



Dallas Center-Grimes  
Community School District

# DCG CSD Student Handbook (Preschool-12th Grade) 2025-2026

\*Board Approved 8/12/25\*

**DCG CSD Administration Office - 2504 West 1st Street - Grimes, IA 50111 - 515-996-3838**

*District Leadership*

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Director of Student Services  
Alyson Finley

Director of Teaching and Learning  
Shana Olson

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Jeff Wolfe

Director of Communications  
AJ Ellingson

Director of Technology  
Steven Hopper

Director of Activities  
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**DCG CSD Principals**

DCG High School  
Matthew Blackmore

Oak View  
Joan Cundiff

DCG Middle School  
Jason Snow

Heritage Elementary  
Diann Williamson

North Ridge Elementary  
April Heitland

South Prairie Elementary  
Patty Morris

Dallas Center Elementary/Preschool Director  
Deb Cale

**DCG CSD Board of Education**

Ryan Carpenter (President), Monica Malmberg (Vice President), Meg Dickinson, Nancy Baker Curtis, Nick Fiala, Brandon McNace, Shaylee Vander Velden

*"This handbook is a general source of information and may not include every possible situation that could arise. The Dallas Center-Grimes Community School District is approved once a year by the DCG School Board. Please refer to [DCG School Board Policy](#) for policy changes during the school year.*

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### **ATTENDANCE** - ([Attendance Board Policy 501.1](#))

Consistent and punctual attendance is of vital importance in order to receive maximum benefit from the instructional program, develop habits of punctuality, respect, self-discipline, responsibility and to assist in keeping disruption of the educational environment to a minimum. Students will be expected to attend classes regularly and be on time. Irregular attendance or tardiness by students not only impedes their own studies but also interferes with the progress and studies of those students who are regular and prompt in attendance. Attendance is a shared responsibility and requires cooperation and communication among students, parents and the school. **If your child is absent, please call or email the office. All notifications regarding full-day absences, leaving early, arriving late, etc., need to go through the office rather than through the classroom teacher.** The school determines whether an absence is excused or unexcused. Attendance letters will be sent home to communicate when absences reach ten percent or more.

The following rules or guides will be followed in the elementary schools concerning absences and tardiness for students in preschool through 12th grade.

#### **Students Leaving the Building Without Permission**

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

#### **Excused Absences**

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

#### **Unexcused Absences**

- Oversleeping
- Mental Health Day
- Missing the bus or a ride
- Shopping and concerts
- Hunting or fishing (unless on a planned family trip)

- Preparations and participation in a party or other celebrations

### **Tardy**

If the student arrives within 15 minutes after the start of school, the student is to be counted tardy. The only exception to this is if the student is absent for a medical appointment in which case the parent must notify the school or provide a doctor's excuse upon return.

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

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

As a part of our established procedure of accounting for students each day, we would appreciate it if you would **call the school secretary by 9:00 a.m. if your child will not be attending school that day or will be late.** You may also choose to leave a message on the voicemail system at your child's school prior to 7:00 a.m. or anytime after 4:00 p.m. When a student arrives at school after the first bell, he/she must check-in with the office and the student will be given a pass to class.

### **Leaving School During the Day**

A parent/guardian should contact the school in advance if their child is leaving school for any reason during the day, stating the reason for the absence. Any student leaving school during the day must be checked out at the front desk by an adult and checked back in if they return before the end of the day. Students are not allowed to walk home by themselves during the school day. **In grades K-8, no student will be allowed to leave the school during the day with any adult other than a parent or guardian unless proper permission is given by the parent/guardian in a note or parent phone call.**

### **Procedures for Excessive Absences and/or Tardiness - Chronic Absenteeism** **(Board Policy 501.09)**

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged active learners take greater ownership over their educational outcomes. For this reason, it is the priority of the district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district.

Chronic absenteeism/absences means any absence from school for more than ten (10) percent of the hours in the quarter/terms as established by the district. Truant/truancy means a child of compulsory attendance age who is absent from school for any reason for at least twenty (20) percent of the hours in the quarter.

Chronic absenteeism and truancy do not apply to the following students who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving qualifying religious instruction in accordance with relevant laws;
- are attending a private college preparatory school accredited or probationally accredited;
- are unable to attend school due to legitimate medical reasons;

- have an individualized education program that affects the child's attendance;
- have a plan under Section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
- are excused under *Iowa Code* §299.22;
- are exempt under *Iowa Code* §299.24;
- are a military applicant undergoing military entrance processing;
- are engaged in military service;
- are traveling to attend a funeral; or
- are traveling to attend a wedding.

Students are subject to disciplinary action for truancy, including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met. Enforcement of truancy is aligned with [school board policy 501.09-R\(1\)](#).

### **NON-DISCRIMINATION STATEMENT**

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

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

It is the policy of the Dallas Center-Grimes Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, and socioeconomic status (for programs) in its educational programs and its employment practices. In addition, the Dallas Center-Grimes Community School District is required by Title IX and its implementing regulations not to discriminate on the basis of sex and this requirement extends to admission and employment. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Dr. Greg Carenza, Associate Superintendent of School Improvement, 2405 W. 1st Street, Grimes, IA 50111, Telephone: (515) 992-3866, Email: [greg.carenza@dcschools.com](mailto:greg.carenza@dcschools.com)

Director of the Office for Civil Rights, Denver Office, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582. Telephone: (303) 844-5695, Facsimile: (303) 844-4303, TDD: (800) 877-8339. Email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)

### **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 and email. DCG will be using ParentSquare for emergency and general notifications. This includes notifications such as building information, bus updates, late starts or other emergency situations that may arise during or after school hours. ParentSquare fully integrates with Infinite Campus. It will be used as the school-to-home

communication platform for all buildings/grades/activities at DCG.

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

- Building communication sent via ParentSquare
- Mustang Monthly, district-wide newsletter, mailed and emailed to families
- Building Facebook pages
- Teachers will share classroom updates and information about student learning in the classroom
- Parent-teacher conferences are held twice a year. **In grades PK-8, there will be only one conference scheduled per child.**
- Parents may call at any time for an informal phone conference within the child's school day at the teacher's/parent's convenience.
- In grades PK-6, students receive report cards electronically at the end of each quarter
- Email addresses can be found on our website at [www.dcgschools.com](http://www.dcgschools.com) by going to each school for the staff directory

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

### **In Case of No School**

During the months of the year when bad weather might cause school to be closed, the district will try to make the decision to cancel school by 6:30 a.m. Closings/emergency information is communicated through a messaging system called, ParentSquare. This can be done by phone, text and/or email. Such information will also be announced on local television and radio stations during the public service announcements.

### **Telephone Messages**

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

### **Flier Distribution**

eBackpack is Dallas Center-Grimes School District's "green" approach to distributing information from school-sponsored activities and non-profit organizations. eBackpack can be accessed by visiting [dcgschools.com](http://dcgschools.com).

### **Release of Student**

#### **Photographs/Information**

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

## **STUDENT INFORMATION**

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

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

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

### **Transfer & Withdrawal**

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

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

### **Cell Phones**

In order to promote the best educational experience, students should feel connected to their educational environment and to others in the school community. Building meaningful connections can occur in a variety of ways. Technology has advanced people's ability to connect with one another across a variety of virtual platforms, and when used appropriately, adds value to the learning environment. However, it is vital to the developmental health and growth of students that the district provides opportunities for students to connect with peers and other members of their school community in-person whenever possible. In-person learning and interactions teach vital life and social skills that students will need for their continued success in the community.

For this reason, student use of personal electronic devices during instructional time is prohibited. Students have access to district-owned electronic devices as appropriate for the instructional needs of the learning environment and authorized by the classroom teacher. Parents or guardians who need to communicate with students during instructional time may contact the school building's attendance office. If there is an emergency requiring the student's immediate attention, a parent or guardian should again contact the school attendance office. In the event of an emergency, the school will contact the parent or guardian by the methods listed by the parent in the school's student information system. In the event of an emergency involving the broader school community, the school will contact parents and guardians by ParentSquare, the district's official school-to-home communication platform, when it's safe to do so.

Personal electronic devices mean any device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. This may include but is not limited to electronic communication equipment, mobile phones, smart phones, smart watches, video game devices and portable media players. Secondary (7-12) students may wear smart or electronic watches but may not use any communication applications or features that are prohibited from use on other electronic devices and all notifications must be turned off. Personal electronic devices that have been specifically authorized under a current individual education plan (IEP), a Section 504 plan, or an Individual Health Plan (IHP) are exempt from this policy. For purposes of this policy, instructional time is defined as the time from the beginning of class bell through the end of class bell. For students in grades K-8, electronic devices are not permitted at any point during the school day. Students in grades 9-12 are



allowed to use electronic devices during lunch, study hall and passing periods. Instructional time does not include participation in a school-sponsored activity.

