



Dallas Center-Grimes
Community School District

DCG Elementary and Middle School Student Handbook (K-6) 2023 - 2024



**Dallas Center-Grimes
Community School District**

Mission Statement
Empowering students to take charge of their future.

ELEMENTARY SCHOOLS

Dallas Center Elementary (K-4)
1200 13th St.
Dallas Center, IA 50063
Phone: 515-992-3838
Principal: Deb Cale

Heritage Elementary (K-4)
500 NE Beaverbrook Dr.
Grimes, IA 50111
Phone: 515-300-9627
Principal: Diann Williamson

North Ridge Elementary (K-4)
400 NW 27th St.
Grimes, IA 50111
Phone: 515-986-5674
Principal: April Heitland

South Prairie Elementary (K-4)
500 South James St.
Grimes, IA 50111
Phone: 515-986-4057
Principal: Patty Morris

Middle School (5-6)
1400 Vine St.
Dallas Center, IA 50063
Phone: 515-992-4343
Principal: Jerry Hlas

DISTRICT ADMINISTRATION OFFICE

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

Interim Superintendent
Dr. Scott Blum

Associate Superintendent
Dr. Greg Carenza

Business Manager
Michelle Wearmouth

Interim Director of Student Services
Roxanne Cumings

Director of Teaching and Learning
Shana Olson

Director of Transportation
Jeff Wolfe

Director of Communications
AJ Ellingson

Director of Technology
Steven Hopper

Board of Education
Kathie Hicock
Monica Malmberg
Nancy Baker Curtis
Brandon McNace

Ryan Carpenter
Kim Praska
Nick Fiala

Table of Contents

Office Hours	2
Attendance	3
Recess	5
Non Discrimination Statement	5
Communication	6
Student Discipline	7
Bullying/Harassment	8
Expectations for Students	10
Health and Safety	13
Grading	15
Transportation	16
Technology	16
Nutrition Services	17
Parent/Community Involvement	20
Student Information	21
Appendix A	22
Dallas Center Elementary Arrival and Dismissal Routine	23
Heritage Elementary Arrival and Dismissal Routine	24
North Ridge Elementary Arrival and Dismissal Route	29
South Prairie Route	30
Appendix B	33
District Policies	33

OFFICE HOURS

The school offices are open from 7:30 a.m. to 4:00 p.m. Monday through Friday. The buildings are locked at 4:00 p.m. Before 7:30 a.m. and after 4:00 p.m., a voicemail system will take your messages. Messages reporting your child's absence can be left at a time convenient to you before 7:00 a.m. Messages requesting a return call on the voicemail system after 4:00 p.m. will be returned the following day. We encourage you to use this service before and after school hours for your convenience. Elementary offices are generally not open when school is not in session. The District Administration Office is open throughout the summer. The District Administration Office hours can be found on the district website and their phone number is 515-992-3866.

BUILDING SCHEDULE

K-4 Daily Schedule

- 7:45 am - Students eating breakfast may enter building
- 8:00 am - All students may enter building
- 8:10 am - Warning bell
- 8:15 am - School begin
- 3:15 pm - Dismissal
- Middle School students can enter the building at 7:30, breakfast begins at 7:45.

We ask that parents refrain from dropping off their children at school before 7:45 a.m. Students should not be on school grounds and may not enter the building before 8:00 am, unless they are eating breakfast at school. If your child is participating in the school breakfast program, he/she may enter the building at 7:45 am. and proceed directly to class at 8:00 am. There is no supervision for your children prior to 8:00 am (exception is the breakfast program) and after 3:30 pm. Please be timely in dropping off and picking up your child. Students will not be allowed to wait in the office area for any extended period of time prior to or after school dismissal. Please make alternate arrangements when these circumstances occur. 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. Staff will be on hand until 3:30.

Early Dismissals for Professional Development

A limited number of “shortened” school days are scheduled each school year to allow time for professional development. These dates are noted on our school calendar (see Appendix B). Plan now to use those free hours to take care of some of your child’s out-of-school needs (medical and dental appointments).

ATTENDANCE

(Attendance Board Policy 501.1) 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 sixth grade.

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.

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
- Mental Health Day
- 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 8:15 a.m. and before 8:30 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 9:00 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 7:00 a.m. or anytime after 4:00 p.m. When a student arrives to school after 8:15 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

A parent/guardian should contact the school in advance if their child is leaving school for any reason during the day, stating the reason for the absence. Any student leaving school during the day must be checked out at the front desk by an adult and checked 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 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 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.

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.

Six Day Cycle

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. All middle schoolers can participate in band. Fifth graders have a STEM class and sixth graders have a computer science class.

