



Dallas Center-Grimes
Community School District

High School Handbook 2024-2025

Mission Statement
Empowering students to take charge of their future.

High School
2555 W. 1st Street
Grimes, IA 50111
Phone: 515-992-3838
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Principal: Mr. Travis Donahue
travis.donaue@dcdschools.com

Assistant Principals:
Mr. Austin Roy
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Mrs. Sheila Hudson
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Activities Director: Mr. Brent Buttjer
brent.buttjer@dcdschools.com

Assistant Activities Director:
Mr. Connor LaGrone
Connor.lagrone@dcdschools.com

Principal Message:

DCG High School is the last stop in a student's Academic journey. We want students to be **PROUD** of who they are as people, be **PROUD** of DCG, and get the education they need to make DCG **PROUD** of the great people they will become when they leave this building. Welcome to DCG High School.

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

Superintendent
Dr. Scott Blum

Associate Superintendent
Dr. Greg Carena

Business Manager
Michelle Wearmouth

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
Ryan Carpenter Monica Malmberg
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Nancy Baker Curtis Meg Dickinson
Shaylee Vander Velden

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OFFICE HOURS

The school offices are open from 8 a.m. to 4 p.m. Monday through Friday. Before 8 a.m. and after 4 p.m. a voicemail system will take your messages. If you are reporting a student absent please go to the Parent Portal on your Infinite Campus App to document the absence. If you do not have a Parent Portal Account through Infinite Campus please contact the main high school office to help set this up. Messages requesting a return call on the voicemail system after 4 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

Daily Schedule

- 7:45 am - Students may enter the building
- 8:10am - Bell Rings to send students to 1st Block Classes
- 8:15 - School Begins
- 3:15 - Dismissal

We ask that parents refrain from dropping off their children at school before 7:45 a.m. There is limited supervision for your children prior to 7:45 am and after 3:15 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. Supervision is not provided before or beyond the regularly scheduled school hours for any other reason.

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. 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

Regular attendance is the foundation on which an education is built. Students have a responsibility to attend regularly and to be prompt to all classes on their schedules. We realize that certain absences are necessary. Absences are excused or unexcused. Absences will be tracked in hours of instructional time missed.. The decision will rest on, but not be limited to, the following guidelines: (all missed work must be made up).

Excused Absences

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

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

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

Excused Absence Consequences: There will be no credit loss for excused absences. Students will be expected to take tests on the day they return if the test was scheduled prior to their absence.

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

Planned Absence

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

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

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

Unplanned Absence

Parents are asked to enter all absences on Infinite Campus prior to the absence if their child is going to be absent from school that day. Parents are to call the office during the day of any unplanned absence. If the absence has not been recorded the student must contact parents upon return to school or the absence will be unexcused. Consequences will be assigned for this unexcused absence.

Procedure after an absence:

The student will check into the Main Office to ensure the reason for the absence, and to provide necessary documentation.

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

Unexcused Absences

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

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

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

Tardiness

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

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

Excused

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

Unexcused

- Oversleeping
- Car trouble, if not verified by parent
- Missing the bus or a ride
- Loitering in the hall
- Using the restroom without permission
- Not getting an admit in advance of attending class
- Others as listed in the unexcused absence

If a student is 20 minutes late to a class without an excused pass, that student will be marked as Unexcused Absent for that class period.

Consequences for absences & tardies

Consequences for absences and tardies are at the discretion of the Administration and may impact a student's good standing status, eligibility for student privileges, and ability to stay on track for earning credits and graduation. Specific interventions and consequences for absences can be seen in DCG Board Policy.

Open Campus

Seniors, Juniors, and Sophomores) are only required to arrive at school in time for their first class and may leave at the end of their last class. Seniors, Juniors, and Sophomores that have a study hall either 1st or 4th block may arrive late or leave early. Infinite Campus will schedule all classes. Seniors, Juniors, and Sophomores will not be allowed to change classes just to get 1st or 4th block free.

Expectations:

- Parents must sign the permission form, the form must be turned in, and Open Campus must be on students schedules in Infinite Campus before this privilege begins.
- Students with Open Campus are not to be in the school more than ten minutes prior to the start of class and shall leave the school within ten minutes after their last class, unless they are with a staff member.
 - A student will receive one warning. On the second warning, the late arrival and/or early dismissal will be revoked and the student will be assigned to study hall for a period of time set for the by the administration.
- Freshman students will not be permitted to have open campus.

On the 4th week of every term we will pull reports and look at all of our Open Campus students progress. We will be looking at Grades, Attendance, and Behavior. If students have any of the following situations their Open Campus will be revoked for the remainder of the term, and they will be expected to report to Study Hall:

- Having an F in any class
- As a result of poor behavior
- Excessive absences or tardies
- Being in the building during early release/late arrival time without the supervision of a staff member

Leaving the Building/School Grounds

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

If a student needs to leave school during the school day due to an illness, the student will first need to check out with the nurse's office to communicate the illness, then get a pass to check out at the main office. We need to document all illnesses in our building, and we want the nurses to communicate with parents/guardians to see if there is a medical reason for leaving school.

