s) in contention, especially if potentially dangerous to the student or another person, will be brought to the attention of the principal. The following items are not allowed to be used during school (8:10-3:15): toys, electronic game systems, iPods, cell phones, or trading cards. Exceptions may be made at the building level for instructional purposes.

Health and Safety

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

Contact Information:

Dallas Center Elementary Cara Piepho, RN cara.piepho@dcschools.com Deb Siegel, Health Associate deb.siegel@dcschools.com	Heritage Elementary Sara Walsh, RN sara.walsh@dcschools.com	North Ridge Elementary Stephanie Rupp, RN stephanie.rupp@dcschools.com	South Prairie Elementary Sarah Walsh, RN sara.walsh@dcschools.com Diana Stocker, Health Associate diana.stocker@dcschools.com
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Please do not send your child to school if he/she is ill. **Your child should have a normal temperature for 72 hours before returning to school without the use of fever reducing medication.** Children who participate in school activities during the day or evening are to attend school all day the day of the activity. Written permission to be absent, any time before the activity, will be the only exception to this situation. (Example: dental appointment, funeral, non-illness appointment)

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

Fever (temperature 100.4 or greater) -

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

*For the purpose of this guidance, fever is defined as subjective fever (feeling feverish) or a measured temperature of 100.4°F (38°C) or higher. Note that fever may be intermittent or may not be present in some people, such as those who are elderly, immunocompromised, or certain taking fever reducing medications (e.g., nonsteroidal anti-inflammatory drugs [NSAIDS]).

*Any student with a fever of 100.4 or above and with additional symptoms consistent with influenza or COVID-19 will be asked by the school nurse to wear a mask and be placed in an isolated area until the student can be picked up by a parent or emergency contact. This is to protect others from potential exposure.

RECOMMEND REMOVE the line that states Note: Fever as a singly symptom is not a valid reason for exclusion

https://idph.iowa.gov/Portals/1/Files/HCCI/childhood_illness.pdf

In case a student has an accident or is seriously ill while at school, every attempt will be made to notify the parent, guardian or designee. If all were unavailable, your child's physician (or dentist if a dental injury) would be contacted for instructions. If that person is unavailable, the school will make whatever arrangements seem necessary, including ambulance transportation

to the emergency room if required. Thus it is important that the information on the emergency sheet filled out at registration is accurate and as complete as possible. **Parents should notify the school of any change in information contained on this sheet.**

Required Immunizations and Kindergarten Health Form

A student enrolling for the first time in a school in the district shall submit a certificate of immunization in compliance with the Iowa school immunization law. As this Iowa Immunization Law is revised, all students, kindergarten through twelfth grade, must update any required immunizations. Students may be exempt from this requirement for medical or religious reasons as outlined in the Iowa Code.

A kindergarten student enrolling for the first time in school in the district shall submit a certificate of health from a licensed physician. Each student must re-submit an up-to-date certificate of health upon request of the superintendent of schools or his delegated representative.

Medication Guidelines At School

Students are not allowed to have medications with them at school. All medication (prescription and over the counter) must be kept in the health office and will be administered under the supervision of the school nurse or delegated trained school employee. Administration of medication at school requires a parent/guardian signature on the district Medication Authorization Form, which can be found in Appendix C, on the district's website under forms, or in the school Health Office. Medication must be brought in the original container or labeled by the pharmacy or the manufacturer with the name of the student, name of the medication, time of day that it is to be given, dosage and duration. Medications must be age-appropriate and will be administered according to label recommendations.

Students in grades K-5 must supply all medications to be given at school with parent/guardian consent. Elementary schools will **not** have stock medications available. The authorization form is available in Appendix C, on the district's website under the forms section or in the Health Offices.

EFR

DCG Community School District offers a student assistance program for our families. The program is designed to provide assistance to young people who are experiencing difficulties in a variety of areas. These areas of difficulty could include, but are not limited to, parental relationships, eating disorders, substance abuse, peer relationships, depression, self-esteem, suicidal tendencies, or poor academic progress.

The student assistance program has professional counselors available 24 hours a day, 7 days a week to address student needs. Confidential counseling, evaluation and referral services are available to all students and their family members at no cost. Students and their immediate family members can call the SAP directly at 800-327-4692 or look online at

CPR/First Aid

There are CPR/First Aid certified personnel and Medical Response personnel in each building to immediately respond to emergency situations during school hours.