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.

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 for students in grades K-4. Students in grades 5-6 will not play in the snow during recess- hard surface only.

If a child is physically unable to be outside, please send a note explaining the situation to his/her teacher. **Children in grades K-4 remaining indoors for recess longer than two days will need a written excuse from the doctor.**

NON DISCRIMINATION STATEMENT

Students, parents, employees and others doing business with or performing services for the Dallas Center Grimes Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, religion, gender, national origin, sexual orientation, gender identity, disability, age (for employment), marital status (for programs), or socioeconomic status

(for programs) in admission or access to, or treatment in, its programs and activities or hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), 504 or Iowa Code 280.3 is directed to contact: Dallas Center-Grimes Superintendent, 2405 West 1st. St., Grimes Iowa 50111, telephone: 515 992-3866, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3.

COMMUNICATION

The Dallas Center-Grimes School District values communication between home and school and throughout the community. Dallas Center-Grimes School District uses a notification system called ParentSquare. ParentSquare was introduced to DCG prior to the start of the 23-24 school year. ParentSquare is a fully hosted notification platform used to connect parents, students and staff through voice, SMS text and email. DCG will be using ParentSquare 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. ParentSquare fully integrates with Infinite Campus. It will be used as the school-to-home communication platform for all buildings/grades/activities at DCG.

We will be communicating with you frequently throughout the year through the following modes of communication:

- Building communication sent via ParentSquare
- 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.**
- 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.

In Case of No School

During the months of the year when bad weather might cause school to be closed, the district will try to make the decision to cancel school by 6:30 a.m. Closings/ emergency information is communicated through a messaging system called, ParentSquare. 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.

Telephone Messages

Plan ahead before inclement weather so your child knows where to go and with whom. School phone lines become busy when an 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.

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/>

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.

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

BULLYING/HARASSMENT

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

Definitions:

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

"Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

"Harassment" and "bullying" shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual's actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:

1. Places the student in reasonable fear of harm to the student's person or property.
2. Has a substantial detrimental effect on the student's physical or mental health.
3. Has the effect of substantially interfering with a student's academic performance.
4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

"Volunteer" means an individual who has regular, significant contact with students.

Filing a Complaint:

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is

claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 30 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed. School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation:

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

Decision:

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteers shall be subject to appropriate measures, which may include exclusion from school grounds. A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report. Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

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

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

1. Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
2. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - Tell a teacher, counselor or principal; and
 - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or Principal including:
 - What, when and where it happened
 - Who was involved
 - Exactly what was said or what the harasser or bully did
 - Witnesses to the harassment or bullying

- What the student said or did, either at the time or later
- How the student felt
- How the harasser or bully responded

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school. Sexual harassment includes, but is not limited to:
- Verbal physical or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications; and
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

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

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, job, etc; and
- Demeaning jokes, stories or activities

EXPECTATIONS for STUDENTS

Jurisdictional and Behavioral Expectation Statement

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

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

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

extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it.

Students or parents with questions or concerns may contact the high school office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

Cell Phones/Smart Watches

Students are allowed to bring a cell phone to school for before or after school use only. However, all cell phones and smart watches must remain with power off and in a backpack during the school day (8:15 a.m. to 3:15 p.m.). Students may not have the phone and smart watch 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.

Dress Code

We rely on your good judgment 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 10 degrees or above. Students in grades 5-6 do not need to bring boots and snow pants to school.
- 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.

Riding of Bikes, Roller Blades, Scooters, Skateboards & Wheeled Shoes (K-6)

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.

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 (8:15 a.m.-3:15 p.m.): toys, electronic game systems, iPods, cell phones, or trading cards. Exceptions may be made at the building level for instructional purposes.

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.

Deliveries

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.

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.

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 and DCG Middle School Cara Piepho, RN cara.piepho@dcgschools.com	Heritage Elementary Sara Walsh, RN sara.walsh@dcgschools.com	North Ridge Elementary Stephanie Rupp, RN stephanie.rupp@dcgschools.com	South Prairie Elementary Sara Walsh, RN sara.walsh@dcgschools.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 24 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.

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 that 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-6 must supply all medications to be given at school with parent/guardian consent. Elementary schools will **not** have stock medications available, with the exception of acetaminophen. The authorization form is available in Appendix C, on the district's website under the forms section or in the Health Offices.

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.