Parents or guardians of students may request to building-level administration that a student retain access to the student's personal electronic device during instructional time if the parent or guardian can establish there is a legitimate reason related to the student's mental or physical health to retain access during instructional time. The reason must be tied to the student's multi-tiered system of support framework. Any denials may be appealed to the Superintendent, who will be the final decision-maker on the request.

Students who choose to use personal electronic devices outside instructional time but while on school property, at school-sponsored events, or in a manner that may impact the educational environment must use these devices in accordance with all applicable laws and board policies. Internet and digital device use is also outlined in [DCG Board Policy 605.06 R1](#). Students who violate this policy may face disciplinary consequences up to and including suspension or expulsion. The Superintendent, in conjunction with building-level administration, will develop administrative regulations in accordance with this policy.

Staff members may establish classroom rules or protocols for placement of personal electronic devices during instructional times consistent with this regulation. If a student is observed using a personal electronic device during instructional time, the employee who observed the student behavior will notify building administration, who will require the student to turn in the device for safekeeping until the end of the school day. The device will be secured in the building's front office. The district, however, is not responsible for the loss, theft, or destruction of personal electronic devices brought onto school or district property, or while the student is attending district or school-sponsored events.

For a student's first violation of this policy, the student may pick up the device at the end of the school day and the student's parent/guardian will be notified. For subsequent violations of this policy, building administrators or designee will communicate with the student and the student's parent/guardian to create a plan to avoid further violations, and a plan to return the device will be discussed. If a student in violation of this policy refuses to turn over their device, they may be sent home for the remainder of the school day. Repeated violations of this policy may result in additional disciplinary consequences for students in accordance with board policy.

## **STUDENT DISCIPLINE**

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

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

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary

measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record. The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact their school office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

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

- Harassment/Bullying: verbal or physical conduct that creates an intimidating, hostile, or offensive environment
- Property Damage: breaking, tearing, destroying, or otherwise besmirching physical property anywhere on the school grounds
- Fighting/Physical Aggression: the student strikes or touches another person with his/her body, an object connected to his/her body or an object propelled by his/her body with the intent of causing pain
- Theft: a student takes another person's property without their verbal or written consent
- Possession of a Weapon: [Board Policy 502.06](#)

### **BULLYING/HARASSMENT - [Board Policy 104](#)**

The Dallas Center Grimes School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. We do have a **zero tolerance** for bullying and harassment. If your child is feeling bullied, please have them share this with someone at school, as we want to address the problem immediately. As the parent, please do not hesitate to call us if you are concerned about bullying issues. We will work as a team (principal, teacher, parents, and students) to help resolve the issue. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity, and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or District.

#### **Filing a Complaint:**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint through the [district's online form](#). 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. 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.

### **EXPECTATIONS for STUDENTS**

#### **Jurisdictional and Behavioral Expectation Statement**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school

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

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

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district of 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 building office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

### **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 DCG High School, and the progression throughout our district. 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, websites, 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.

If it is discovered that a student has cheated or plagiarized, the classroom teacher will determine the consequences in conjunction with the administration. These consequences can be academic (redo assignment, alternative assessment) in addition to behavioral 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.

## **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.
- Clothing must fully cover private areas, including the buttocks, and must not be transparent or 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.
- Students may not wear hats or head coverings in school unless for a special occasion, cultural/religious reasons, or reward earned and approved by the building principal. Hoodies may be worn, but the hood must not cover the head.
- Cultural and religious head garments may be worn.

The following are not allowed:

- Clothing that allows the entire undergarment to be shown.
- Clothing that shows private areas, including any part of the buttocks
- 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.
- Accessories including wallet-style chains, handcuffs, oversized metal items, and costume elements (e.g. animal tails or ears).
- Shoes with cleats, except for outdoor athletic practices.
- Soft-soled slippers.
- Students may not wear hats/hoods in school unless for a special occasion or reward earned and approved by the building principal.

## **Toys/Electronics at School**

Students who bring personal items to school assume all risks, including theft, associated with those items. Students should not bring personal items to school unless the items are related to specific classroom activities. Trading of items is not allowed. If a staff member feels that any item a student

has brought to school is disruptive to learning or potentially dangerous to the individual student or another person, that staff member may take the item(s) from the student. The item(s) in contention, especially if potentially dangerous to the student or another person, will be brought to the attention of the principal. The following items are not allowed to be used during school: toys, electronic game systems, iPods, cell phones, or trading cards. Exceptions may be made at the building level for instructional purposes.

### **School Property**

Desks, lockers and computers in the buildings are the property of the Dallas Center-Grimes Community Schools and remain the school property even though they are temporarily assigned to students. Students are to use desks and lockers only for the storage of school-related books, school materials, outerwear clothing, and possessions ordinarily used in day-to-day school activities. For more information on search and seizure, please see [School Board Policy 502.08](#). The school anticipates normal wear and tear of books, lockers, and furniture supplies to students. If students damage school property or lose items, they will be expected to pay full price to replace the item/s.

### **Deliveries**

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

### **Party Invitations**

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

### **Pets**

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

## **HEALTH AND SAFETY**

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

#### **Contact Information**

Dallas Center Elementary and DCG Middle School

Cara Piepho, RN - [cara.piepho@dcgschools.com](mailto:cara.piepho@dcgschools.com)

Brittany Halsrud - Health Associate - [brittany.halsrud@dcgschools.com](mailto:brittany.halsrud@dcgschools.com)

Heritage Elementary/Preschool

Sara Walsh, RN - [sara.walsh@dcgschools.com](mailto:sara.walsh@dcgschools.com)

North Ridge Elementary

Stephanie Rupp, RN - [stephanie.rupp@dcgschools.com](mailto:stephanie.rupp@dcgschools.com)

South Prairie Elementary

Sara Walsh, RN - [sara.walsh@dcgschools.com](mailto:sara.walsh@dcgschools.com)

Sheri Beaver - Health Associate - [sheri.beaver@dcgschools.com](mailto:sheri.beaver@dcgschools.com)

Oak View

Melissa Scott, RN - [melissa.scott@dcgschools.com](mailto:melissa.scott@dcgschools.com)

DCG High School

Kathy Fistler, RN - [kathy.fistler@dcgschools.com](mailto:kathy.fistler@dcgschools.com)

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Please do not send your child to school if he/she is ill. **Your child should have a normal temperature for 24 hours before returning to school without the use of fever-reducing medication.** Children who participate in school activities during the day or evening are to attend school all day on the day of the activity. **Students must see the nurse in order to be excused from school.**

Written permission to be absent, any time before the activity, will be the only exception to this situation. (Example: dental appointment, funeral, non-illness appointment). Refer to the policy section of the handbook to read our accident/illness policy in more depth.

In case a student has an accident or is seriously ill while at school, every attempt will be made to notify the parent, guardian or designee. If that person is unavailable, the school will make whatever arrangements seem necessary, including ambulance transportation to the emergency room if required. This information can be updated in Infinite Campus. Parents can complete during the registration process and **should notify the school of any change in information during the school year.**

### **Required Immunizations**

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

**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 a 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 the Infinite Campus Parent Portal or in the school Health Office. Medication must be brought in the original container or labeled by the pharmacy or the manufacturer with the name of the student, name of the medication, time of day that it is to be given, dosage and duration. Medications must be age-appropriate and will be administered according to label recommendations.

Students in grades K-6 must supply all medications to be given at school with parent/guardian consent. Elementary schools will **not** have stock medications available, with the exception of acetaminophen. The authorization form is available in the Infinite Campus Parent Portal or in the Health Offices.

### **PARENT/GUARDIAN RESPONSIBILITY**

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

## **EFR**

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

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

## **CPR/First Aid**

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

## **Illness Procedures**

Students with the following symptoms will be sent home:

- Temperature of 100.4 or above (oral) or equivalent (normal temperature for 24 hours before returning to school)
- Vomiting (free from vomiting for 24 hours before returning to school)
- Diarrhea (free from diarrhea for 24 hours before returning to school)
- Unexplained abdominal pain
- Severe cold and/or cough that interferes with student's ability to engage in learning
- Unexplained skin eruptions or rash
- Swelling, redness, tenderness, discharge of eyes (requires a doctor's diagnosis and treatment, if needed, or until symptoms are gone)
- Communicable disease (requires a doctor's diagnosis and treatment, if needed, or until symptoms are gone)
- Any health condition that, in the nurse's judgment, is of concern for the child's or others' health

## **Doctor's Notes & Exemption from Class**

- To be considered exempt from class due to injury, the student must provide documentation from a medical physician specifically noting the inability to participate fully in all physical activities.
- A release to return back to full physical activity will be necessary from your student's treating physician.
- Notes from dentists or chiropractors will not be accepted to exempt a student from participation in class.
- Doctor's notes for injuries needing to be excused from physical activity need to be submitted to the nurse's office or main office.