Head Lice

The School District follows treatment guidelines for managing head lice developed by the Iowa Department of Education Public Health. Current guidelines state the following: "Children should remain in school for the rest of the day if head lice are detected. Notify parents by phone, provide educational materials on treatment and review treatment protocols. It is reasonable to expect that treatment be started before the child returns to school the next day."

To keep the incidence of head lice from being transmitted, parents are asked to check all family members for head lice regularly and to treat those found to have live lice or new eggs. If lice are found, parents are asked to notify the school nurse so that the incidence of lice in the school can be monitored. If you have questions about the district's head lice guidelines or need assistance in the treatment of lice, please contact your school nurse.

Illness Procedures

Students with the following symptoms will be sent home:

- Temperature of 100 or above (oral) or equivalent (normal temperature for 24 hours before returning to school)
- Vomiting (free from vomiting for 24 hours before returning to school)
- Diarrhea (free from diarrhea for 24 hours before returning to school)
- Unexplained abdominal pain
- Severe cold and/or cough
- Unexplained skin eruptions or rash
- Swelling, redness, tenderness, discharge of eyes (requires a doctor's diagnosis and treatment, if needed, or until symptoms are gone)
- Communicable disease (requires a doctor's diagnosis and treatment, if needed, or until symptoms are gone)
- Any health condition that in the nurse's judgment is of concern for the child's or other's health

Fire & Tornado Drills

Fire and tornado drills are held each semester so that students may become familiar with the proper procedures. We take every precaution to see that your child is safe at all times. Drills may be held without warning. There is an exit plan in each room with specific procedures in place in each school. Students are expected to walk quickly and quietly in an orderly manner during these drills so all may be safe.

Parent/Guardian Responsibility

Parents/Guardians will be responsible for communicating information to the office/nursing staff and school nurse regarding illnesses, accidents, medication, physical education restrictions, communicable diseases, treatments or pertinent medical and dental information. Parents are also responsible for informing the school of any changes of information on the health and emergency forms to include emergency contacts. It is important for school staff to be able to contact parents/guardians in a timely manner.

PE Guidelines

State education laws require that all students be enrolled in and participate in a course of

Physical Education. **Students are required to participate in all PE classes.** If a physician feels that a student should not participate or should only participate on a limited basis, parents must obtain a note from the physician with all restrictions noted and give this to the school nurse. Once the student is cleared by their physician to return to all activities, a clearance note must be given to the school nurse. In the case of an unexpected injury or illness, the school nurse may determine if a student is unable to participate in PE activities.

Nutrition Services

Breakfast & Lunch

Students will enter their district issued student I.D. number when checking out at the cash register via a secured keypad. If a student forgets their student I.D number, lunch clerks will look up their number. For the younger students, special training will take place at the beginning of the year until they have their I.D. number memorized.

Breakfast served by school personnel is available daily for students in the cafeteria of your child's school. Breakfast is served from 7:45-8:05 a.m. Tardy time is 8:10 a.m. so students must be in their classrooms at that time. Please plan accordingly if your child wishes to eat school breakfast. Those students riding buses must go directly to the cafeteria upon arrival so they may eat breakfast and not be tardy.

Nutrition Pricing and Payments

Prepayments for accounts can be made online through RevTrak. All deposits will go into one nutrition account. Check and cash payments can be sent to the school. Low balance email alerts are available in RevTrak.

Breakfast Prices

- Grade K-5: \$1.85

Lunch Prices

- Grades K-5: \$2.85
- Adult: \$3.75
- Milk: \$0.50

Free/Reduced Meals Pricing

Information concerning free or reduced priced meals is available on the district's website under <https://dcgschools.com/wp-content/uploads/2019/06/Letter-to-Parents-Iowa-Eligibility-2019-2020-Free-Reduced.pdf>

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of

student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Administration Office (992-3866) for a waiver form. **This waiver does not carry over from year to year and must be completed annually.**

Menus & Monitoring Nutrition Accounts

Taher Services uses a system called RevTrak, which allows families to view their child's nutrition account, set up low balance email alerts, monitor/set spending limits, apply for free/reduced priced meals, view account history and view menus. Parents will be able to use one sign-in for multiple students. SchoolCafe website and direcons are available on the district's website under the nutrition link or by visiting www.schoolcafe.com.

Monthly menus are posted on our website at <https://dcgschools.com/nutrition-services/>

Classroom Treats

If there is a life-threatening allergy in a specific classroom, notes will be sent home with each student asking to avoid the allergy item in snacks and treats.

No Homemade Treats or Food Items for students will be brought into our schools either by parents or staff. All treats must be commercially prepared and packaged for distribution with intact ingredient labels. Classrooms with students who have life-threatening allergies may have more specific guidelines.