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 <https://efr.org/>

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 will 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 100.4 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 that interferes with students ability to engage in learning
- 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

Accident/Illness at School

In case of an accident, school personnel will notify the school nurse. We will notify Parents/Guardians if we need to contact medical professionals. Parents are strongly encouraged to keep the phone numbers for emergency situations updated in the office. Students who are ill will be sent home with a responsible adult. Students should call parents from the nurse's office. **Students must see the nurse in order to be excused from school.**

Fire & Tornado Drills

(Board Policy 504.10) Fire drills and tornado drills will be conducted throughout the school year. These drills are required of each school district by state law.

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

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

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

GRADING

For students in grades K-5 we use multiple pieces of assessment information in order 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

Students in sixth grade will use the following grading system. All grades will be converted to the following:

Percentage	Grade
100-93 =	A
92-90 =	A-
89-87 =	B+

86-83	=	B
82-80	=	B-
79-77	=	C+
76-73	=	C
72-70	=	C-
69-67	=	D+
66-63	=	D
62-60	=	D-
59-0	=	F

TRANSPORTATION

The Dallas Center-Grimes Community School District provides transportation to and from school for students living more than two miles from school. However, exceptions are made when there is not a walking path to the school. School bus routes are posted on the [DCG website](#). Please note that school bus schedules, school bus drivers, and bus numbers are subject to change. Unused bus stops are canceled after 6 days of no students. Parents, please call to resume service. If your child does not ride the bus on a regular basis, please call the Transportation Office for current information. Students should be at their assigned bus stop, ready to board the bus five minutes before the scheduled stop time. Buses cannot wait for tardy students. Students may **ONLY** ride their assigned school bus route. No bus passes are allowed.

[Pay to Ride School Bus Service](#), is available for elementary school students living between 1-2 miles from their assigned school. Registration and details are included on the DCG transportation webpage. Please contact our transportation office at 515-986-5173 ext 3 with any specific school bus related questions or you can email the Director of Transportation, **Jeff Wolfe** at jeff.wolfe@dcgschools.com.

Expectations of Students on DCG School Buses

It is our desire that ALL students that ride DCG school buses feel both physically and emotionally safe. School bus drivers have a big responsibility and students' cooperation is very important to the safe environment inside the school bus. This cooperation requires students to follow basic rules. Parents should ensure that their child understands their expectations for behavior on the school bus. Please review these rules with your child and explain why they are important to keep them safe.

- Before approaching a school bus from the opposite side of the street, students should wait for the bus to come to a complete stop and for the driver to give them a "thumbs-up".
- When leaving the school bus and having to cross the street or road, students must wait at the front of the school bus for the driver's signal (thumbs up) to cross
- Students should go directly to their seat and sit down. Out of the aisle and feet in front of them.
- If the bus is equipped with a seatbelt, students are expected to buckle up.
- Stay in your seat, sitting properly until you reach your school bus stop or school.
- Keep hands, feet, and objects to yourself.
- Do NOT throw things on the bus or out of the school bus window.

- Do NOT damage any part of the school bus. Any damage will be billed to the parent of the child.
- Do NOT use inappropriate language, profanity, or use mean language.
- Do NOT verbally or physically harass other students.
- Every student must obey the driver's instructions immediately. The school bus driver should not have to remind students of these rules.

Consequences

Those students who fail to behave appropriately, who fail to follow the driver's instructions, or who create a disturbance on or near the school bus will face consequences. Consequences may include: counseling by the school bus driver; assigned seat; calls to parents; counseling by the Principal, and suspension of school bus riding privileges.

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. School bus videos are protected under the student records rules and may not be shared with the public. In some situations, parents may be invited to watch videos of their child's behavior.

TECHNOLOGY

The Dallas Center-Grimes Community School District provides laptops for students in grades 2-12 and iPads for students in grades PK-1. The 1:1 laptop program provides improved communication between students, teachers, and staff. Access to the internet is offered daily. 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.

First offense: Parents are contacted by building administration. Student loses access to the internet for one week. Other disciplinary action may be taken.

Second Offense: Parents are contacted by building administration.

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.

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 7:45-8:10 a.m. Tardy time is 8:15 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 Infinite Campus. 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 Infinite Campus.

We highly encourage Parent/Guardians to please fill out the Iowa Eligibility Meal Application to apply for free and reduced status at dcgschools.com to receive the appropriate meal benefits.

Free/Reduced Meals Pricing

Information concerning free or reduced priced meals is available on the district's website under <https://dcgschools.com/nutrition-services/>

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. RevTrak website and directions are available on the district's website under the nutrition link or by visiting <https://dcgschools.revtrak.net/>

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

Money

Students should not carry extra money to school. All lunch money can be placed in the student's account on Infinite Campus.. You should 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.

Classroom Treats

Our buildings are peanut/tree nut aware, and will work with families that have a child with specific allergies. 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 Students are not allowed to bring in homemade treats or food items. ***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 your Infinite Campus Parent Portal.