Failure to follow the proper procedure may result in an unexcused absence. If it continues to be a problem, more serious consequences may result.

Students will only be allowed access to their cars during the school day with permission from Administration. Students will be required to sign in and out of the main office. Students that leave the school building without following the proper protocol, may not be welcome back into the school on that day.

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: Cary Justmann, 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 is a fully hosted notification platform used to connect parents, students and staff through voice, SMS text, email and social media. DCG will be using 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, so there is no list for parents to sign up. We will be communicating with you frequently throughout the year through the following modes of communication:

- Building communication sent via email or Parent Portal in Infinite Campus
- Mustang Monthly, district-wide newsletter, mailed and emailed to families
- Teachers will share classroom updates and information about student learning in the classroom
- Parent teacher conferences will be held every term, for High School Students.
- 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 semester
- Email addresses can be found on our website at www.dcgschools.com by going to each school for the staff directory
- DCG High School has a Student Hub, where students can go to get information.
- On the first day of each week during Advisory there is a slide show presented to students about upcoming events for the week.
- Email is a widely used communication tool by DCG staff to students and families.

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.dcgshooools.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.

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

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.

Telephone Use

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

Daily Bulletin and Announcements

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

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.

INITIATIONS, HAZING, BULLYING or HARASSMENT

The Dallas Center Grimes School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. 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 (administration, 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. He/she may also complete an Online Complaint form located on the district website (<https://dcgschools.com/bullying-harassment-form/>) Complaints shall be filed within 30 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed. School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation:

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

Decision:

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

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

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

A variety of age appropriate resources for parents are available in the Student Service Office.

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

1. Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.

2. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:

- Tell a teacher, counselor or principal; and
- Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or Principal including:
 - What, when and where it happened
 - Who was involved
 - Exactly what was said or what the harasser or bully did
 - Witnesses to the harassment or bullying
 - What the student said or did, either at the time or later
 - How the student felt
 - How the harasser or bullying responded

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

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

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

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

Sexual Abuse and Harassment of Students By Employees

Investigation of Child Abuse by a School Employee

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

1. Investigators for Dallas Center-Grimes

Primary Investigator:

Mr. Cary Justmann
2405 W. 1st Street
Grimes, IA 50111
515-992-3838

Alternate Investigator:

Dr. Greg Carena
2405 W. 1st Street
Grimes, IA 50111
515-992-3838

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.

EXPECTATIONS for STUDENTS

One goal of Dallas Center-Grimes is to provide a safe and healthy learning environment for all people who enter our building. Students, teachers, administrators, associates, secretaries, custodians, bus drivers, and cafeteria workers are expected to display behavior consistent with the Character Counts! Pillars of Character: Respect, Responsibility, Fairness, Caring, Trustworthiness, and Citizenship. Students are responsible for their own behavior. Being responsible means taking ownership of the consequences for behaviors exhibited. Regardless of the behavior of others around you, students are expected to make positive decisions and display good character.

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.

High School Student Expectations

One goal of Dallas Center-Grimes High School is to provide a safe and healthy learning environment for all people who enter our building. Students are expected to display traits consistent with **PROUD**:

P-Push your Learning

R-Respect Given and Earned

O-Own your Responsibilities

U-Understand Expectations

D-Do your Job Well

At DCG HS we use PROUD as our grounding force to not only be PROUD of being a Mustang but being PROUD of the person you are everyday. We all have the ability to be PROUD of who we are and the way we conduct ourselves each and every day.

Student Behavior

Good behavior includes a responsibility for one's actions in accordance with socially accepted behavior, as well as a respect for and proper response to rules, laws, and order. When there is good discipline, schools can then best perform the functions of teaching basic skills and guiding the development of worthy citizens, and students can realize their greatest opportunities for growth. Throughout this handbook, Principal refers to Principal or Designee.

When a student is disruptive in a classroom, at a school-related activity, on a bus, or anywhere on school property, they may be impacting another student's ability to focus, learn, and/or feel safe. When a student disrupts the learning environment, they are not demonstrating respect and are also impacting learning. These actions are not allowed and may be subject to disciplinary action as outlined in Board Policy.

Detentions

Detentions are consequences that may be used by administration and staff as a result of inappropriate actions by students.