## **Fire & Tornado Drills**

([Board Policy 507.05](#)) Fire drills and tornado drills will be conducted throughout the school year. These drills are required of each school district by state law. Students shall follow the instructions posted in each room. These instructions will assist in providing for your protection and safety. Students should consider these drills a serious matter. Fires and tornadoes destroy school buildings each year in Iowa. A casual approach may prove to be harmful to your personal health as well as that of your classmates. Fire drills will be announced by the fire alarm system. If the alarm system is not working, the public

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

## **TRANSPORTATION**

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

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

### **Expectations of Students on DCG School Buses**

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

- Before approaching a school bus from the opposite side of the street, students should wait for the bus to come to a complete stop and for the driver to give them a "thumbs-up".
- When leaving the school bus and having to cross the street or road, students must wait at the front of the school bus for the driver's signal (thumbs up) to cross.
- Students should go directly to their seats and sit down. Out of the aisle and feet in front of them.
- If the bus is equipped with a seatbelt, students are expected to buckle up.
- Stay in your seat, sitting properly until you reach your school bus stop or school.
- Keep your hands, feet, and objects to yourself.
- Do NOT throw things on the bus or out of the school bus window.
- Do NOT damage any part of the school bus. Any damage will be billed to the family..
- Do NOT use inappropriate language, profanity, or mean language.
- Do NOT verbally or physically harass other students.
- Every student must obey the driver's instructions immediately. The school bus driver should not have to remind students of these rules.

### **Consequences**

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

**Video cameras** are in use on school buses for the safety of the students riding the bus. The content of the video may be used to discipline students. School bus videos are protected under the student records rules



and may not be shared with the public. In some situations, parents may be invited to watch videos of their child's behavior.

### **Bikes and Scooters**

Students are welcome to ride their bikes to school and **must** park them in the designated bike racks upon arrival. For safety and security, students are strongly encouraged to bring a lock and secure their bikes/scooters properly. The school is not responsible for lost, stolen, or damaged bicycles/scooters. Riding bikes/scooters on sidewalks or in front of the school building during arrival or dismissal is not permitted.

**Only one rider is allowed per bike or scooter.**

## **TECHNOLOGY**

The Dallas Center-Grimes Community School District provides laptops for students in grades 2-12 and iPads for students in grades PK-1. The 1:1 laptop program provides improved communication between students, teachers, and staff. Access to the internet is offered daily. The vast domain of information contained within internet libraries can provide unlimited opportunities for students.

### **Internet Use**

([Board Policy 605.06](#)) The Dallas Center-Grimes School District offers an opportunity for students to access the internet and other digital devices. The vast domain of the information contained within the internet's libraries can provide unlimited opportunities for students. Students will be allowed access to the internet and digital devices unless the student's parent or guardian provides a written notification prohibiting that student's access.

Students will abide by the following:

- Students will only be able to access the Internet under the supervision of a staff member.
- Students shall only remain on the system long enough to get the needed information.
- Students shall not use objectionable language.
- Students shall not intentionally access or download any text file or pictures or engage in any conference that includes pornography, advocates violence, racism, anarchy, treason, or discrimination.
- Students shall be responsible for additional charges if their accessing the Internet resulted in the charges being assessed.
- Students need to understand that all accounts are subject to being accessed by the network administrator.

### **Consequences:**

#### **First offense:**

- Student receives a school-to-home report. The student loses access to the Internet for one week. Restricted dates are recorded. Other disciplinary action may be taken.

#### **Second Offense:**

- Student receives a school-to-home report. Student loses access to the Internet for the remainder of the quarter. Restricted dates are recorded. Other disciplinary action may be taken.

#### **Third Offense:**

- Student receives a school-to-home report. Student loses access to the Internet for the remainder of the year. Restricted dates are recorded.

## **NUTRITION SERVICES**

### **Breakfast & Lunch**

Students will use a student ID card to purchase school lunch. For the younger students, special training will take place at the beginning of the year.

Breakfast served by school personnel is available daily for students in the cafeteria of your child's school. Breakfast is served prior to the school day starting; additional exceptions are provided for

specific examples. Students must be in their assigned classroom by tardy time. Please plan accordingly if your child wishes to eat school breakfast.

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

We highly encourage parents/guardians to please fill out the Iowa Eligibility Meal Application to apply for free and reduced status at [dcgschools.com](http://dcgschools.com) to receive the appropriate meal benefits.

### **Free/Reduced Meals Pricing**

Information concerning free or reduced-priced meals is available on the [district's website](#).

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Administration Office (992-3866) for a waiver form. **This waiver does not carry over from year to year and must be completed annually.**

### **Menus & Monitoring Nutrition Accounts**

Chartwells uses Infinite Campus, which allows families to view their child's nutrition account, set up low balance email alerts, monitor/set spending limits, apply for free/reduced-priced meals, view account history and view menus. Parents will be able to use one sign-in for multiple students. Monthly menus are posted on our [website](#).

### **Money**

Students should not carry extra money to school. All lunch money can be placed in the student's account on Infinite Campus. You should be concerned if your child suddenly has extra money found at school, or if he/she come home with items bought from other students. Students are not allowed to sell or trade items of any kind at school.

### **Negative Account Balances**

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

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

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Free and reduced-priced meals are available to those families who qualify. Apply for free or reduced-priced

meals online or contact the Nutrition Service Department for an application.

**Negative Account Balance Repayment** ([Board Policy 710.04](#)) Negative balances of more than \$50 not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options for collection may include: collection agencies, small claims court, or any other legal method permitted by law.

## **PARENT/COMMUNITY INVOLVEMENT**

### **Visitor's Policy** ([Board Policy 903.03](#))

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

### **Volunteers** ([Board Policy 903.02](#))

If you want to be a volunteer, please contact your child's classroom teacher for more information. **We do criminal background checks on our volunteers to ensure safety in our schools.** The background check occurs only if working with students on a one-on-one basis with a student for an extended period of time.

## **Appendix A - DCG Middle School/Dallas Center**

# Elementary, Heritage Elementary, South Prairie Elementary, North Ridge Elementary

## **OFFICE HOURS**

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

## **BUILDING SCHEDULE**

We ask that parents refrain from dropping off their children at school before 7:45 a.m. Breakfast service begins at 7:45 and will be available to students. Each building will communicate additional arrival time procedures. The tardy bell rings at 8:15; all students should be in their classrooms by this time. Please be timely in dropping off and picking up your child. Please make alternate arrangements when these circumstances occur. 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. The school day ends at 3:15. Please be prepared to pick your student/s up at that time. Students will not be allowed to wait in the office area for any extended period of time prior to or after school dismissal. 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.

## **Six-Day Cycle**

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

## **PE Guidelines**

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

## **RECESS**

All elementary children are expected to play outdoors at **recess** when the weather permits. Please dress your child appropriately for the weather. Students are encouraged to wear a jacket when the temperature is 60 degrees or lower. It is always good to have a sweatshirt or jacket at school so your

child will be prepared. If the wind chill or temperature is below 10 degrees or heat index is above 95 degrees, recess will be indoors. Snow boots and snow pants are required in order to play in the snow for students in grades K-4. Students in grades 5-6 will not play in the snow during recess - hard surface only.

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

## **GRADING**

For students in grades K-5, we use multiple pieces of assessment information in order to determine whether or not your child is progressing towards the essential learnings. This progress is communicated to you quarterly through our report cards.

### **Academic Performance Level for Elementary Academic Rubric**

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

- E - Exceeds Grade Level Objective
- C - Consistently Meeting Grade Level Objective
- P - Progressing Toward Grade Level Objective
- N - Not Meeting Grade Level Objective
- \*- Not Evaluated

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

#### **Percentage Grade**

- 100-93 = A
- 92-90 = A -
- 89-87 = B+
- 86-83 = B
- 82-80 = B -
- 79-77 = C+
- 76-73 = C
- 72-70 = C -
- 69-67 = D+
- 66-63 = D
- 62-60 = D -
- 59-0 = F

## **Classroom Treats**

Our buildings are peanut/tree nut aware and will work with families that have a child with specific allergies. If there is a life-threatening allergy in a specific classroom, notes will be sent home with each student asking to avoid the allergy item in snacks and treats.