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 lunch from home. 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. Middle school families should contact the school prior to eating lunch with their child.

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. Limited Ala Carte options are available for students in 5-6 grades.

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.
- 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 lunch from home, 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.

Deposits can be made online in your Infinite Campus Parent Portal or money can be brought to the school office. Low and negative balance email alerts and text messages can be set up in Infinite Campus.. Low and negative balance email alerts can be set up in Infinite Campus 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

([Board Policy 710.04](#)) Negative balances of more than \$50 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

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.

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, please contact your child's classroom teacher for more information. **We do criminal background checks on our volunteers to ensure safety in our schools.** The background check occurs only if working with students on a one-on-one basis with a student for an extended period of time. Chaperones will also be required to complete a background check for TAG and school events.

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.

Field Trip Volunteers

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 are not allowed to bring siblings on field trips. 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.*

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 with an intact ingredient label (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](#).

Middle School does not plan for Winter Break or Valentine's Day Parties.

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.

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 by the District Administrative Office or the main office of your school building. 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.

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 library books, etc. No refunds will be made until all fees or fines have been paid.

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.

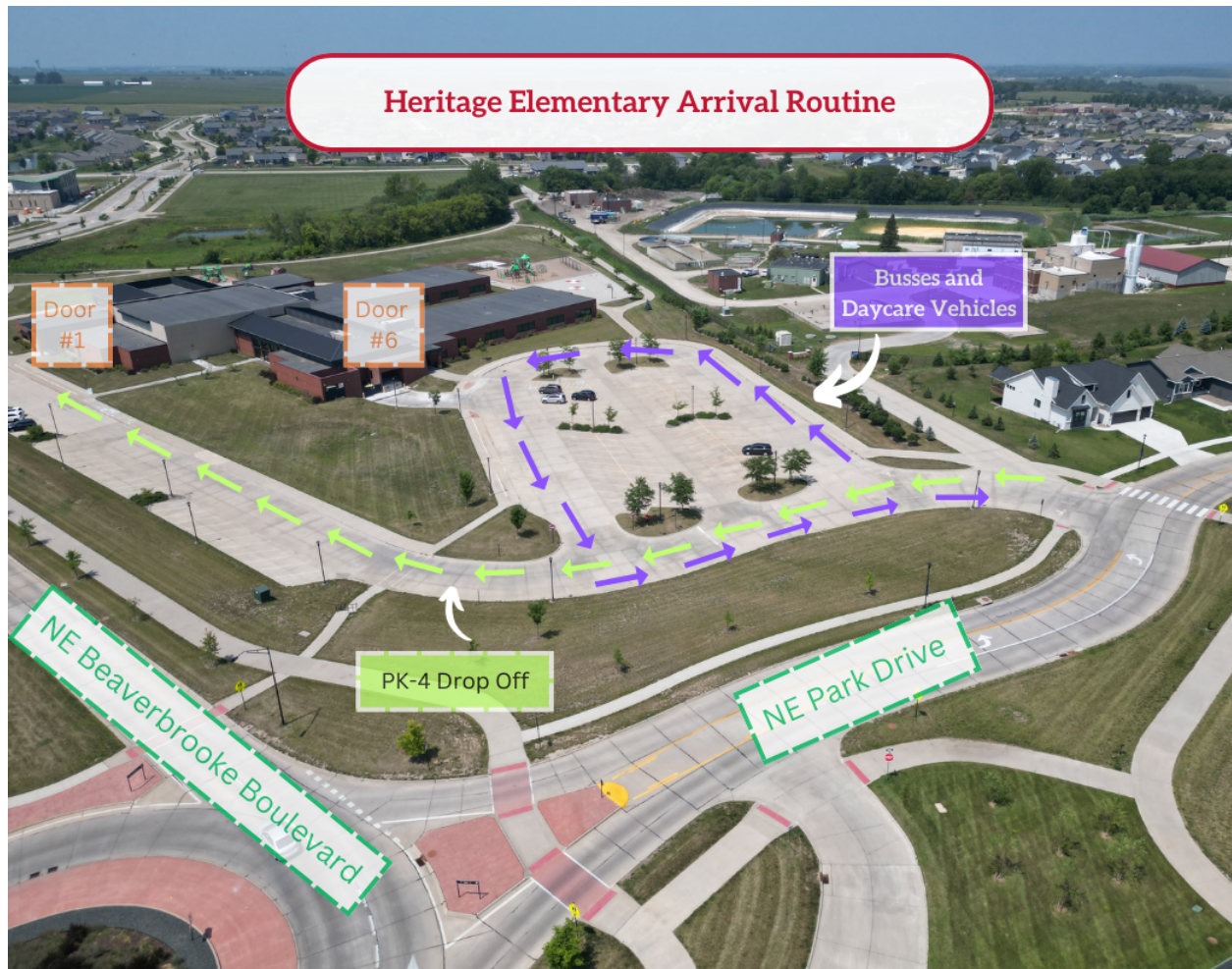
Parking and During School Hours Drop off:

- 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

2023 - 2024



PRESCHOOL

PREK ARRIVAL ROUTINES

(Start Times: 8:15 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 purple 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 **green** 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.