Dress Code

DCG takes pride in the appearance of its students. A student's dress affects the student's conduct and school work, and reflects the quality of the school. What is legally permitted may not always be educationally acceptable. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. **It is critical that our students feel comfortable at school without fear of discipline and/or discrimination. Our top priority is to create a safe, inclusive environment where all students and staff feel welcomed and have a healthy environment to focus on their academics and social/emotional well-being.**

The following are student dress expectations:

- Clothing must meet reasonable expectations of cleanliness and appropriateness to the educational setting.
- Clothing must cover the chest area.
- Fabric must cover all private parts and must not be see through.
- Teachers will establish safety and hygiene rules regarding clothing for PE, lab, shop, or art areas, and may require a stricter dress code during certain circumstances or activities.
- Hats and hoods may be worn as long as the face is visible and does not interfere with the line of sight to any student or staff.
- Cultural and religious head garments may be worn.

The following are not allowed:

- Clothing that allows the entire undergarment to be shown.
- Clothing or items with suggestive, obscene, vulgar or racial writing or pictures.
- Wearing clothing or other items that depict weapons, drugs, tobacco, vape or alcohol.
- Sunglasses or colored glasses that do not permit the eyes to be easily observed.
- Billfold type chains, handcuffs, nor large metal adornment will be allowed due to potential harm to persons or property.
- Shoes with cleats, except for outdoor athletic practices.
- Blankets, pillows, or any similar item.

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

The student may be given the following choices:

- Trade shirt for office supplied t-shirt
- Remove item
- Leave school to change - unexcused absence during the time the student is gone
- Others to be determined by administration, up to and including suspension
- Continued infractions will be considered insubordination and dealt with appropriately.

Care of Property

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

For books that are damaged, the teacher will assess an appropriate fine. For lost books or supplies, replacement cost will be assessed to the student.

Bookbags/Backpacks

Backpacks may be carried through the hallways and to classrooms. Individual teachers will determine where students should store them in the classroom. Lockers are also available for use.

Study Hall

If schedules allow for study hall, students will be given a study hall. Study halls give students an opportunity to complete classwork or prepare for classes. It is recommended no more than 2 full blocks of study hall per year to stay on track for graduation credits.

Dismissal from Class or Study Hall

If a student does not choose to follow the guidelines of the classroom teacher or study hall supervisor, and is a substantial disruption to the learning environment, the teacher may send the student to the office.

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

2nd Dismissal:

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

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

Student Lockers/PE Lockers

Student lockers are the property of the school. As such, they should not be considered private or confidential. Locker inspections without prior notice may be conducted periodically throughout the school year and when conducted, the students will be present for the inspection of their lockers. Student lockers may also be searched in compliance with the board policy that regulates search and seizure.

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

Postings that are for a school team, club, or organization may be allowed with prior approval. Please do not give your combination to another student. The school is not responsible for any lost or stolen items. Students are encouraged to carry only enough money to meet daily needs. Please do not switch lockers without informing the office. You are responsible for the locker and the lock approval from the office. These materials are to be laminated.

Permanent locks are installed on the hall lockers. Please do not try to adjust your locker to prevent the lock from working. Each student is responsible for the proper functioning of the locker, including the lock. Students may not put personal, non-school locks on any lockers.

Hallways

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

At the discretion of classroom teachers, students may be allowed to work in the hallways and pods as long as a distraction to other classes of hallway traffic does not occur.

Prohibited Item

Students may not possess the following items on school property or at school events with the explicit permission of a teacher or administrator: (This is in addition to other specifically listed items in the handbook.

- Gambling devices, dice, playing cards, etc.
- Lighters or matches
- Explosive devices or other incendiary devices
- Weapons or “look alike” weapons including but not limited to; guns, rifles, knives (pocket knife, utility knife, multi-tool), screwdrivers, and/or other items used to cause physical harm to persons or property.
- Medication or pills
- Animals or pets, etc.
- Skates or Skateboards
- Mace (pepper Spray/gels)

Weapons

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

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

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

Dangerous weapons are defined by Iowa Code to be any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death

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

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

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

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

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

Tobacco, Vape, Alcohol, and Drugs

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

Consequences

If a student chooses the above behavior, the student may receive an school suspension, up to and including expulsion. Parents will be contacted. Authorities may be notified if the action is against the law. Students will also take an online educational course on the effects of these substances.

Posters and Advertisements

Students may display posters after receiving permission from the sponsor and the administration. Posters must be well done, in good taste, and should relate to school activities. The administration will consider and approve only those posters of coming events, which affect a larger portion of the student body. An administrator must sign posters.

Parking Areas and Rules

Students are to register their vehicle in the office and will be issued a parking permit. This permit is to be visible from the outside of the vehicle.