Taher Services Classroom Treats

Our department is "peanut/tree nut aware". You may purchase fresh baked cookies or cupcakes to be delivered to your child's classroom for their birthday.

Eating Lunch with Students

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

You may access lunch menus in the school office or on the district website, indicating the cost of meals and additional milk. Milk may also be purchased daily by students who bring cold lunches. Breakfast is available in each building. Pop is not allowed in the lunchroom for students or adult visitors. **Restaurant food is not to be brought into the lunchroom.** Parents may take children out to lunch or eat in an alternate setting.

No visitors during lunch the first two weeks or last two weeks of school.

We encourage and invite you to eat lunch with your child at school sometime during the year. You may pay for your lunch as you go through the lunch line using your child's nutrition account or in cash with exact change or small bills.

Food Allergies

Food allergies are becoming more common in our student population. Our goal is to make our schools as safe as possible for these students.

Lunchroom Procedures

Students have options for lunch. They include the regular lunch, or a sack lunch from home.

The school district requests that parents and students avoid including peanuts, peanut products and tree nuts in lunches and snacks.

All Elementary Schools will enforce the following lunchroom procedures:

- All students and staff are encouraged to wash their hands with soap and water
- All elementary lunchrooms will identify tables that will consistently be used for school purchased lunch and others for cold lunch.
- Should a student with a peanut or nut allergy choose to bring a cold lunch that student will eat his/her cold lunch at the same table as students eating school lunch.
- The school will also promote a "No Food Trading" and "No Utensil Sharing" policy.
- Lunchroom tables will be cleaned after each lunch period.
- Please do not send pop with your child's cold lunch, as he/she will not be allowed to drink it. Exceptions to this will only be made on field trip days, special outdoor activity days or our annual field days.

Negative Account Balances

In accordance with state and federal law, the Dallas - Center Grimes Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Kindergarten - Seventh Grade

Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than \$15 to this account. After a student's account is in arrears by \$15 or more and the parent/guardian does not make payment to the nutrient account, they will be notified that the Nutrition Service Department will provide an alternate reimbursable meal for breakfast and lunch. Payment for these meals will be charged to the student's account.

Deposits can be made online in RevTrak or money can be brought to the school office. Low and negative balance email alerts and text messages can be set up in SchoolCafe. Low and negative balance email alerts can be set up in RevTrak online payment system. Ala carte items are not part of the USDA program and are not allowed to be charged or purchased if a student has a negative balance.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal

charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Free and reduced priced meals are available to those families who qualify. Apply for free or reduced priced meals online or contact the Nutrition Service Department for an application.

Negative Account Balance Repayment

Negative balances of more than \$15 not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options for collection may include: collection agencies, small claims court, or any other legal method permitted by law.

PARENT/COMMUNITY INVOLVEMENT

Visiting a Classroom

Visitors are always welcome to our buildings. Please sign into the office upon arrival. Please feel free to visit your child's classroom and/or eat lunch with your child at any time **except the first two weeks or last two weeks of the school year**. A call/note to the teacher is appreciated so that schedules may be coordinated. Please do not expect a conference with your child's teacher when class is in session. **We discourage student's siblings from visiting school with parents, as their presence becomes a distraction to learning. Children unaccompanied by adults are not permitted to visit any elementary school.**

Visitor's Policy

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

Volunteers and visitors must sign in at the office and pick up a badge.

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

Visitors failing to conduct themselves accordingly may be asked to leave the premises.

We ask all visitors to check in at the school office and present a photo ID when they arrive at any building. When a visitor signs in at the office, he/she will receive a visitor sticker that he/she will be expected to wear during his/her stay in the building. Visitors are expected to sign out prior to leaving the building. Students and visitors to the school are not allowed to take photos or video unless they have permission from the staff or it fits under another policy exception (e.g. taking photos of performers at a public event).

We hope you understand that the reason for this policy lies in our desire for your children to be safe in the learning environment. We wish to be proactive and consider safety as we welcome

visitors into our buildings. This system serves as a means of letting all staff and children know that any strangers in the building have checked in at the office and are wearing visitor stickers.