## **Water Bottles**

Students are allowed to bring a water bottle to school. These bottles are for water only and can be filled on a daily basis at school. It is important that these bottles are returned home for cleaning on a regular basis.

## **No Homemade Treats or Food Items**

Students are not allowed to bring in homemade treats or food items. **All treats must be commercially prepared and packaged for distribution with intact ingredient labels.** Classrooms with students who have life-threatening allergies may have more specific guidelines.

### **Eating Lunch with Students**

If you would like to eat lunch with your child, please call the office that morning. This will ensure enough food is prepared for every student. It is important to keep your child's lunch account balance current. You can send a check with your child or pay online using your parent portal on Infinite Campus. A link is found online at [www.dcschools.com](http://www.dcschools.com).

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

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

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

### **Lunchroom Procedures**

Students have options for lunch. They include the regular lunch or a sack lunch from home. Limited Ala Carte options are available for students in 5-6 grades.

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

All Elementary Schools will enforce the following lunchroom procedures:

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

### **Field Trips**

Before each field trip, the teacher will send home basic information regarding that particular experience. Parent approval must be given ahead of the field trip. Parent chaperones may be requested if extra supervision is needed. Occasionally, class trips out of the building will be scheduled, which are still within our district. These trips may include bus travel or walks to Spurgeon Manor, Middle School, High School, local libraries or local businesses. Parents will be reminded of these class trips through a newsletter from the classroom teacher. A signed permission slip is not required for each in-district class trip.

### **Field Trip Volunteers**

Our schools provide many educational field trips throughout the school year. The field trips are designed to enhance the curriculum for each grade level. We are limited in the number of chaperones we are able

to take on field trips. These limitations are imposed by the sites we visit as well as by the limited amount of space we have on school buses. Chaperones are not allowed to bring siblings on field trips. Chaperones will be subject to a background check. Attendance for the field trip is marked as such in Infinite Campus. The attendance code shows FTSR (Field Trip School Related). Parents will get an email that their child has been out of the building on the day of the field trip. This does not count against the child's attendance, but shows that they were out of the building.

### **School Parties**

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

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

### **Electronic Device Usage**

Electronic devices are not permitted at any point during the school day. Disciplinary action is referenced in the district portion of this handbook.

### **Lost & Found**

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

### **Transitional Kindergarten**

Transitional Kindergarten is a program for students who are kindergarten eligible (must be 5 by September 15) and may need an extra year to prepare for full-day kindergarten. Two sections of Transitional Kindergarten (one morning section, one afternoon section) are held at North Ridge Elementary. Transitional Kindergarten is a half-day program that meets Monday-Friday. The morning section meets from 8:15-11:15 and the afternoon section from 12:15-3:15. Transitional Kindergarten classes will not be in session on 1:00 dismissal days. Arrival/dismissal plans will be sent by the transitional kindergarten teacher ahead of the start of school.

# Appendix B - Oak View

## OFFICE HOURS

The school office is open from 7:00 a.m. to 3:30 p.m. Monday through Friday. No student will be allowed to remain in the building after 3:30 p.m. except under the direct supervision of a faculty member. Before 7 a.m. and after 3:30 p.m., a voicemail system will take your messages. Messages reporting your child's absence can be left at a time convenient to you before 7:00 a.m. Messages requesting a return call on the voicemail system after 3:30 p.m. will be returned the following day. We encourage you to use this service before and after school hours for your convenience. Oak View 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

- 7:00 a.m. - All students may enter the building
- 7:45 - School Begins
- 2:45 - Dismissal

We ask that parents refrain from dropping off their children at school before 7:00 a.m. Students should not be on school grounds and may not enter the building before 7:00 am. If your child is participating in the school breakfast program, he/she may enter the building at 7:00 am for breakfast and proceed directly to class at 7:40 am. There is no supervision for your children prior to 7:30 am (exception is the breakfast program) and after 2:45 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, a club, or are under the 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.

### **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. If there is a question of safety or items inappropriate for school, a backpack/locker check may occur.



## **GRADING**

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

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

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 will be assigned based on local weighted course standards.

### **High School Coursework**

Eighth grade students who take classes for high school credit will be subject to the following guidelines:

- Students must meet the acceleration criteria in order to be considered for high school coursework.
- Students must maintain a "B average" or the student services team will meet to discuss proper placement. Parents may request a different placement at any time.
- The class grades will be posted on the high school transcript.
- Semester tests will count toward the student's semester grade.

### **Homework**

Students are expected to complete assignments that are part of the regular classroom routine. Since the completion of assignments is the basis upon which ongoing learning is built, students will be held accountable for assignment completion. If students do not complete assignments, they will be expected to work with teachers after school.

### **Homework Guidelines**

The faculty of Oak View assigns homework in order to allow students the opportunity to practice new or existing skills, to prepare for upcoming lessons or assessments, or to elaborate on concepts taught during the school day. Rich and meaningful assignments enhance the educational experience. It is the goal of the Oak View staff to provide students with learning opportunities, including homework, that maximize attainment of academic goals and student achievement. All assignments given to students will assist in reaching this goal, and students are expected to complete all assigned work.

### **Late Work**

Students have 10 days from an assignment's due date to submit their work for full credit. Submissions

made after this 10-day period will receive a maximum of 80% of the original assignment's points. Additionally, students retaking an assessment after its final date can earn up to 80% of the total possible points.

### **Teacher Responsibility**

- Teachers will assign rich and meaningful work designed to increase student learning.
- Teachers will coordinate within each grade level to monitor the amount of homework given each day and to limit the number of tests given on a given day.
- Teachers will expect students to utilize a planning device of some sort, whether it be something the child already uses, or an electronic planner on the student's laptop.
- Teachers will communicate student progress on a regular basis by maintaining accurate records and by posting daily homework assignments on the online website. Teachers will also respond to special communication requests by providing a paper copy of the same information as is found on the Internet.
- Teachers will utilize communication tools to notify parents in a timely manner of unacceptable academic performance.

### **Student Responsibility**

- Each student will maintain an accurate and up-to-date planning device, reflecting daily homework, which can be reviewed by a parent/guardian.
- Each student is expected to complete all assigned homework in a timely manner. When homework is not completed on time, the student is expected to communicate with the classroom teacher regarding a timeline for completion.
- Each student is expected to monitor his/her own grades and academic progress and communicate with his/her parents regarding academic progress.
- Each student is expected to make productive use of study hall and in-class work time. Classroom teachers are available to provide assistance at these times, and it is the responsibility of each student to make use of this resource.
- Each student is expected to attend assigned study sessions before or after school, designed to help the student improve his/her academic performance.

### **Parent Responsibility**

- Parents of Oak View students are expected to monitor their child's use of their planning device. It should contain daily information regarding classroom activities, homework assignments, and test dates.
- Parents of Oak View students are expected to monitor their child's academic progress. Grade reports are available on Infinite Campus. Parents will be notified every three weeks by email if their child has a D or and F in a class.
- Parents of Oak View students are expected to communicate with their child's teachers when they have an academic concern. Each teacher has a voicemail that can be accessed by calling the main office at 986-0105.
- Parents of Oak View students are expected to provide an environment conducive to completing homework. Having a consistent, organized place for homework, establishing a schedule for completing homework, and encouraging and prompting your child will help him/her to successfully complete homework assignments.
- Parents of Oak View students are expected to stop their child from working when bedtime comes or he/she has worked on homework an excessive amount of time, even if homework is not done. The quality of the work completed and your child's ability to focus in school the following day will suffer if he/she is up late or has excessive amounts of homework in a given evening. As a general guide for the amount of homework that would be considered appropriate, multiply the child's grade level by 10.

### **Grading and Reporting Progress**

Report cards based on teacher evaluations are issued at the end of every grading period. Students will

receive reports a minimum of every 9 weeks. Student progress can be monitored on a weekly basis through our online database (Infinite Campus.) Assignments are updated weekly. Portal Access can be obtained at the Oak View main office. Progress reports and daily assignments are also available in paper copy by contacting the Oak View office at 986-0105.

### **Testing Program**

All students will take the Iowa Statewide Assessment of Student Progress (ISASP) in March - May. Parents will be notified of the individual achievement of their child, and the performance of the district when compared to state and national results.

### **Electronic Device Usage**

Electronic devices are not permitted at any point during the school day 7:45-2:45. Disciplinary action is referenced in the district portion of this handbook.