- The permit must be easy to observe.
- There is no double-parking allowed; therefore, all cars must be correctly parked with no other car blocked into his/her parking space.
- Park correctly in the lines provided.
- Staff parking will be reserved to specific areas in both the front and back lots. Students are not allowed to park in staff parking, visitor parking, or any designated spaces for handicap parking at any time.
 - 1st offense - warning
 - 2nd offense - warning
 - 3rd offense - 1 week loss of parking privileges
 - 4th offense - meeting with parents/guardians - appropriate consequences at the discretion of the administration

The privilege of driving motor vehicles on school property will be denied if it becomes detrimental to the health, safety, or welfare of the school community. State motor vehicle laws apply on campus.

If a student's vehicle is involved in an accident on school grounds, the student is to report the accident to the school administrator, the SRO, or the front office. The school official will support in the process to report the accident and support the students and families involved in the accident.

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

HEALTH AND SAFETY

The High School has a school nurse and health associate. Please keep them informed of any needed medical information.

High School Nurses and Health Associate Contact Information:

Kathy Fistler, kathy.fistler@dcschools.com

Pam Short, pam.short@dcschools.com

School Nurse-Student Relationship

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

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

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

Temporary exclusion is recommended when:

- The illness prevents the student from participating comfortably in activities as observed by the school staff.
- The illness results in a greater need for care than the school staff determine they can provide without compromising their ability to care for other students
- The student has the following conditions, unless a health professional determines the student's condition does not require exclusion:
 - The student appears severely ill—Could include lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing, or quickly spreading rash
 - Fever (temperature above 101 orally, 100 F axillary) or behavior change or other signs and symptoms such as a sore throat, rash, vomiting or diarrhea
 - Fever as a single symptom is not a valid reason for exclusion.

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

Student Illness or Injury at School

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

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

Healthy Kids Act

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

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

Physical activity overview – First, “physical activity” means “*any movement, manipulation, or exertion of the body that can lead to improved levels of physical fitness and quality of life.*” Students in grades nine through twelve may meet the 120-minute physical activity requirement by participation in the following activities including, but not limited to:

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

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

1. It shall state the nature of the activity and the starting and ending dates of the activity, and shall provide sufficient information about the duration of time of the activity each week.
2. It shall be signed by the school principal or principal’s designee.
3. It shall be signed by at least one parent or guardian of the student if the student is a minor.
4. It shall be signed by the student, regardless of the student’s age.
5. The agreement may be no longer than one school year.

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

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

Bomb Threats

Students need to understand that bomb threats will be taken seriously. Any student that is guilty of making a bomb threat, verbally or in writing (in any form), will be prosecuted to the full extent of the law and also by the school district. The possible consequences by civil authorities are up to five years in prison and \$5000 fine, plus any additional costs that were incurred due to the threat. The student will also be considered for expulsion for up to one school year from the school. Any school time lost due to bomb threats will be made up.

Emergency Drills

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

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

Students shall follow the instructions posted in each room. These instructions will assist in providing for your protection and safety. Students should consider these drills a serious matter.

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

Security Cameras

In an effort to provide additional protection for students, staff, and property, security cameras have been installed in the interior, including the entrance and hallways, and exterior areas of the building including the entrance, parking lots, stadium, and grassy areas. These cameras are in operation twenty-four hours a day. It is important to note, there is no right to privacy to be expected in any area on school grounds except that which is specifically referenced in Iowa code such as toilet, bath, locker room, or shower facility or any such common area adjoining one of those areas.

STUDENT and PARENTAL RIGHTS

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

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities;
- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made; notice prior to evaluation and placement of your child; and right to periodically request a re-evaluation of your child;
- Inspection and review of your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or

inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;

- A hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 should be directed to: Director of Student Services,, 2555 W. 1st Street, Grimes, Iowa 50111, telephone: 515-992-3838, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, § 504 and Iowa Code 280.3.

GRADING/LEARNING EXPECTATIONS

The following are District guidelines. Specific courses may make minor adjustments within the “Loose” column to best meet the student needs.

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

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

- Retakes and redos are available with additional learning prior to the retake. This additional learning is important to helping students master the content. Additional learning may be different in each class, allowing for relearning to match the content and material.
- A retake will be completed within five school days of the original assessment, in order to help the student stay current on learning.
- A DCG High School Retake form will be completed prior to a retake, helping the student plan and goal-set for their learning process.
- No re-takes will be permitted in the last week of each Term. This is to help students and teachers have a clear end to the term and move on to the next term, which will include new classes for both the students and the teachers.

Grade Reports

Current grades and final grades are accessible in Infinite Campus. Hard copies of transcripts will be available by individual request.

Progress reports will be sent home, notifying Fs at weeks four and seven of each term.

Requirements for Honor Roll and Academic Awards

3.0 - 3.49 Honor Roll

3.50+ Academic Excellence List

Academic Letter (1st time)

Academic Certificate (2nd time)

Academic Certificate (3rd time)

Academic Certificate (4th time)

Academic Certificate (5th time)

Academic Certificate (6th time)

Pin/Bar to wear at graduation for 7 semesters on Academic Excellence list

Weighted GPA by semester

Students who earn an F in any class will not be awarded Honor Roll or Academic Excellence list.