MORNING PREK 11:15 DISMISSAL ROUTINE

Bus & Daycare

- All buses and daycare vehicles will enter the parking lot and follow the route on the map above represented by the **purple** 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 **green** 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).

KINDERGARTEN – 4TH GRADE

K-4 ARRIVAL ROUTINES

(Doors open at 7:45. Breakfast served from 7:45-8:15)

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

- Kindergarten – 4th 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 – 4th 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 will enter the building through the south main entrance door (#1)

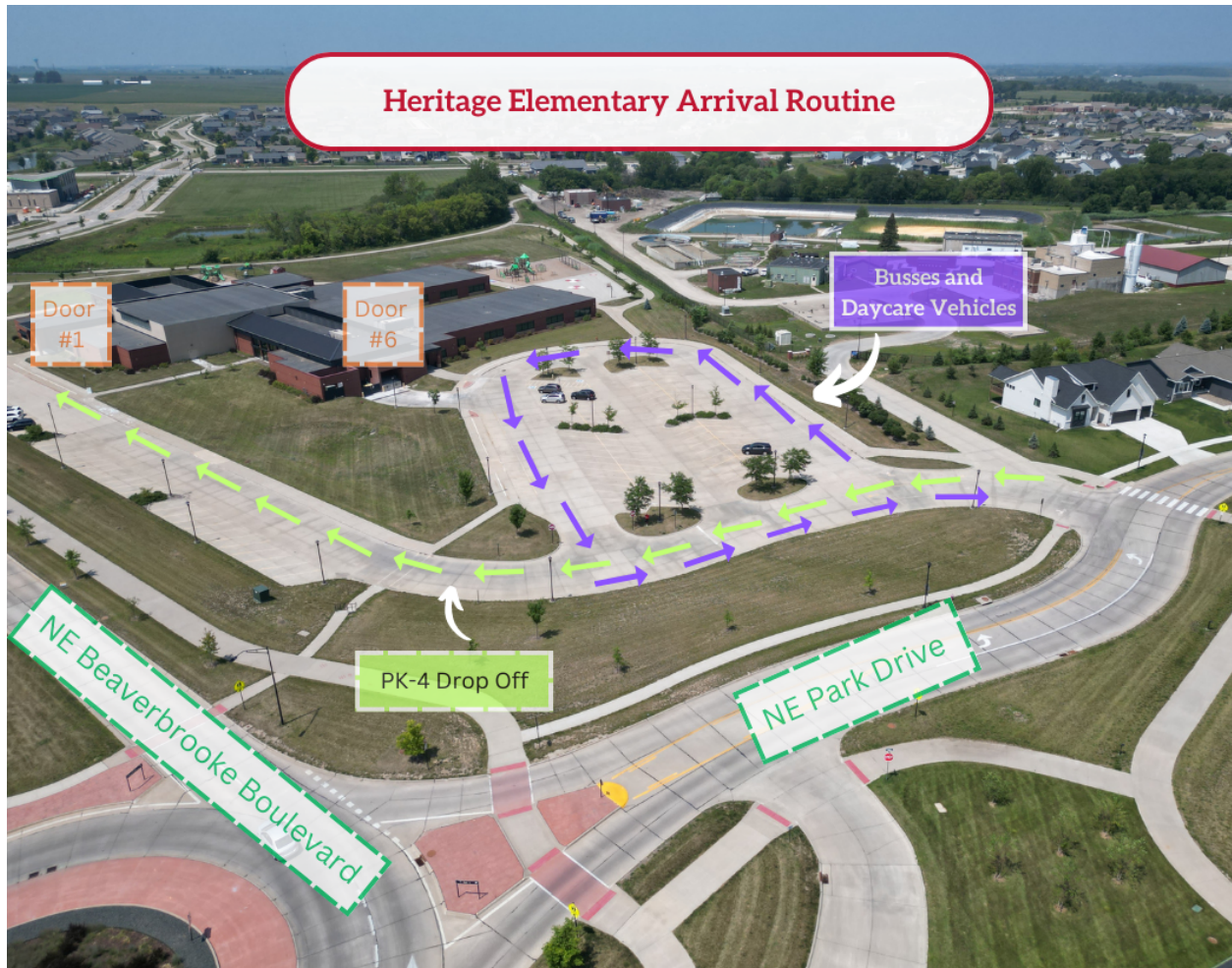
- Students eating breakfast will go directly to the cafeteria. Students not eating breakfast will go directly to the gym.