Volunteers

If you want to be a volunteer, sign up at the fall open house or please contact your elementary office for more information. **We do criminal background checks on our volunteers to ensure safety in our schools.**

Field Trip Volunteers (K-5)

Our schools provide many educational field trips throughout the school year. The field trips are designed to enhance the curriculum for each grade level. **We are limited in the number of chaperones we are able to take on field trips. These limitations are imposed by the sites we visit as well as by the limited amount of space we have on school buses. Chaperones will be subject to a background check. Attendance for the field trip is marked as such in Infinite Campus. The attendance code shows FTSR (Field Trip School Related). Parents will get an email that their child has been out of the building the day of the field trip. This does not count against the child's attendance, but shows that they were out of the building.**

Student Discipline

To attain the highest standards of education in our district, it is necessary for the schools to work in cooperation with the community and home or parent/guardian, to achieve a high degree of discipline. It should be kept in mind that correctional discipline should be constructive and not just punitive. Students' conduct and behavior should be appropriate to maintain the orderly and efficient operation of the school while respecting the rights and privileges of all students, school personnel and members of the community.

Our district discipline policy is based on the premise that all students will be responsible for their own actions.

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

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

One goal of Dallas Center-Grimes CSD is to provide a safe and healthy learning environment for all people who enter our building. We teach our school-wide expectations so that students know and understand the specific guidelines for the hallway, lunchroom, bathroom, playground and classroom.

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

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 their school office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

We work hard to create a positive and safe environment; however, there are certain behaviors that are not tolerated and result in an **office referral**.

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

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

Student Information

Change of Address/Phone Numbers

If your address and/or phone numbers (including work and cell phones) change during the school year, please inform your child's school as soon as possible. **It is imperative that we know how to reach you at all times for the safety of your child.**

All address changes will be handled at the District Administrative Office. When a currently enrolled student has a change of address or transfers within the school district, residency must be verified at the District Administrative Office. There will be no exceptions. All mail will be sent to the previous address, and transportation will not be arranged until proper proof of residency is obtained.

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

Release of Student Photographs/Information

From time to time, our students are featured in newspaper articles, district newsletters, school web pages, etc. In the Dallas Center-Grimes Community School District, photographs or likenesses may be released without written consent unless parents or guardians of students under age 18 object in writing. Objections to release of information or photographs should be at the time of registration.

Transfer & Withdrawal

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

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

Transportation

Some students are transported by route or shuttle buses. Please go to our district website, www.dcgsschools.com and click on the Transportation link, to read about our bus rules, discipline policies, [Pay to Ride](#), and bus route schedules. Please contact our Director of Transportation, **Jeff Wolfe**, with any concerns and/or questions at jeff.wolfe@dcgsschools.com.

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

Consequences:

Students misbehaving on the bus will be issued a Bus Conduct Report from the bus driver. Students may be suspended or removed, depending on the offense and the frequency of misbehavior.

Appendix A

Arrival & Dismissal Routines by Building:

Dallas Center Elementary

Arrival Routines:

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

Dismissal Routines:

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

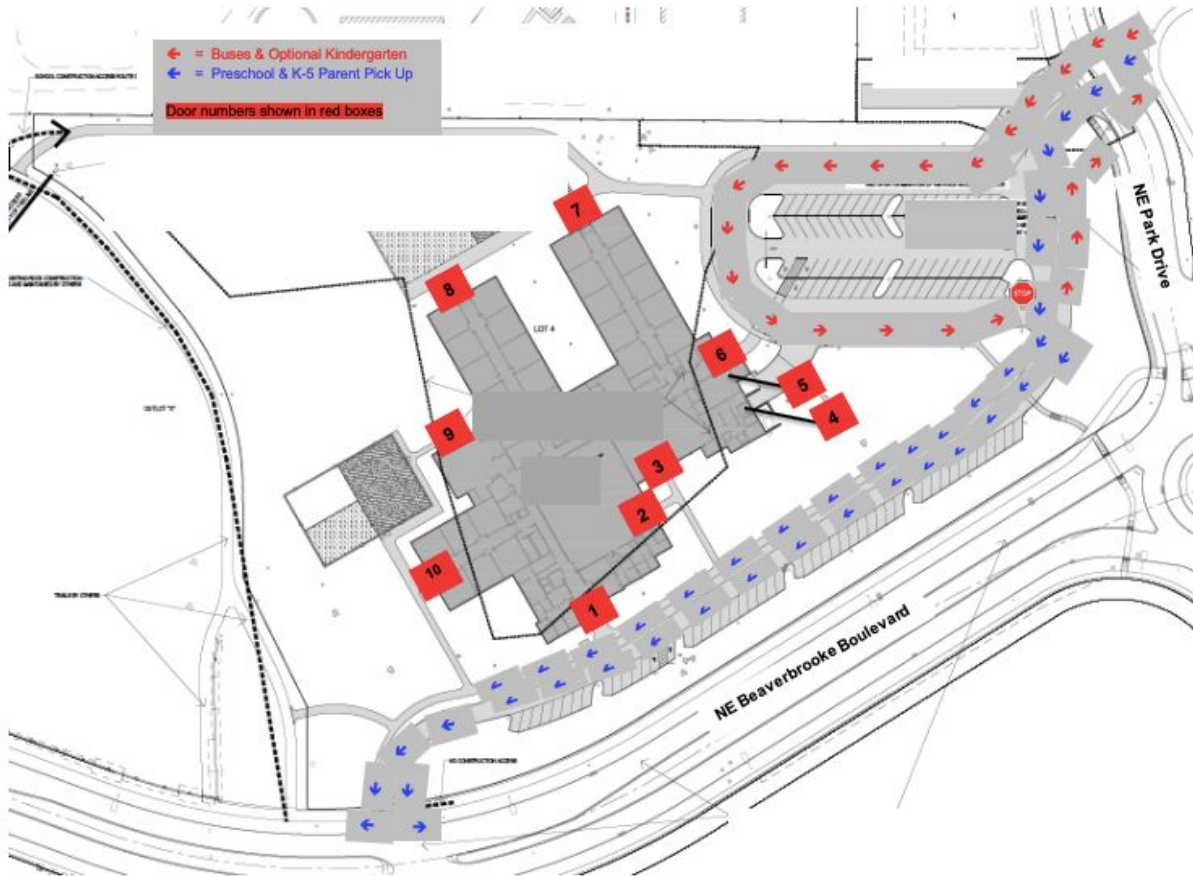
Parking and During School Hours Drop off:

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

Heritage Elementary

Arrival & Dismissal Routines

2020 - 2021



PRESCHOOL & OPTIONAL KINDERGARTEN

PREK ARRIVAL ROUTINES

(Start Times: 8:10 AM or 12:15 PM)

The building doors will open at 7:45 for students to enter in the morning.
The building doors will open at 12:00 for students to enter in the afternoon.

Bus & Daycare

- All buses and daycare vehicles will enter the parking lot and follow the route on the map above represented by the red arrows.
- Buses and daycare transportation will drop off students on the east side of the building. Students will enter through the east entrance door (#6).
- Staff will be present to assist students off the bus and into the school building.

- Once inside the building, students will go to the classroom.

Parent Drop-Off

- All cars will enter the parking lot and follow the route on the map above represented by the blue arrows. Please be attentive to the staff directing traffic.
- Students will be dropped off by parents at the front of the building. They will enter the building through the south main entrance door (#1).
- Staff will be present to assist students out of cars and into the school building.
- Once inside the building, students will go to the classroom.

PREK DISMISSAL ROUTINES

(End Times: 11:10 AM or 3:15 PM)

Bus & Daycare

- All buses and daycare vehicles will enter the parking lot and follow the route on the map above represented by the red arrows.
- Students riding a bus or attending a daycare (other than Kids Station) will be dismissed and be escorted to the designated location.
- Buses and daycare transportation will pick up students on the east side of the building. Students will exit through the east entrance door (#6).
- Staff will be present to assist students from the school building into the bus or daycare vehicle.

Parent Pick-Up

- Each parent will be issued a number on colored paper, which must be placed in the front passenger window. This ensures the number is easily viewable by staff as they are escorting students from the building to vehicles.
- Parents who wish to walk up to get their child from the building must first park their vehicle in a designated parking space and turn off the engine. Cars **cannot** be parked or left unattended in the pick-up line or in an area/space that is not a designated parking space
- Cars will enter the parking lot and follow the route on the map above represented by the blue arrows. Please be attentive to the staff directing traffic.
- Students will remain in the front hallway until the parent vehicle is within the pick-up section outside the front doors. Students will be escorted by staff from the building using front doors (#1).

OK ARRIVAL ROUTINES

(Start Times: 8:10 AM or 12:15 PM)

The building doors will open at 7:45 for students to enter in the morning.

The building doors will open at 12:00 for students to enter in the afternoon.

Kids Station (Heritage Before & After School Program)

- Optional kindergarten students enrolled in the Kids Station before school program at Heritage Elementary will enter the building through the south cafeteria door (#3). *This program is not available for preschool students.*

Bike Riders & Walkers

- Optional kindergarten students walking or riding a bike with older siblings will utilize the underpass path to access school grounds. Bikes will be parked in the bike rack near the building. Students will enter the building through the north playground door (#8) and go to the classroom.