## **TRANSPORTATION**

### **Bus Permits**

Students must ride only the bus to which they are assigned. A bus pass cannot be used to ride other buses. Students will be permitted to ride the activity shuttles only if they are coming from or leaving a supervised activity.

### **Bus Rules**

Students should be waiting for the school bus when it comes to a stop. If the driver is on schedule, she/he will wait three minutes. If she/he is behind schedule, she/he will not wait for a student who is not at the pick-up point. A student who is not riding the bus on a particular morning is asked to call the preceding family on the route so that they can tell the driver not to stop and wait. This will prevent other students from waiting unnecessarily. Students must board the bus only after it comes to a complete stop.

A student may not:

- Move from one seat to another.
- Throw things either inside the bus or from the window.
- Touch one another.
- Lean, yell, or throw items out the window.
- Leave trash on the floor.
- Damage or deface any part of the bus.
- Use Inappropriate Language
- Every student must obey the driver's instructions immediately.

### **Athletic Trips**

When we play a home Oak View athletic event, students will be transported to the game venue. Following the game, there will be no specific shuttle for the teams. Students must arrange their own transportation following a game. When we play an away Oak View athletic event, upon return from the game, shuttle bus transportation will be provided to each town. Students must arrange their own transportation from the drop-off point in each town.

### **Consequences**

Those students who fail to behave appropriately, who fail to follow the driver's instructions, or who create a disturbance on or near the bus will be required to report to the principal's office for discipline, which may include the denial of the privilege of riding the bus.

## **Activities**

Participants are expected to travel to and from contests in transportation provided by the DCG School District. There will be a few exceptions to this rule. Many coaches ask the athlete(s) 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 a parent, written and personal contact must be made prior to departure for the event.

Students are expected to ride to the event in 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. Parents 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 to 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**

([Board Policy 503.04R](#)) The Board of Directors of the Dallas Center-Grimes Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extra-curricular and co-curricular activities serve as ambassadors of the school (district) throughout the calendar year, whether away from or at school. Additional information is available in the Student Activity Handbook.

## **STUDENT ACTIVITY PROGRAM**

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

The student activity handbook as well as these regulations, state that athletic activities have inherent risks associated with participation. Parents and students accept a level of risk when students participate in extracurricular activities. All guidelines for student activities can be located in the school activity handbook.

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

Oak View students wishing to participate as an individual or a team member in a non-school event during the season that they are a member of a Dallas Center-Grimes High School team will be allowed to do so, provided the student, parents, and head coach sign a waiver. This waiver is available from the Activities Director and must be filed prior to any non-school competition. Participation in the non-school event will not result in a loss of practice time or games being missed with the Dallas Center-Grimes High School team. If this does occur, the student will miss one scheduled game for each game and/or practice that is missed.

## **Academic Ineligibility**

Academic Ineligibility Students participating in extracurricular activities sponsored by DCGCSD are expected to maintain their best efforts to pass all courses to maintain eligibility status. Grade checks will be done weekly and sent to activity sponsors and/or coaches. Students who receive a D or F will need to serve time with the teacher of the class prior to the next competition. If a teacher is unavailable,

building administration will schedule a time (Wednesday afternoons) for the student to remain at Oak View to complete the work or improve the grade. If a student fails to attend the required session, they will be ineligible to participate in the next competition. Continued failure to comply may result in extended ineligibility.

### **School Socials**

Students are expected to follow school rules while attending all school functions. School socials are for 7<sup>th</sup> and 8<sup>th</sup> graders who attend Oak View only.

### **Student Conduct**

Student conduct that interferes with maintaining a positive and productive learning environment will be considered in breach of good discipline. The following is not intended to be a comprehensive list, but rather given as examples of unacceptable behavior:

- Vandalizing or intentionally damaging school property or another student's property
- Damaging, defacing, or erasing computer files or software
- Fighting, play fighting, spitting on someone
- Physical or verbal abuse or threats
- Harassment
- Using or displaying profane, obscene, inappropriate language or language offensive to race, gender, disability or religion
- Open defiance or disobedience
- Insubordination
- Gambling
- Stealing
- Cheating
- Engaging in inappropriate displays of affection
- Leaving school without permission
- Inappropriate behavior (including pantsing another student)
- Violating drug, alcohol and tobacco policy
- Violating weapons policy
- Disrespect
- Unexcused absences
- Excessive tardiness or absenteeism
- Behavior deemed socially unacceptable
- Food and open containers in the hallway or classroom

### **SPECIAL SERVICES**

#### **Heartland A.E.A.**

The Heartland Area Education Association serves all students in our district. A social worker, school psychologist, and nurse consultant are available to work with our students throughout the school day.

#### **Special Education**

Consultants from the Heartland AEA are available to visit our school and provide services for learning disabilities, hearing impairment, emotional disabilities, mental disabilities, gifted and talented, and professional in-service. These consultants will participate in staffing meetings to evaluate and plan individualized learning programs. A remedial and multi-categorical resource room program is available to provide special assistance to students having difficulties with school.

#### **Guidance Services**

The main objective of the guidance service is to help each child gain better self-direction and self-understanding, which will allow him or her to make wise decisions. The program also stimulates thoughtful consideration in planning and preparing for a career in light of test information, grade

evaluation, personal interests, health and ability. Group guidance activities are conducted to help students deal appropriately with common life situations and to give them insight into their own personal problems. Student Services is available for students who qualify for entry into the program. Entry into the student services program must come as a recommendation of the Student Assistance Team, of which the student and parent are vital members. Enrollment will be based upon numerous factors associated with a student's performance at school.

### **Student Assistance Team**

We expect all students to perform academically to their ability, meet behavioral expectations, and to function socially and emotionally within the school setting. When students are unable to meet these expectations, they will be referred to the Student Assistance Team. This team, made up of school personnel, the student, and the student's parents/guardians, gathers to identify the problem and design an intervention that will allow the student to achieve his/her potential.

### **Talented and Gifted (TAG) Program**

Students are screened for TAG identification in kindergarten through third grade. Beyond third grade, students at or above the 98th percentile on all areas of ISASP and/or FAST aMath will be considered for the program by the TAG identification committee.

### **Health Services**

The school nurse will be in our school every day. Vision screening will be done upon parent or teacher request. Immunization cards are reviewed and then audited by a county health official. Health records are kept and updated annually. A student who becomes ill during the day must report to the nurse.

### **Student Services**

Student Services is available for students who qualify for entry into the program. Entry into the student services program must come as a recommendation of the Student Assistance Team, of which the student and parent are vital members. Enrollment will be based on numerous factors associated with a student's performance at school.

### **LIBRARY/MEDIA CENTER**

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

# Appendix C - DCG High School

## DCG High School Leadership

Principal - Mr. Matthew Blackmore - [matthew.blackmore@dcgschools.com](mailto:matthew.blackmore@dcgschools.com)

Assistant Principal - Mr. Austin Roy - [austin.roy@dcgschools.com](mailto:austin.roy@dcgschools.com)

Assistant Principal - Mrs. Sheila Hudson - [sheila.hudson@dcgschools.com](mailto:sheila.hudson@dcgschools.com)

Activities Director - Mrs. Madison Melchert - [madison.melchert@dcgschools.com](mailto:madison.melchert@dcgschools.com)

Assistant Activities Director - Mr. Adam Juhl - [adam.juhl@dcgschools.com](mailto:adam.juhl@dcgschools.com)

## Message from the Principal

DCG High School ensures all students learn at a high level by empowering them to create their future. We encourage students to leave their legacy in academics and activities by embracing our core values: **collaboration, innovation, inclusion, passion, and support**. This school year, we will advance these principles to achieve great success both inside and outside the classroom.

### 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 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. 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
- 8:10 am - Bell Rings to send students to 1st Block Classes
- 8:15 am - School Begins
- 3:15 pm - 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 the 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.

## **Electronic Device Usage**

In accordance with DCG School Board Policy, electronic devices are not permitted during instructional time. At DCG High School, electronic devices may be used during the lunch period (while in the common areas), study hall and passing period.

## **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 who have a study hall either 1st or 4th block may arrive late or leave early. Infinite Campus will schedule all classes. Senior Juniors, and Sophomores will not be allowed to change classes just to get 1<sup>st</sup> or 4th block free.

Expectations:

- Parents must sign the permission form, the form must be turned in, and Open Campus must be on the student's schedule 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 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 student's 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

## **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 that 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 for 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 the 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.

### **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 a 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 upcoming events, that affect a larger portion of the student body. An administrator must sign posters.