Course Load

Each student must carry at least three academic courses each term. An exception can be made for a fifth year student needing only certain classes to complete graduation. Other exceptions will be determined by the administration on a case by case basis.

Grade Placement

Students in grades nine through twelve will be informed of the required coursework necessary to be promoted each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for the year, the student and parents will be informed.

External Program Options

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

- Administration shall approve each course before the student registers for the course. This is to be done after consultation with the Professional School Counselor.
- The number of external courses allowed will be limited, based on the number of required DCG courses students need to complete to meet the graduation requirements.

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

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

Graduation Requirements by Department

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

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

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

Special Education

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

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

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

Course Work and Credit Issues

Schedule changes will be very limited, as the schedule is developed and resources are allocated based on student request. Drop from a class can only occur in the first 4 days of each Term. Course additions can only occur within the first 2 days of each semester. Term 2 and Term 4 additions will not be allowed once the Semester starts.

Withdrawals from a course can only happen if the course can be replaced with another course or study hall. Withdrawals will not be allowed if it leads to being a part time student. The building principal will need to approve all withdrawals of courses.

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

Retaking classes in which credit has been earned:

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

- The course must be retaken within a year of the completion of the initial course.
- If a higher-level course has been taken, the option of repeating a lower course is no longer available. (i.e. cannot repeat English I after English II has been passed.)
- The course may be repeated once.
- Enrollment will be on a space available basis.

- The original course and grade will show on the transcript, but the higher of the two grades will be used to determine GPA.
- Courses cannot be taken at summer school
- Credit will only be issued one time

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

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

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

Alternative Course Options

A limited number of Online licenses have been purchased for the needs of the High School. Student enrollment will be based on the academic needs of students and will be looked at by the Students Service Department (Counselors, Interventionist, Administration). This group will look at student credits and graduation requirements, to base the needs of students for the use of these online resources. The building principal will have final decision-making authority over who uses these resources. APEX is the online resource that we will be using for any credit recovery or to support the academic needs of our students.

- If a student at DCG HS does not pass a class during the term, there are options the student has to earn the credit for the class. Option could range from retaking the full course to working with high school staff to demonstrate learning on the standards that were not passed. These options will be based on each student's situation and high school staff will work with students and parents to make this plan.

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

Post Secondary Enrollment Options

(PSEO) and concurrent enrollment classes will be given college and high school credit. The grade will be recorded on the transcript and will be used to calculate GPA. If a student fails a PSEO or concurrent enrollment course, the cost of the course will be paid by the student. All PSEO courses must be approved. Courses that are not offered on the DCG campus nor PSEO courses can be of similar content to a course offered at DCG. All Senior Year Plus guidelines must be followed.

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

Grading

Grading is a very important part of any school program and must be as consistent as possible. The following grading system is to be used when recording all grades on the office grade sheets in grades 7-12 for students taking HS credits during their schooling at DCG. All grades will be converted to the following:

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

- Daily grades may be recorded either in %, letter grades or points.
- Academic recognition by the Dallas Center-Grimes Community Schools will be based on the weighted grading system.
- In order to achieve weighted quality points for a class, both of the following requirements would need to be met:
 - The course is an Advanced Placement course that is recognized and approved by the College Board.
 - Students will complete and pass the Advanced Placement course.
- All courses that do not meet the above requirements would accumulate non-weighted quality points.
- All students who take an Advanced Placement course would also have the AP distinction on their transcript.

- An explanation of the weighted grades system will be communicated to staff, students, and parents through the course registration book and process. Student transcripts will reflect both weighted and non-weighted grading for all high school students.
- Transfer transcripts will be evaluated by principal or designee and weighting assigned based on local weighted course standards.

Advanced Placement Classes

Students at Dallas Center-Grimes may enroll in Advanced Placement classes at the high school. The curriculum is equivalent to a first year college course. This accelerated pace course requires students to meet class prerequisites. Students who complete and pass the AP course will also receive a weighting of one point on their GPA.

Weighted Grading Scale:

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

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

Term Assessments

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

- All term projects that are included in the term grade must be completed.
- Students may not opt out of a unit assessment and/or project. Students may only opt out of a comprehensive final exam.
- Students are encouraged to take all term tests and use the opt out so that the test will not lower their grade.
- Term tests that are eligible for opt out are tests in classes in which the term grade is an A- and the student has met other behavior expectations on a date set by the administration each term..
- During the second semester, seniors may opt out of a semester test if their semester grade is a B- or higher.
- Students who are opting out of any term test must appropriately participate in the class review sessions or the privilege will be revoked and the student will be required to take the test, which will be a part of the final grade.