Bus & Daycare

- All buses and daycare vehicles will enter the parking lot and follow the route on the map above represented by the red arrows.
- Buses and daycare transportation will drop off students on the east side of the building. Students will enter through the east entrance door (#6).
- Staff will be present to assist students off the bus and into the school building.
- Once inside the building, students will go to the classroom.

Parent Drop-Off

- All cars will enter the parking lot and follow the route on the map above represented by the red arrows. Please be attentive to the staff directing traffic.
- Students will be dropped off by parents at the east side of the building. They will enter the building through the east door (#6).
- Staff will be present to assist students out of cars and into the school building.
- Once inside the building, students will go to the classroom.

OK DISMISSAL ROUTINES

(End Times: 11:10 AM or 3:15 PM)

Kids Station (Heritage Before & After School Program)

- Optional Kindergarten students enrolled in the Kids Station after school program at Heritage Elementary will be dismissed and escorted by staff to the cafeteria.

Bike Riders & Walkers

- Optional kindergarten students walking or riding a bike with older siblings will be dismissed and picked up by the older sibling. They will exit the building using the east door (#6).
- Students will use the sidewalk to access the underpass path when leaving school grounds to ride/walk home. Bikes will be parked in the bike rack near the building.

Bus & Daycare

- All buses and daycare vehicles will enter the parking lot and follow the route on the map above represented by the red arrows.
- Students riding a bus or attending a daycare (other than *Kids Station*) will be dismissed and escorted to the designated location.
- Buses and daycare transportation will pick up students on the east side of the building. Students will exit through the east entrance door (#6).
- Staff will be present to assist students from the school building into the bus or daycare vehicle.

Parent Pick-Up

- Each parent will be issued a number on colored paper, which must be placed in the front passenger window. This ensures the number is easily viewable by staff as they are escorting students from the building to vehicles.

- Parents who wish to walk up to get their child from the building must first park their vehicle in a designated parking space and turn off the engine. Cars **cannot** be parked or left unattended in the pick-up line or in an area/space that is not a designated parking space
- Cars will enter the parking lot and follow the route on the map above represented by the **red** arrows. Please be attentive to staff assisting with traffic.
- Students will remain in the east hallway until the parent vehicle is within the pick-up section outside the east doors. Students will be escorted by staff from the building using the east doors (#6).

KINDERGARTEN - 5TH GRADE

K-5 ARRIVAL ROUTINES

The building doors will open at 7:45 for all students to enter in the morning. Breakfast will be available from 7:45-8:10 each morning in the cafeteria.

Kids Station (Heritage Before & After School Program)

- Kindergarten - 5th grade students enrolled in the Kids Station before school program at Heritage Elementary will enter the building through the south cafeteria door (#3).

Bike Riders & Walkers

- Kindergarten - 5th grade students walking or riding a bike to school will utilize the underpass path to access school grounds.
 - Bikes will be parked in the bike rack near the building.
 - Students in the purple hallway will enter through north door (#8) and students in the green hallway will enter through north door (#7).
 - Students eating breakfast will go directly to the cafeteria. Students not eating breakfast will go directly to the classroom.

Bus & Daycare

- All buses and daycare vehicles will enter the parking lot and follow the route on the map above represented by the **red** arrows.
- Buses and daycare transportation will drop off students on the east side of the building. Students will enter through the east entrance door (#6).
- Students not eating breakfast will go directly to the classroom.
- Students eating breakfast will go directly to the cafeteria. Students not eating breakfast will go directly to the classroom.

Parent Drop-Off

- All cars will enter the parking lot and follow the route on the map above represented by the **blue** arrows. Please be attentive to the staff directing traffic.
- Students being dropped off by parents will be dropped off at the front of the building. They will enter the building through the south main entrance door (#1).
- Students eating breakfast will go directly to the cafeteria. Students not eating breakfast will go directly to the classroom.

K-5 DISMISSAL ROUTINES

School dismisses at 3:15 each day.

Kid Station (*Heritage Before & After School Program*)

- Students enrolled in the Kids Station after school program at Heritage Elementary will meet in the cafeteria after dismissal.

Bike Riders & Walkers

- Students walking or riding a bike will exit the building using the north hallway doors. Students in the purple hallway will use hallway door (#8), and students in the green hallway will use hallway door (#7).
- Students walking or riding a bike will utilize the designated underpass path to exit school grounds.