### **Parking Areas and Rules**

There is no double-parking allowed; therefore, all cars must be correctly parked with no other car blocked into his/her parking space. Students are expected to park correctly in the lines provided.

Staff parking will be reserved for 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 handicapped parking at any time. Tickets will be issued as a violation of city ordinance by the local authorities.

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 about any problems or changes can help avoid parking problems.

## **GRADING/LEARNING EXPECTATIONS**

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

<b>Tight</b>	<b>Loose</b>
A focus is on student learning!!	
No Zeroes	All assignments that are given or assignments that have a direct impact on your grade, or after all supports have been exhausted
No grade reduction for late work  Retakes/ Redoes available with additional learning prior to retake/redo (limited time per assessment).	Other consequences are/may be given.  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 upon individual request. Progress reports will be sent home, notifying Fs at week four.

## **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 credits 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 DCG 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 DCG 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 who 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 requests. Drop from a class can only occur in the first 3 days of each Term. Course addition 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 lead 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 who 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 who 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 student's 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 reviewed by the Student Services Department (Counselors, Interventionists, 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 the 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. Options 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 the high school staff will work with students and parents to make this plan.

College classes can be taken, at the 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 are approved 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 will 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 DCG High School.

## **GRADUATION**

### **Participation in Graduation Exercises**

Students who 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

### **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 regularly to see if they are missing any items. Unclaimed items will eventually be discarded or donated.

### **Library**

Students may check out books and other materials from the library 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 return the book on time. Deadlines will be set periodically for all past due books to be returned.
- Replacement fines will be issues for lost or missing books and materials.
- No food or beverages are allowed in the media center.

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

# Appendix D - DCG Preschool

The Dallas Center-Grimes program's goal is to provide a high-quality preschool program meeting individual needs, including children with disabilities and those from diverse backgrounds. The preschool provides a rich learning environment that encourages natural curiosity and supports them to take risks that lead to new skill development. It is a setting where children feel safe, respected, and cared for. This is an opportunity for all three and four-year-old children to take part in active learning experiences to build readiness skills. The preschool program has adopted and meets the Iowa Quality Preschool Program Standards administered by the Iowa Department of Education. The Iowa Early Learning Standards are used to guide expectations and instructional practices.

## **Goals for DCG preschoolers:**

- Children will show competence in social/emotional, physical, cognitive, and language development skills.
- Children will be enthusiastic and curious learners.
- Children will be safe and healthy.

## **Goals for DCG families:**

- Families will feel welcome in the classroom and school.
- Families will work with the school in a meaningful partnership to help students be better prepared to learn to read and write.

## **ENROLLMENT ELIGIBILITY**

Children must be three or four years of age prior to September 15th of the current school year.

## **Hours**

Classes meet for three hours each day, four days per week. Children attend on Monday, Tuesday, Thursday, and Friday. Students do not attend on Wednesdays. This allows for parent meetings and home visits, planning time for the teaching staff, and collaboration with community agencies. The preschool follows the Dallas Center-Grimes school calendar.

AM Section: 8:15 - 11:15 3 yr olds/4 yr olds  
Monday, Tuesday, Thursday, and Friday

PM Section: 12:15 - 3:15 4 yr olds  
Monday, Tuesday, Thursday, and Friday

Students may arrive between 7:45 and 8:15 AM. Students will not be permitted to leave the school grounds after arrival unless escorted by school personnel or parents/guardians. Students who return to class or arrive after the school day has begun must be accompanied by a parent/guardian, or the office must receive a phone call or a signed note from the parent/guardian.

## **General Information**

The maximum class size for the 3-year-old program is 16 children and the class size for the 4-year-old program is 20 children in each section. The staff-child ratio of 1:10 will be maintained at all times to encourage adult-child interactions and promote activity among children.

## **Preschool Staff**

### Program Administrator

The early childhood administrator supervises the preschool program. The administrator meets all qualifications described in the Iowa Quality Preschool Program Standards.

### Teacher

A full-time teacher licensed by the Iowa Board of Educational Examiners and holding an Early Childhood Endorsement or an Early Childhood Special Education Endorsement is assigned to each preschool classroom.

### Teacher Associate

A full-time teacher associate in the classroom carries out activities under the supervision of the teacher. The teacher associate will have specialized training in early childhood education.

### School Nurse

The preschool will have the assistance of the school nurse. She maintains student health records and attends to health needs. She is available for parent consultation when necessary.

### Support Staff

Heartland AEA 11 support staff provide resources and assistance to the teacher and classroom upon request to help all children be successful in the preschool setting. Such staff may include: early childhood consultant, speech and language pathologist, social worker, occupational therapist, physical therapist, or others.

## **Daily Activities**

A consistent daily schedule is planned to offer a balance of learning activities. Your child will have the opportunity for the following types of activities every day:

Large and Small Group Activities	Self-Directed Play	Snack
Learning Center Activities: Art, Science, Writing, Games, Books, Toys, and Pretend Play	Story Time	Technology
	Outdoor Activities	Individual Activities

A daily schedule of activities and snacks is posted in the classroom. Daily notes and weekly newsletters will be sent home to families.

## **Curriculum**

Curriculum is a framework for learning opportunities and experiences. It is a process by which learners obtain knowledge and understanding while developing life skills. It is continually revised and evaluated to make learning fun and exciting.

It is the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnic origin, religion, and physical disability.

The preschool program uses *Creative Curriculum*, a research and evidence-based comprehensive curriculum designed for three and four-year-olds. It addresses all areas of early learning: language and literacy, math, science, physical skills, and social skills. Delivering curriculum based on studies familiar and meaningful to young children, such as community helpers, nutrition, and transportation. It provides children an opportunity to learn in a variety of ways - through play, problem solving, movement, art, music, drawing and writing, listening, and storytelling.

### **Assessment**

It is the school district's belief that assessment of young children should be purposeful, developmentally appropriate, and take place in the natural setting by familiar adults. The results will be used for planning experiences for the children and to guide instruction. Assessment will never be used to label children or to include or exclude them from a program. A family's culture and a child's experiences outside the school setting are recognized as being an important piece of the child's growth and development. All results will be kept confidential and placed in each child's file.

Children are assessed in the following ways:

- *Teaching Strategies Gold* continues to align with the Iowa Early Learning Standards. It records student progress in all developmental areas three times a year.
- Observational data provides an ongoing anecdotal record of each child's progress during daily activities.
- myIDGIs screener
- Child portfolios are organized by the teaching staff and include the assessments, observational data, and child work samples collected on an ongoing basis.
- Ages and Stages Questionnaire-3 is completed by parents at the beginning of the school year. This questionnaire provides information regarding the child's developmental skills upon entry into the program.
- The Home Language Survey is completed during online registration.
- Families are asked to contribute information about their child's progress. Young children often show different skills in different settings. Working together, the teaching staff and families can gather a complete picture of a child's growth and development.

The information from the above is used in the following ways:

- To provide information about children's needs, interests, and abilities in order to plan developmentally appropriate experiences
- To provide information to parents about their children's developmental milestones.
- To indicate possible areas requiring additional assessment

Assessment information will be shared formally with families during Parent-Teacher Conferences in the fall and spring. Informal conferences are always welcome and can be requested at any time.

If, through observation and assessment information, the teacher feels there is a possible concern related to a developmental delay or other special needs, she/he will communicate this to the family during a conference, sharing documentation of the concern. Suggestions for next steps may include the following, with the knowledge and consent of the parents:

A request made to Heartland Area Education Agency for support and additional ideas or more formalized testing. The preschool teacher would assist in arranging for developmental screening and referral for diagnostic assessment when indicated.

If a child is determined to need special accommodations, those accommodations are included in the materials, environment, and lesson plans for that child. Examples include sign language and visuals for children with hearing impairments or language delays and behavior plans for children whose behavior does not respond to the typical strategies used by teaching staff in the classroom.

## **Supervision Policy**

No child will be left unsupervised while attending preschool. Staff will supervise primarily by sight. Supervision for short intervals by sound is permissible as long as teachers check every two to three minutes on children who are out-of-sight (e.g. those who can use the toilet independently, who are in the library area, etc.)

## **Child Guidance and Discipline**

Teaching staff will equitably use positive guidance, redirection, and planning ahead to prevent problems. They will encourage appropriate behavior through the use of consistent, clear rules and involving children in problem-solving to foster the child's own ability to become self-disciplined. Where the child understands words, discipline will be explained to the child before and at the time of any disciplinary action. Teaching staff will encourage children to respect other people, be fair, respect property, and learn to be responsible for their actions. Teaching staff will use discipline that is consistent, clear, and understandable to the child. They will help children learn to persist when frustrated, play cooperatively with other children, use language to communicate needs, and learn to take turns.