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

School Work

Students are expected to complete the assignments, assessments, and projects that are assigned to them by classroom teachers. The completion of this work can be done in class if time is given, during study halls, or at home. The expectation is that school work is completed by the deadlines. Ultimately the responsibility of getting all school work completed is student-driven. This responsibility will help students as they prepare for the responsibility of employment, military or college level classes. During a student's high school years, school needs to be a primary responsibility for students; this includes

in-class work and out of school work. These expectations and responsibilities are part of our PROUD motto at DCD High School.

GRADUATION

Participation in Graduation Exercises

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

Graduation Honors (reference Board Policy 505.4)

On completion of the course of study in the High School (seven semesters), the administration shall award:

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

TRANSPORTATION

Bus Regulation

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

Transportation (Activities)

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

- Students may only ride with his/her parent/adult family member or the parents of another student.
- Parents must make personal contact with the coach and provide permission in writing.
- At no time will a student be allowed to leave the contest site with another student or student(s) without the presence of a parent in the vehicle.
- For a participant to ride home with anyone other than parent, written and personal contact must be made prior to departure for the event.

Students are expected to ride to the event on the school vehicles that are provided. In the event of an unusual family circumstance, arrangements can be made in advance with the coach/sponsor and the administration for the family to take the student to the activity. Parent must make personal contact as well as provide permission in writing.

Students who miss the departure time of the bus will not be allowed to participate in the contest except in extreme circumstances beyond the control of the student or family.

Any damage on buses or school vehicles will be the responsibility of the student causing it. Any inappropriate behavior on any trip will result in disciplinary action.

GOOD CONDUCT POLICY

The Board of Directors of the Dallas Center-Grimes Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular and co-curricular activities serve as ambassadors of the school (district) throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular or co-curricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned not only upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors, but by demonstrating lawful and reasonable conduct. This policy shall be in effect for the entire calendar year (365 days), both during the regular school year as well as all vacation periods, as well as anywhere in the world. The principal shall keep records of violations of the Good Conduct Rule.

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music contests, drama productions, speech contests, debate contests, cheerleading and drill team.

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

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

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

- Possession, use, sale, manufacture, distribution, or purchase of vape/tobacco products, regardless of the student's age;
- Possession, use, sale, manufacture, distribution, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);
- Possession, use, sale, manufacture, distribution, or purchase of any controlled substance, or a "look alike" substance, unless such substance was prescribed for that student by a valid prescription or order of a licensed medical practitioner while acting in the course of his/her duties;
- Possession, use, sale, manufacture, distribution, or purchase of any drug paraphernalia or apparatus used to allow the person using it to be involved with a controlled substance;

- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- Being suspended for six or more days total during the school year for fighting, harassment, verbal abuse, aggression, or use of profanity;
- Repeated violations of rules and regulations established by the Board.

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

First Offense Within the Student’s High School Career:

The student will be ineligible for 25% of the scheduled contest dates of an athletic season and/or one major fine arts activity. The student must also perform five hours of approved community service or participate in a minimum four-hour substance abuse education program. Arrangements are to be made, and fees paid, by the student. The number of contests may be reduced to 15% of the contests of an athletic season if the student admits to the violation to the administration within 48 hours of the occurrence.

Second Offense Within the Student’s High School Career:

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

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

Third Offense Within the Student’s High School Career:

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

Fourth Offense Within the Student’s High School Career:

The student will be ineligible for the remainder of the student’s high school career.

Additional Good Conduct Code Guidelines

A **major Fine Arts activity** is a drama production, speech or debate contest, and vocal or instrumental contest.

Percentages that do not divide evenly into the total number of contests will be rounded to the greater number.

- If it has been at least one calendar year since a previous violation, the offense number will drop back one. For example, if a student has served for a first offense and has another violation at least one calendar year later, he/she will be given the consequences for a first offense again.
- If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Code in the previous school or school district, the student shall be ineligible.

- In satisfying an ineligibility penalty, a student must complete the activity season they have started. If a student has been declared ineligible, he/she will not be allowed to participate in an activity if that activity season has already started. (A sponsor may allow the student to practice, but the activity will not count toward fulfilling the ineligibility.)
- Students who are participating in summer activities between grade 8 and grade 9 are considered to be in grade 9. This rule also applies to seniors who graduated and participated in state association or school sponsored activities during the spring and summer months.
- If a student is in both athletics and fine arts, a student will be ineligible for the assigned athletics and a maximum of one fine arts event that falls during the period of athletic ineligibility.

Eligibility Appeal Process

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

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

Academic Activity Eligibility

Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each term.

Subject to the provision below regarding contestants in interscholastic baseball or softball, if at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contest and for 20 calendar days from the first competition date for that sport as established by the governing association. A grading period at DCG is defined as a term grade.