Bus & Daycare

- All buses and daycare vehicles will enter the parking lot and follow the route on the map above represented by the red arrows.
- Students will go to the gym for supervision until the bus/daycare van arrives.
- Buses and daycare transportation will pick up students on the east side of the building. Students will exit through the east entrance door (#6). Staff will be present to supervise.

Parent Pick-Up

- All cars will enter the parking lot and follow the route on the map above represented by the blue arrows. Please be attentive to the staff directing traffic.
- When called, the purple hallway will exit gym door (#2), and the green hallway will exit cafeteria door (#3). Once outside, students will be escorted to their vehicle within the pick-up section.
- Cars cannot be parked or left unattended in the pick-up line or in an area/space that is not a designated parking space.

North Ridge Elementary

Morning Routines:

- If you drop your child off at North Ridge before 8:10, please do so in the west parking lot. They will be allowed to eat breakfast at 7:45. Children not eating breakfast will be supervised inside the building in specified locations. Students cannot be dropped off prior to 7:45 am, there is no supervision prior to 7:45.
- Students enrolled in the North Ridge School Age Childcare will enter the building through the north cafeteria door (door #11). Breakfast will be served at 7:30 for these students.
- Students riding buses will arrive anywhere from 7:45-8:00 depending on the route and will be dropped off at the front of the building. All students will enter the building through the front entrance (door #1).
- Students riding shuttle buses to Dallas Center may be dropped off at the north door (door #1). This shuttle leaves at 7:20.
- **Parents that wish to walk their students to the west door (#8) need to park in the Sports Complex parking lot.**

Afternoon Routines:

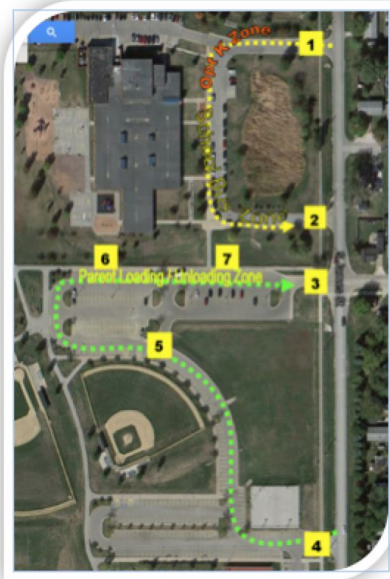
- All students are dismissed starting at 3:10.
- Students enrolled in the North Ridge School Age Childcare will walk to the cafeteria.
- K-1 bus riders will exit through door (#2). 2-5 bus riders will exit through door (#1).
- Students that are picked up by car will exit the building through the west doors (#8).
- **Parents that wish to walk to pick up their student need to park in the Sports Complex parking lot and walk to door #8.**

Parking and During School Hours Drop off:

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

South Prairie Elementary

Traffic flow for Morning and Afternoon Routines:



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

Morning Routines:

- Children enrolled in the Before and After program enter in the morning, using the North door near the kitchen. The daycare director is in charge of these children.
- Students eating breakfast enter Door 1 at 7:45 am and walk to the cafeteria.
- Doors are unlocked at 8:00 am. Teachers are in their rooms at 8:00 to receive children. Each door has a staff member supervising our students from 7:45-8:10. If your child is tardy, they will need to enter Door 1 and get a pass from the office.

Afternoon Routines:

- Students riding a bus, (including daycare buses) or those who are walkers/bike riders, will be dismissed at 3:10.
- Students being picked up by parents will be dismissed at 3:15. Students will be taken to the space for their grade along the fence for pickup. Siblings in more than one grade level should go to the area for the youngest child.
- Daycare children will meet at designated places within the building with their daycare providers.
- Please make sure your child is picked up before 3:30 at the latest as there is no supervision of staff beyond that point to watch your child.

Parking and During School Hours Drop off:

- Parents may use the horseshoe driveway in front to drop off and pick up students during school hours. This is NOT to be used during morning drop off or afternoon dismissal. The horseshoe is reserved for buses during those times. An exception can be made for those picking up a preschool/optional Kindergarten student at Heritage so they can quickly get to two buildings. Please contact the office for a special pass for this reason.
- If you are entering the building please use the parking spaces provided. If those spots are full, park in the north parking lot as space is available or the south Sports Complex lot.

Please be courteous of the staff who are helping to direct traffic during these times. Patience is a must so that all are safe. Please watch them and follow their directions.