Classroom Behavior Plan – Each class will have a positive behavior reinforcement system. If it is necessary to have your child on a separate behavior plan, you will be contacted.

## **Challenging Behavior**

The teaching staff in the preschool is highly trained, responsive, respectful, and purposeful. The teachers anticipate and take steps to prevent potential challenging behaviors. They evaluate and change their responses based on individual needs. When children have challenging behaviors, teachers will respond in the following ways:

- Interacting in a respectful manner with all children
- Helping children negotiate their interactions with one another and with shared materials
- Engaging children in the care of their classroom and ensuring that each child has an opportunity to contribute to the group
- Encouraging children to listen to one another and helping them to provide comfort when others are sad or distressed

Teaching staff will guide children to develop self-control and orderly conduct in relation to peers and adults. Children will be taught social, communication, and emotional regulation skills. If a child displays persistent, serious, and challenging behavior, the teaching staff, parents, and AEA support staff will work as a team to develop and implement an individualized plan that supports the child's inclusion and success.

Aggressive physical behavior toward staff or children is unacceptable. Teaching staff will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior.

#### **Permissible Methods of Discipline:**

For acts of aggression and fighting (biting, scratching, hitting) staff will set appropriate expectations for children and guide them in solving problems. This positive guidance will be the usual technique for managing children with challenging behaviors rather than punishing them for having problems they have not yet learned to solve. In addition, staff may: (1) Separate the children involved; (2) Immediately comfort the individual who was injured; (3) Care for any injury suffered by the victim involved in the incident. (4) Notify parents or legal guardians of children involved in the incident; (5) Review the adequacy of the teaching staff supervision, appropriateness of program activities, and administrative corrective action if there is a recurrence.

#### **Prohibited Practices**

The program does not and will not employ any of the following disciplinary procedures:

- Harsh or abusive tone of voice with the children nor make threats or derogatory remarks.
- Physical punishment, including spanking, hitting, shaking, or grabbing.
- Any punishment that would humiliate, frighten, or subject a child to neglect.
- Neither withhold nor threaten to withhold food as a form of discipline.

#### **Biting Policy**

We understand that biting is a natural developmental stage that many young children go through. However, we do not promote biting in any way.

If biting occurs while a child is in our care, the staff member will respond to the incident by separating the children involved and attending to the needs of each child. A child who has been bitten will receive the appropriate care and first aid. The biter will be redirected from the situation. The director will always be informed of any biting incident and staff will complete all necessary paperwork.

When biting occurs, we will evaluate each biting incident in the following ways:

- Date and time of the incident
- Who was in the room and where the caregiver was located in the room
- What activities were occurring in the room

All this information will be recorded on the biting incident log. A conference between the director and staff will take place to develop a plan of action to stop the biting. Staff will respond to a bitten child or staff member with the appropriate care and first aid. The wound will be assessed and cleansed with soap and water.

The parents of both children will be notified of the biting incident by phone and/or written notification. Confidentiality shall be maintained and no staff member will reveal the names of the children involved in the biting incident verbally or on written documentation for the parents.

Every biting incident will be documented with an accident report for the bitten child, a biting incident report for the biter, and also recorded on a biting incident log for the center. All care will follow the training of the first aid and bloodborne pathogens procedures.

#### **Water Activities**

We have a water table in the classroom for children to stand and play with hands in the water. During water play, children are involved in active experiences with science and math concepts. Children with sores on their hands are not allowed to participate with others in the water table to

ensure that no infectious diseases are spread. Children are not allowed to drink the water during water play activities. When the activity period is complete, the water table is drained and refilled with fresh water before a new group of children comes to participate. Outdoor water play is limited to tubs and buckets or containers as well as the water table. We do not participate in swimming pool activities. Staff supervise all children by sight and sound in all areas with access to water in tubs, buckets, and water tables.

### **Snacks/Foods and Nutrition**

The program serves snacks at regularly established times. Meals and snacks are at least two hours apart, but not more than three hours apart. Families have the opportunity to volunteer to bring snacks, but are not required to. Snacks will be provided by the preschool program if any family cannot provide the snack. Two food groups will be represented at each snack time as outlined in the USDA guidelines. A written snack menu is posted in the classroom and available to families. All menus are kept on file for review by a program consultant. The preschool serves a wide variety of nutritional snacks and encourages children to expand their tastes by at least trying a portion of the food offered.

All food is prepared, served, and stored in accordance with the U.S. Department of Agriculture Child and Adult Care Food Program (CACFP) guidelines. Clean, sanitary drinking water is made available to children throughout the day. Staff discards any foods with expired dates. Foods that are hotter than 110 degrees Fahrenheit are kept out of children's reach. Foods requiring refrigeration will be kept cold until served.

For each child with special health care needs, food allergies, or special nutrition needs, the child's health care provider should provide the program with an individualized care plan prepared in consultation with family members and specialists involved in the child's care. Children with food allergies shall be protected from contact with the problem food. With family consent, the program posts information about the child's allergies in the food preparation area and in areas of the facility the child uses to serve as a visual reminder to all adults who interact with the child during the day. Program staff will keep a daily record documenting the type and quantity of food a child consumes when any child with a disability has special feeding needs and provide parents with that information.

### **Outside Play and Learning**

We have daily opportunities for outdoor play as the weather permits and provided the weather, air quality and environmental safety conditions do not pose a threat. This allows children the opportunity to develop their large motor skills, get exercise, and be active. We use the Child Care Weather Watch guidelines produced by Healthy Child Care Iowa to determine if the Wind Chill Factor or Heat Index is safe for outdoor play.

In cases when we cannot go outside (due to weather conditions), children are given the opportunity to use indoor equipment for similar activities inside and are supervised at the same level as outdoor equipment. For example, tumbling mats may be offered for upper body activities or rolling across the mat.

In order to make sure children can play comfortably outside, it is important to dress according to the weather. When it is cold outside, provide a warm coat, mittens or gloves, and a hat (labeled with the



child's name). For the warmer days, dressing lightly is just as important, and on questionable days, layering is a practical idea.

There are areas on the playground for children to be in the shade and still be active. We encourage bringing a hat or other clothing to wear as another protection from the sun. You may apply sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher before your child comes to school.

## **Clothing**

Children will be learning through creative, active play that can sometimes be messy. Clothes and shoes should be comfortable and washable. While we encourage the use of paint smocks or shirts during art projects, we can't guarantee that spills or stains will not occur. Clothing should be free of words, graphics, or pictures that are profane, immoral, illegal, or disruptive in nature for our 3 and 4-year-olds. All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.

## **Toilet Learning**

All children are eligible for preschool regardless of needs, abilities, or special circumstances. This includes children who are still learning to use the bathroom independently.

Toilet learning is an important time in a child's development. For children who are unable to use the toilet consistently, the following procedures are in place:

- Diapering will only be done in the designated diaper area. Food handling will not be permitted in this diapering area.
- Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standards: Standard 5, Criteria 5:
  - Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
  - Staff checks children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours. Diapers are changed when wet or soiled.
  - Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
  - At all times, caregivers have a hand on the child if being changed on an elevated surface.
  - Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
  - Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can). Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use.
  - Diapering and Gloving posters will be posted in the changing area showing procedures through the use of visuals and words. These procedures are used by the program administrator to evaluate teaching staff who change diapers.

## **Open Door Policy**

Parents and legal guardians are always welcome to visit the preschool classroom. As a safety feature, all parents and visitors will check in at the elementary school office. Visitors are asked to use discretion with regard to bringing babies and toddlers to school, as young children may disrupt class sessions. Photo identification will be required for any unknown visitor to the classroom.

## **Arrival and Dismissal**

All motor vehicle transportation provided by parents, legal guardians, or others designated by parents or legal guardians will include the use of age-appropriate and size-appropriate seat restraints.

At Kids Korner, please park your car and turn off the engine before entering the building. To decrease the possibility of an accident, please hold your child's hand as you enter the building. No child will be permitted to leave the building without an adult.

When bringing your child to Heritage Elementary, please adhere to Arrival & Dismissal Procedures found in building newsletters. There will be adult supervision to ensure child safety. Preschool students are not allowed to ride routes or shuttle buses.

Other than parents or legal guardians, only persons with prior written authorization will be allowed to pick up a child from the school. Anyone who is unfamiliar to teaching staff, including authorized individuals, will be asked to present photo identification before a child is released to them.