Bus & Daycare

- All buses and daycare vehicles will enter the parking lot and follow the route on the map below represented by the **purple** 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 eating breakfast will go directly to the cafeteria. Students not eating breakfast will go directly to the gym.

Parent Drop-Off

- All cars will enter the parking lot and follow the route on the map above represented by the **green** 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 gym.



AFTERNOON PK & K-4 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

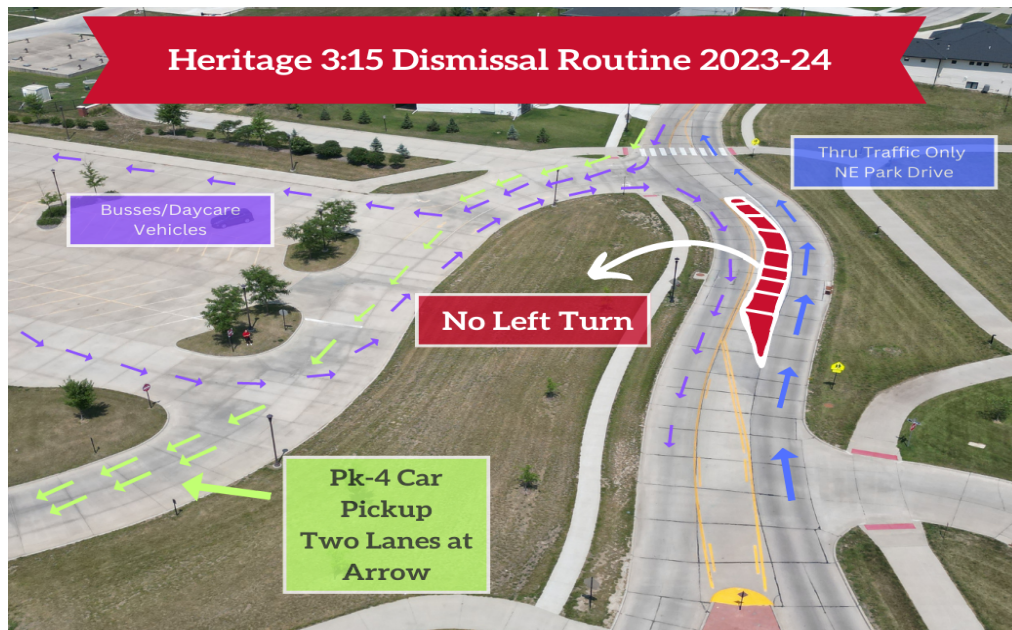
- Students walking or riding a bike will exit the building using the north hallway doors. Students in the purple hallway will use hallway door (#8), and students in the green hallway will use hallway door (#7).
- Students walking or riding a bike will utilize the designated underpass path to exit school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

Bus & Daycare

- All buses and daycare vehicles will enter the parking lot using the southbound lane of NE Park and follow the route on the map above represented by the **purple** arrows. The turning lane in the northbound lane of NE Park will be closed to all traffic turning into the school at dismissal time.
- 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 using the southbound lane of NE Park Drive. The turning lane in the northbound lane of NE Park will be closed to all traffic turning into the school at dismissal time. Follow the route on the map above represented by the **green** arrows. Please be attentive to the staff directing traffic.
- Students will be dismissed to the gym and sit by grade level until their name is called. They will exit through the building through the gym doors and walk to their vehicle. Staff members will be in the gym and outside the building during dismissal.
- Cars **cannot** be parked or left unattended in the pick-up line or in an area/space that is not a designated parking space.





**Dallas Center-Grimes
Community School District**
North Ridge Elementary

400 NW 27th St. Grimes, IA 5111

Phone: 515-986-5674

Fax: 515-986-5376

North Ridge Elementary

Traffic Pattern for Parent Drop Off/Pick Up

Map Attached [Here](#)

- ALL cars will enter the North Sports Complex parking lot.
- Cars will follow the drive through the complex and link up with the North Ridge parking lot.
- Once linked with the North Ridge parking lot, cars will turn right and continue to the student drop off/pick up zone.