District Policies

BULLYING/HARASSMENT (BOARD POLICY 105)

The Dallas Center-Grimes School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity, and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or District.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 - a. Places the student in reasonable fear of harm to the student’s person or property.
 - b. Has a substantial detrimental effect on the student’s physical or mental health.
 - c. Has the effect of substantially interfering with a student’s academic performance.
 - d. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

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

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

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or person(s) designated by the principal (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or

harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

Decision

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

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

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion on the school or school district's website

CHILD ABUSE REPORTING

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

FAMILY RIGHTS AND PRIVACY ACT

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

NONDISCRIMINATION STATEMENT

Students, parents, employees and others doing business with or performing services for the Dallas Center-Grimes Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, religion, gender, national origin, sexual orientation, gender identity, disability, age (for employment), marital status (for programs), or socioeconomic status (for programs) in admission or access to, or treatment in, its programs and activities or hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), -§ 504

or Iowa Code –ß 280.3 is directed to contact: Angela Dvorak, Dallas Center Elementary, 1205 13th Street, PO Box 400, Dallas Center, Iowa 50063, telephone: 515-992-3866, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, –ß 504 and Iowa Code 280.3.

Non-Discrimination Policy

The Dallas Center-Grimes Community School District offers career and technical education programs in the following areas:

- Agricultural, Food, and Natural Resources
- Applied Science, Technology, Engineering, and Manufacturing
- Arts, Communication, and Information Systems
- Business, Finance, Marketing and Management
- Human Services

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Mary Jane Stites, Director of Student Services

Dallas Center Grimes Community School District
1205 13th Street Dallas Center, Iowa 50063
Phone: 515.992.3866
Email: angela.dvorak@dcschools.com

Director of the Region VII Office of Civil Rights

Department of Education
Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204
Phone: 312.730.1560
Fax: 312.730.1576
Email: OCR.Chicago@ed.gov

Director of the Iowa Civil Rights Commission

Grimes State Office Building
400 E. 14th Street, Des Moines, Iowa
Phone: 1.800.457.4416

ADMINISTRATION OF MEDICATION TO STUDENTS

Code 504.01

Some students may need prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by the authorized practitioner with the student and the student's parent. Students who have demonstrated competence in administering their own medications may

self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated.

By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency. A written form will be on file (504.01R). The school district and its employees are to incur no liability, except gross negligence, as a result of any injury arising from self-administration of medication or use of an epinephrine auto-injector by the student.

Persons administering medication shall include the licensed registered nurse, parent, physician, and persons who have successfully completed a medication administration course reviewed by the Board of Pharmacy Examiners. An approved medication administration course and periodic update shall be conducted, and a record of course completion kept on file.

A written medication administration record shall be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information.

STUDENT ABUSE: Investigation of Child Abuse by a School Employee

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

1. Investigators for Dallas Center-Grimes

Primary Investigator
Mary Jane Stites
2405 W. 1st St
Grimes, IA 50111
515-992-3866

Alternate Investigator
Lisa Clayberg
2405 W. 1st St
Grimes, IA 50111
515-992-3866

2. Second level investigators will be an official from outside the district's regular staff.

The primary investigator will examine reported incidents of physical and sexual abuse of students by school employees. She/he will review all allegations and determine whether a Level Two referral is warranted. The investigator must notify local law enforcement authorities in cases of proven serious physical and sexual abuse.

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

STUDENT AND PARENTAL RIGHTS

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

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities
- Receipt of free educational services to the extent they are provided students without disabilities
- Receipt of information about your child and your child's educational programs and activities in your native language
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child
- Ability to inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed

Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 should be directed to: Angela Dvorak, Dallas Center Elementary, 1205 13th Street, PO Box 400, Dallas Center, Iowa 50063, telephone: 515-992-3866, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, § 504 and Iowa Code 280.3.

STUDENT COMPLAINTS AND GRIEVANCES

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

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

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

STUDENT DIRECTORY INFORMATION

If parent/guardians do not want Dallas Center-Grimes Community School to disclose directory information from a child's education records without your prior written consent, the parent/guardian

must notify the District in writing by the first day of school each year. Dallas Center-Grimes Community School has designated the following information as directory information:

- ★ Student's name
- ★ Participation in officially recognized activities and sports
- ★ Weight and height of members of athletic teams
- ★ Photograph
- ★ Degrees, honors, and awards received
- ★ Dates of attendance
- ★ Grade level
- ★ The most recent educational agency or institution attended
- ★ Release of information on the District's web site will be limited to information that does not allow the for the identification of individual students by address or telephone numbers.

STUDENT RECORDS

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

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

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

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

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

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

TOBACCO, ALCOHOL, AND DRUGS

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

Consequences:

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

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

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

WEAPONS

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

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