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

A student who withdraws from a class during the term will receive a failing grade in that class as a result of his/her withdrawal will be subject to the above ineligibility. A student who withdraws from a class prior to the guideline established for withdrawal from a class will not be subject to penalty under this policy.

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

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

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

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

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

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

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

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

STUDENT ACTIVITY PROGRAM

Participation in Co-Curricular Activities

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

All students that are in an athletic activity must provide a current physical and a completed emergency card before students are allowed to participate. The student activity handbook as well as these regulations states that athletic activities have inherent risks associated with participation. Parents and students accept a level of risk when students participate in extracurricular activities.

Daily Participation

A student must be present the entire day in order to participate in an after school activity. This includes both practice and competition. The only exception to this will be an excused, previously scheduled professional appointment with documentation of attendance or other extreme circumstances, as approved by the principal. If a student missed more than 20 minutes of the school day, either excused or unexcused, he/she will not be allowed to participate in activities that afternoon or evening.

General Activity Rules

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

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

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

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

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

Participation in Non-school Sponsored Activities

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

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

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

Students Elected to Student Council or Class Officer

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

NUTRITION SERVICES

Deposits can be made online in RevTrak or money can be brought to the school office. Low and negative balance email alerts and text messages can be set up in RevTrak. Low and negative balance email alerts can be set up in RevTrak online payment system. Ala carte items are not part of the USDA program and are not allowed to be charged or purchased if a student has a negative balance. Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

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

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

Students should not carry extra money to school. All lunch money can be placed in the student's account on RevTrak. Students will not be allowed to purchase a la carte items from an account with a negative balance.

Students who are disruptive during breakfast/lunch can expect to be disciplined by staff by being assigned to specific areas, assigned to eat in the office, and/or lose the privilege of purchasing a la carte items. We encourage students to eat healthy; therefore no soda is allowed during the school day.

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

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

Food Allergy Policy

The Dallas Center-Grimes CSD will promote a safe physical environment that protects children with allergies and provide a climate that supports their positive psychological and social development. This policy outlines actions that are being taken to reduce exposure to life threatening allergies.

Food Service Program

Breakfast and lunch meals are available. Students and staff are issued numbers to be used for their meal account. Students should give all meal account funds to the cafeteria personnel before 11:00 a.m. If parents bring the funds during the school day, the money should be dropped off at the office window. School personnel will give the funds to the lunch personnel. Students will not be allowed to charge a la carte items at any time. Students may not purchase a complete meal for another student nor use another student's number.

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

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

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

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

Any inappropriate lunchroom behavior will be assigned appropriate consequences.

Vending Machines

Vending machines are located in the commons for use before and after school.

Vending machines are required to be off between 8:10-3:15.

No food or drinks are to be taken from the commons into any other part of the building, with the exception of water in clear plastic bottles.

TECHNOLOGY

The Dallas Center-Grimes Community School District provides laptops for students in grades 3-12 and iPads for students in grades PK-2. 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.

Computer Use

Please refer to the DCG District Acceptable Use Policy for guidelines and potential consequences for computer use.

Electronic Communication Devices

Personal Electronic Communication Devices will be prohibited during any part of class time at DCG High School. Electronic devices will not be allowed in the classroom, hallway, restrooms, or any portion of the school during class time. For purposes of this policy, **electronic devices** refer to any cell phone, headphones, or any electronic device that can be used for personal communication.

Students will be allowed to wear smartwatches during the school day. If the smartwatch distracts the classroom environment, teachers will follow the sequence of consequences below. Students can wear smartwatches to check the time or collect data on steps, but not for communication purposes during class time.

Personal electronic devices will only be permitted during passing time, during lunch, in the study hall, and for documented individual situations as needed. These are the only times students will be allowed to have any Personal Electronic Devices out.

Class time is when the bell begins the education block of time and ends when the specific bell for that educational block of time is over. (Block 1 8:15-9:40 Skinny Block 1A for band 8:15-8:55)

Storage of devices in classrooms

Every classroom at DCG HS will have a pocket chart where students can store their personal electronic devices during class time. Students are not required to use these pocket charts but will be encouraged to do so. Students who do not use pocket charts are expected to keep their phones in their backpacks or bags.

Listening to music:

Students will have the option to listen to music during independent work time in classes at the discretion of the classroom teacher. Students will be able to use their Chromebooks to listen to music. Students will not be allowed to access their phones to listen to music. Student Chromebooks allow students to get on music apps (Spotify, Pandora) and listen to music.

Consequences will be assigned according to the following:

If a personal electronic device or attachment is used during class time, the following will be the sequence of consequences:

If a student uses an electronic device in class at any time, the classroom teacher will send the student to the office.

Teachers will contact the office that the student is coming.