Morning Routines:

- If you drop your child off at North Ridge before 8:15 am, please do so in the west parking lot. They will be allowed to eat breakfast at 7:45 am. 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 am.
- 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 am for these students.
- Students riding buses will arrive anywhere from 7:45 am-8:10 am 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 am.

Afternoon Routines:

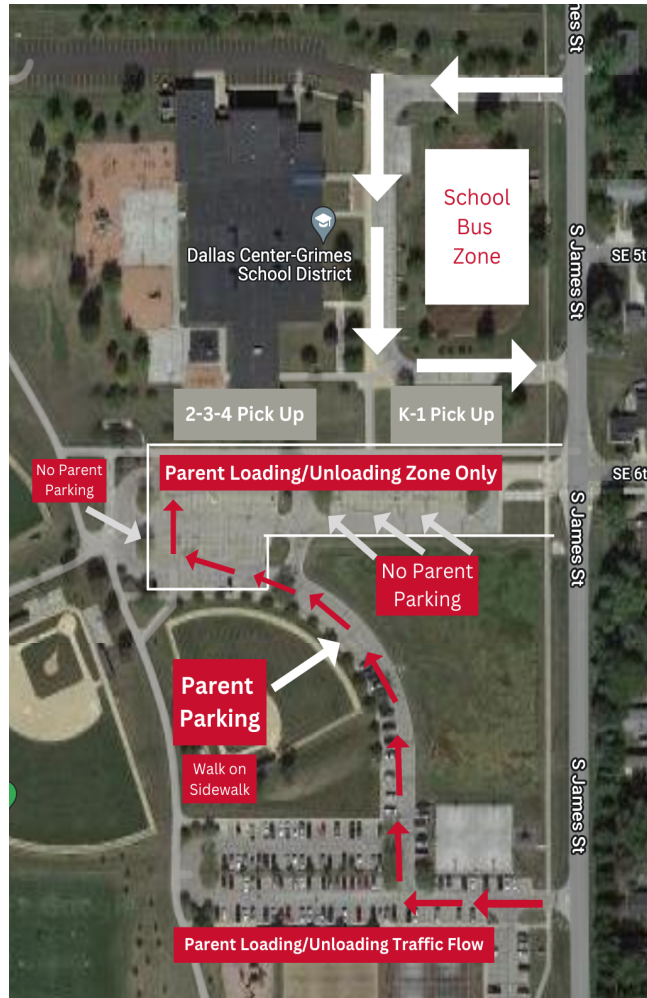
- All students are dismissed starting at 3:10 pm.
- Students enrolled in the North Ridge School Age Childcare will walk to the cafeteria.
- K-1 bus riders will exit through door (#2). 2nd-4th bus riders will exit through door (#1). Bus riders that have routes that arrive at the school after 3:15 pm will report to the gym.
- Students that are picked up by car will exit the building through the west doors (#8).

Parking and During School Hours Drop off:

- Any parents dropping students off at North Ridge after 8:15 am are to use the north driveway and drop them at the front entrance (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:



Morning Drop off Routines:

- Children enrolled in the Before and After program enter in the morning, using the North door (Door 8) 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. Students are tardy if they are not in their classroom at 8:15, so be sure to drop them off early enough to give them time to walk from your car to their classroom.
- The crossing guard is on duty starting at 7:45. There is not a crossing guard at the stoplight before that time.
- East of the tree, is the stop and drop area. We ask parents not to get out of their car in this area. Children should be able to exit the car with minimal assistance.
- West of the tree, love and hugs goodbye area. In this area, parents are welcome to get out and help with zipping coats, putting on hats, assisting with backpacks and a last minute hug.
- In both areas we ask that you pull up all way to the front to allow for all cars to be able to park safely. Please only allow children to exit the cars in the yellow curb area for their safety.

- Reminder that the safest way for your child to exit the car is on the driver side/sidewalk side. If your child must exit on the passenger/traffic side please advise them to stay close to the car and walk in front of the car for their safety.
- **For the safety of all, parking in the lot and walking students across traffic is not allowed.** If you feel you need to park and walk with your child, you may park in the designated parking area on the map and then walk all the way around on the sidewalk so you are not walking through traffic.