In the interest of students' safety, parents/guardians/authorized individuals are requested to report directly to the office when picking up their child rather than going to the child's classroom. Likewise, when a student returns to the building following an absence during the school day, the adult should stop in the office and sign the child in.

## **Transportation**

The Dallas Center-Grimes Schools does not provide school bus transportation for preschoolers. Children who have special needs will use any accommodations indicated in the child's Individualized Educational Program and will be implemented as described.

## **Field Trips**

An important learning opportunity can take place in the form of a field trip that is relevant and reinforces what has been taught in the classroom. The DCG school buses are used for these field trips. Parents will be informed of each field trip through a newsletter or special note. A parent or legal guardian must sign an informed consent form for trips for each child before each trip. Adult family members may be asked to volunteer to go on these trips to provide increased supervision and adult/child ratios. Communication of the dates, time of departure, time of return, and the destination location will be posted prominently at least 48 hours before the field trip. Each child will be assigned to an adult for every part of the trip. Before every trip, the teaching staff will instruct children and all adults using the bus about the 10-foot danger zone around the vehicle where the driver cannot see.

During the field trip, all children will wear identifying information indicating the program name and phone number. A first aid kit, emergency contact information, and emergency transport authorization information for the children in the group will be taken on all trips. Children may only use a public

restroom if a staff member accompanies them. Children will never be left alone in a vehicle or unsupervised by an adult.

### **Preschool Advisory Committee**

DCG Preschool has a school improvement advisory committee composed of parents, school staff, and other community members interested in the preschool program. This group meets yearly to provide feedback on services that meet children and family needs. They also serve as a sounding board for new ideas and services. Please let the preschool teacher know if you are interested in being part of the Preschool Advisory Committee.

### **Grievance Policy**

Open and honest communication between families and the preschool program is an essential component of a high-quality early childhood program. We want you to be confident that your child is being well cared for and is having a quality experience. If there is ever a time you have a concern regarding your child, we want to encourage you to address your concerns to your child's teacher. If additional help is needed, either party may ask for assistance from the Early Childhood Administrator.

If you have a concern regarding some aspect of the program or policy, please contact the Elementary Principal who is the program administrator for the preschool. If you remain dissatisfied, you may contact the Superintendent of Dallas Center-Grimes Community Schools.

As part of our program assessment, in the spring of each year, we also provide you with a family questionnaire to evaluate our program. This information helps us to assess how the program is meeting the needs of families and children, as well as to identify strengths and weaknesses.

DCG Schools encourages families to be very involved in their child's education by observing their children during the day when possible and meeting with staff. Family members are welcome to visit at any time during class sessions.

Teachers and administrators use a variety of formal and informal ways to become acquainted with and learn from families about their family structure and their preferred means of child-rearing practices and communication, and information about their socioeconomic, linguistic, racial, religious, and cultural backgrounds, as they wish to share. Families are surveyed in enrollment paperwork and through other questionnaires during the year regarding their family, beliefs, and preferences. Home visits are conducted at the beginning of the school year. Family/Teacher conferences are held in both the fall and spring semesters, as well as when either party requests. At least one Family Night is held during the year.

DCG Preschool values the time spent talking and interacting with families and developing strong, reciprocal relationships. As the teacher learns from the families' expertise regarding their child's interests, approaches to learning, and developmental needs, goals for your child's growth and development can be incorporated into ongoing classroom planning. Families are encouraged to share any concerns, preferences, or questions with the preschool teacher or administration at any time.

DCG Preschool invites you to become involved in one or all of the following ways and welcomes other ideas as well:

- Support your child's daily transition to school by sharing information about your child's interests and abilities. Keeping the teacher informed of changes and events that might affect your child allows the teacher to be more responsive to your child's needs
- Attend family meetings

- Return all pertinent forms promptly.
- Attend Family/Teacher conferences in the Fall and Spring semesters.
- Check your child's backpack each day and read important information.
- Participate in field-trip activities
- Share some of your talents in your child's class through activities such as: reading or storytelling, cooking, art, music, sewing, crafts, hobbies, your profession, or artifacts from trips you have taken.
- Share any of your family's cultural traditions, celebrations, or customs.
- Help with special events. Helping takes many different forms, such as preparation of materials at home, making telephone calls, preparing or posting flyers, recruiting other volunteers, collecting donations or prizes, running errands, photography, setup before the event, or clean up afterwards.
- Serve on the Preschool Advisory Committee

The school district will, to the extent possible, provide full opportunities for meaningful family participation with children with limited English proficiency, families with children with disabilities, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, and to the extent possible, in a language families understand.

The school district believes that families should be supported in making decisions regarding services children may need. The teaching staff will provide information to families about available community resources and assist as requested in helping the family make connections.

### **Home Visits**

Home visits are made prior to the start of school. This is an opportunity for the preschool teacher to get to know you, your child, and your family and build a partnership between home and school. This is a great time for you to share what makes your family unique, how you prefer to communicate with the teacher, and your knowledge about your child's interests, family's beliefs and culture, approaches to learning, and developmental needs. You can help the teacher understand your goals and concerns.

### **Family Teacher Conferences**

The DCG Preschool program will have formal Parent/Teacher conferences at the same time as the elementary school--spring and fall. During the conference, the teacher will share results of classroom assessments and samples of your child's work. Together, you can make a plan to continue to encourage your child's growth and development.

### **Transition**

Home-school connections are crucial for the transition to kindergarten or any other program, such as special education. Teaching staff will partner with the family to make the transition as smooth as possible by connecting family members with the next program's staff. Preschool staff will provide information about enrollment policies and procedures, program options, and arrange for a classroom visit whenever possible.

### **Staffing patterns and schedule**

The preschool program is in compliance with staff regulations and certification requirements for all of our qualified educators. Our program follows requirements for staffing for Iowa's Quality Preschool Program Standards of maintaining an adult/child ratio of at least 1:10 at all times. The program administrator will maintain lists of current substitutes for both the preschool teacher and the preschool teaching assistant in case of absence.

# Appendix E - District Policies

**ANNUAL NOTICES** - All annual notices are also available electronically on our [district website](#).

## **CHILD ABUSE REPORTING**

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

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

**NONDISCRIMINATION STATEMENT** Students, parents, employees and others doing business with or performing services for the Dallas Center-Grimes Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, religion, gender, national origin, sexual orientation, 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, Director of Human Resources,, 2405 W 1st Street, PO Box 680, Grimes, IA 50111, telephone: 515-992-3866, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3.

## **Non-Discrimination Policy**

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

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

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

**Cary Justmann, Director of Human Resources** Dallas Center-Grimes Community School District 2405  
W 1st Street, Grimes, IA 50111 Phone: 515.992.3866 Email: cary.justmann@dcgschools.com

**Director of the Region VII Office of Civil Rights**

Department of Education

Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204

Phone: 312.730.1560

Fax: 312.730.1576

Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

**Director of the Iowa Civil Rights Commission**

Grimes State Office Building

400 E. 14th Street, Des Moines, Iowa Phone: 1.800.457.4416

**ADMINISTRATION OF MEDICATION TO STUDENTS Code 504.01**

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

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

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by the authorized practitioner with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated.

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

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

A written medication administration record shall be on file, including:

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

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

confidential information.

**STUDENT ABUSE: Investigation of Child Abuse by a School Employee ([School Board Policy 402.03](#))**

Physical or sexual abuse of students, including but not limited to sexual or physical relationships, grooming behavior, and otherwise inappropriate relationships with students by employees, will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the District under the direction and control of the District. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The District will respond promptly to allegations of abuse of students by District employees by timely reporting to all relevant agencies as required by law. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process. If the Iowa Department of Health and Human Services reports to the board of directors of the district that an allegation of abuse of a student has been made against a school employee, the district will place the employee on administrative leave until the resolution of the investigation. The employee will be prohibited from entering school property while on administrative leave.

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

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

Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 should be directed to: Cary Justmann, 2405 W 1st Street, PO Box 680, Grimes, IA 50111 Telephone:

515-992-3866, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, § 504 and Iowa Code 280.3.

## **STUDENT COMPLAINTS AND GRIEVANCES**

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

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

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

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

- ★ Student's name
- ★ Participation in officially recognized activities and sports
- ★ Weight and height of members of athletic teams
- ★ Photograph
- ★ Degrees, honors, and awards received
- ★ Dates of attendance and 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 for the identification of individual students by address or telephone numbers.

## **STUDENT RECORDS**

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

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

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access



to student records shall be only upon written consent or upon court order or legally issued subpoena.

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

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

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

### **TOBACCO, ALCOHOL, AND DRUGS**

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

Consequences:

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

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

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

### **WEAPONS**

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

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