- First offense of the Electronic Communication Device Policy: The student will be sent to the office, and the student's phone will stay there for the rest of the school day. A behavior referral will be created on Infinite Campus for recording purposes. The administration will notify the parent/guardian that the student has had their first cell phone violation.
- Second offense of the Electronic Communication Device Policy: The student will be sent to the office, and the parents/guardians will be communicated with. The electronic device will stay in the office and be released to the student's parent/guardian when they can come and pick it up.
- Third offense of the Electronic Communication Device Policy: The Student will be sent to the office, and the parent/guardian will be communicated with. The student will stay in our ISS room for the rest of the day, and a parent/guardian meeting will be set. The Electronic Device will be kept in the office for the remainder of the day and released to the parent/guardian at their convenience.
 - The Parent meeting will establish a plan for using personal electronic devices.
- Subsequent offenses will be looked at in a case-by-case situation, and consequences will be assigned to students.

Personal Electronic Devices that can take pictures or videos are strictly prohibited in bathrooms, locker rooms, or any other location where a student could be in any stage of undress. (Board Policy 502.14) This is a state law and will be the expectation of DCG HS. If a student has a Personal Electronic Device out and is using it in one of these locations, the above sequence of consequences will be followed.

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

- Vandalizing school property or another student's property
- Damaging, defacing, or erasing computer files or software
- Fighting/ Recording a fight or otherwise continue to promote a physical fight or assault
- Physical or verbal abuse or threats
- Harassment
- Using or displaying profane, obscene, or inappropriate language or language offensive to race, gender, disability, or religion

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

The discipline policy can be exercised in the following areas:

- While in the school building itself or on the school grounds
- While on school-owned or chartered buses or while being transported under the supervision of school personnel
- While attending school-sponsored or school-related activities
- While away from school grounds, if such conduct would directly affect the good order, efficiency, management, and welfare of the school

Consequences for violating the discipline policy may be one or more of the following:

- Verbal reprimand
- Others assigned as natural consequences for student behavior
- Removal from class - this may be for the remainder of the class period, or longer, at the determination of the administration
- Detention - assigned time for student to serve outside the regular school day
- Suspension - in-school, out-of-school, or restriction from activities
- Probation - a suspension with predetermined conditions
- Expulsion - removal from the school environment; requires official board action

Suspension from school

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

Academic Integrity

Academic integrity is important to our school as it provides value to the grade earned in a course and in the diploma you earn from DC-G High School. Having academic integrity prepares you for a successful life after high school no matter what you pursue. Plagiarism and cheating are equivalent to theft (taking someone else's work) and fraud (presenting it as your own). The following is a partial list of infractions of cheating/plagiarism that students should avoid:

- Copying content (images, videos, text, etc) from a source without acknowledgment and proper citation
- Taking someone else's ideas and presenting them as your own
- Recycling a paper written previously without approval from teacher
- Allowing another student to use past homework assignments, papers, labs, etc.
- Copying work or sharing work with other students when collaborating is not allowed
- Using notes, cell phone, web sites, etc on a test or during the test without permission from teacher
- Looking at someone else's test or allowing someone to look at your test
- Completing someone else's homework, paper, quiz, or test
- Buying someone else's work and using it as your own
- The use of assistive tools or technology such as Artificial Intelligence without direct consent of the teacher.

Ultimately, teachers want students to learn the material. In order to gauge full understanding, a student must submit their own work so that a teacher can provide feedback and guidance. Many times students resort to academic dishonesty because they do not feel prepared. Talk to your teacher, dedicate time to the classwork, and utilize AO to avoid cheating or plagiarizing. For written papers, use turnitin.com to self-check before submitting.

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

PARENT/COMMUNITY INVOLVEMENT

Visitors

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

STUDENT INFORMATION

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

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

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

DISTRICT GRIEVANCE PROCEDURE

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

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 30 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed. Forms can be found on the district website dcgschools.com or by contacting the business office 515.992.3866.

Investigation

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

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

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

Decision and Appeal

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

Appeal to Board

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

The Compliance Officer is:

Mrs. Michelle Wearmouth, Board Secretary/Treasurer
2405 W. 1st Street
Grimes, Iowa 50111
Telephone: 515-992-3866
Monday-Friday: 8:00 AM - 4:30 PM

Student Directory Information

If parents/guardians do not want Dallas Center-Grimes Community School to disclose directory information from a child's education records without your prior written consent, the parent/guardian must notify the District in writing by the first day of school each year. Dallas Center-Grimes Community School has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Release of information on the District's website will be limited to information that does not allow the identification of individual students by address or telephone numbers.

Educational Records

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

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

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

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

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

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

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

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

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

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

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

Class Dues

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

Field/Activity Trips

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

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

National Honor Society

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

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

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

Lost and Found

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

Library/Media Center

Students may check out books and other materials from the media center before and after school, between class periods, and during study hall.

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

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