Afternoon Routines:

- Students riding a bus, (including daycare buses) or those who are walkers/bike riders, will be dismissed at 3:10. (For early dismissals, know that these students are released 5 minutes prior to the listed dismissal time.)
- Daycare children will meet at designated places within the building with their daycare providers.
- 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. See the map or read the details below:
 - Grades K/1 pick up is located east of the tree. Please stay to the right of the traffic lanes, this will guide you to the K/1 pick up area. Students will enter their cars on the east side of the crosswalk lines. This helps traffic flow and allows for a closer eye on our younger students.
 - Grades 2/3/4 is located west of the tree. Staying close to the left curb, this will guide you to this section. Please pull all the way to the front and the staff will direct your child to you.
- Our crossing guard at James Street and the South Prairie driveway is also there to ensure the safety of our students who walk. Please stop behind the line to allow all students to cross safely in the crosswalks. Be patient and wait to turn while students are crossing the street and driveway.
- **For the safety of all, parking in the lot and walking students across traffic is not allowed.** If you feel you need to park and walk with your child, you may park in the designated parking area on the map and then walk all the way around on the sidewalk so you are not walking through traffic.
- **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.**

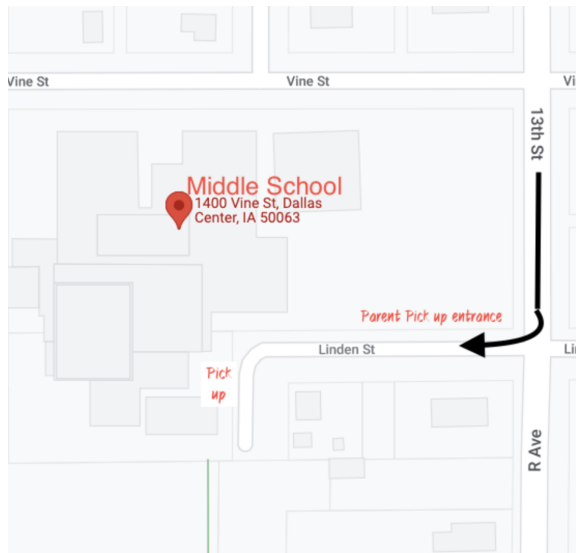
Parking and During School Hours Drop off:

- 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 except for Optional Kindergarten and students with special circumstances that have been cleared through the office.. The horseshoe is reserved for buses during those times.
- 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.

Middle School Parent Pick Up

Map of Parent Pick-Up



Parent Drop-Off 7:45-8:10 am

All cars will travel east on Vine Street to drop off students at the main entrance of the building. Students will enter the building through the north entrance (door #1).

- Students arriving before 8:00 am should go directly to the commons. Breakfast is served daily.

Parent Pick-Up 3:15 pm

All cars will enter on Linden Street and follow the route on the map above. Please be attentive to the staff directing traffic.

- Parents are NOT to pick up students at the front entrance after 3:00 pm. Vine Street is used in the morning for parent drop-off only.

Bicycle Riders and Town Walkers

- Town walkers and bicycle riders will enter and exit the north entrance / exit (door #1)

Bus Riders 3:15; 3:25; 3:40 pm

All buses will park on 15th Street facing Vine Street in route number order.

- Routes 2,4,6,8,12 will be ready for students at 3:15 pm.
- Routes 1,3,5,7,9 will be ready for students at 3:25 pm.
- Country routes 11,13,14 will be ready for students at 3:40 pm.

Parent Drop-Off / Pick-Up during school hours 8:15-3:00 pm

All cars will use Vine Street to drop off and pick up students during school hours.

- Parents are NOT to use Vine street for student pick-up after school. Vine street must be clear of vehicles so that bicycle riders and town walkers have a safe pathway to exit school grounds.

Appendix B

District Policies

CHILD ABUSE REPORTING

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

FAMILY RIGHTS AND PRIVACY ACT

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

NONDISCRIMINATION STATEMENT

Students, parents, employees and others doing business with or performing services for the Dallas Center-Grimes Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, religion, gender, national origin, sexual orientation, gender identity, disability, age (for employment), marital status (for programs), or socioeconomic status (for programs) in admission or access to, or treatment in, its programs and activities or hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), 504 or Iowa Code 280.3 is directed to contact: Mary Jane Stites, Director of Student Services, 2405 W 1st Street, PO Box 680, Grimes, IA 50111, telephone: 515-992-3866, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3.

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

It is the policy of the Dallas Center-Grimes Community School District not to discriminate on the basis of race, color, creed, religion, sex, national origin, sexual orientation, gender identity, disability, age (for employment), marital status (for programs), or socioeconomic status (for programs) in admission or access to, or treatment in, its programs and activities or hiring and employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator:

Dr. Greg Carenza, Associate Superintendent

Dallas Center Grimes Community School District
2405 W 1st Street, Grimes, IA 50111
Phone: 515.992.3866
Email: greg.carenza@dcgschools.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 physicians 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
Dr. Greg Carenza
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: Dr. Greg Carena, 2405 W 1st Street, PO Box 680, Grimes, IA 50111

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.