

# Dallas Center - Grimes Elementary

## Parent-Student Handbook

### 2017-2018



Dallas Center Elementary

**Facebook:** DCG Dallas Center Elementary

**Twitter:** @DCGDCElem



Heritage Elementary

**Facebook:** DCG Heritage Elementary

**Twitter:** @DCGHeritageElem



North Ridge Elementary

**Facebook:** DCG North Ridge Elementary

**Twitter:** @NorthRidge\_Elem



South Prairie Elementary

**Facebook:** DCG South Prairie Elementary

**Twitter:** @DCGSPrairie

<p>Dallas Center Elementary 1205 13th Street Dallas Center, IA 50063 Phone (515) 992-3838 Fax (515) 992-3467</p>	<p>Heritage Elementary 500 NE Beaverbrooke Blvd Grimes, IA 50111 Phone (515) 300-9627 Fax (515) 300-9630</p>	<p>North Ridge Elementary 400 NW 27th Street Grimes, IA 50111 Phone (515) 986-5674 Fax (515) 986-5376</p>	<p>South Prairie Elementary 500 SW James Grimes, IA 50111 Phone: (515) 986-4057 Fax: (515) 986-4532</p>
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# A = Attendance / Absences

**Attendance** goes hand in hand with learning. We want and need your child at school! If your child is **absent**, please call or email the office. All notifications regarding full day absences, leaving early, arriving late, 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.

## 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

- ★ Tardiness (after 8:10 a.m.)
- ★ Oversleeping
- ★ Missing the bus or a ride
- ★ Shopping and concerts
- ★ Hunting or fishing (unless on a planned family trip)
- ★ Preparations and participation of party or other celebrations

# B = Buses

Some students are transported by route or shuttle **buses**. Please go to our district website, [www.dcgschools.com](http://www.dcgschools.com) and click on the Transportation link, to read about our bus rules, discipline policies and bus route schedules. Please contact our Director of Transportation, **Jeff Wolfe**, with any concerns and/or questions at [jwolfe@dc-grimes.k12.ia.us](mailto:jwolfe@dc-grimes.k12.ia.us).

If your child does not typically ride a bus but needs to on a certain day, or if they need to ride a different bus, contact the school secretary. **There are no bus passes allowed on early dismissal Wednesdays.**

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

## Bus Rules:

1. Follow directions
2. Stay in seat
3. Keep hands, feet, and objects to self
4. Use appropriate language
5. Talk quietly

## Consequences:

Students choosing to not follow the rules will be issued a Bus Conduct Report from the bus driver. Students may be suspended or removed, depending on the offense and the frequency of misbehavior.

# C = Communication / Collaboration

We value **communication** and **collaboration**. We will be communicating with you frequently throughout the year through the following modes of communication:

- Building newsletters sent home monthly
- Building *Weekly Wrap Up* sent each Friday via email
- Mustang Monthly, district-wide newsletter, mailed home monthly
- Building Twitter and Facebook pages
- Teachers will share classroom updates and information about student learning in the classroom th
- Parent-teacher conferences are held twice a year. **There will be only one conference scheduled per child.** Babysitting will be provided at conferences for siblings.
- Students receive report cards 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 information your student or a teacher, please contact the office and they will make sure your message is delivered before school is dismissed.**

# D = Discipline / Dress Code

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

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

We teach our school-wide expectations so that students know and understand the specific guidelines for the hallway, lunchroom, bathroom, playground and classroom.

We rely on your good judgement to help your child **dress** appropriately for school. Clothing with suggestive slogans, controlled substances, or inappropriate language will not be allowed. School personnel will make the final determination of the appropriateness of student's attire. Students may be required to change their clothing.

# E = Enrollment / Early Dismissals

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

**Early dismissals**, closings, or emergency information is communicated through School Messenger. This can be done by phone, text and/or email. Please refer to [www.dcgsschools.com](http://www.dcgsschools.com) for additional information. Such information will also be announced on radio stations WHO (1040AM), KRNT (1350AM), KIOA (940 AM), KJJY (92.5FM), KGGO (95FM), KWKY (1150AM) and television stations WOI (Channel 5), WHO (Channel 13) and KCCI (Channel 8) during the public service announcements.

Plan ahead before inclement weather so your child knows where to go and with whom. School phone lines become busy when early dismissal has been announced.

# F = Field Trips / Fundamental Purpose

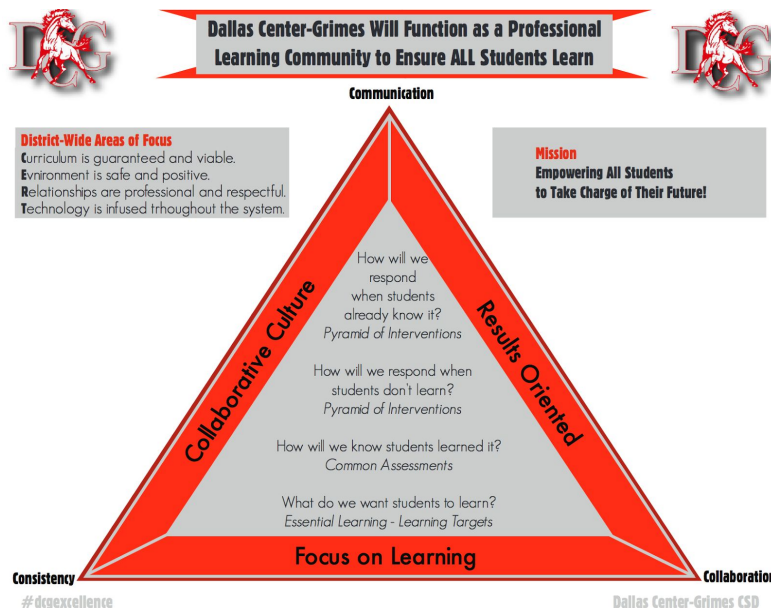
Before each **field trip** the teacher will send home basic information regarding that particular experience. This information will also include a form to be signed if you want your child to participate. This form must be returned to the school prior to the field trip. Parent chaperones may be requested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

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

There are four main questions that drive our work:

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

The visual below summarizes our district focus.



## G = Grading / Guardianship

Standard-based **grading** measures what a student should know and be able to do at each grade level according to the Iowa Core Curriculum. By using multiple pieces of assessment information, we are able to determine whether or not your child is progressing towards the essential learnings. This progress is communicated to you quarterly through our report cards.

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

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

**Legal Guardianship** - 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 stating the fact. The school district needs to know when these changes occur to ensure that the school district has a current student record. This includes any non-contact order.

## H = Hours

School **hours** are 8:10 a.m. to 3:15 p.m. Doors open at 8:00 a.m. Students are not to arrive before 7:45 a.m. unless arriving on a route bus or departing on a shuttle bus. Students will not be permitted to leave the school grounds after arrival unless escorted by school personnel or by request from parents/guardians. Students who return to class or arrive after the school day has begun must be accompanied by a parent/guardian or the office must receive a phone call or a signed note from the parent/guardian.

## I = Iowa Core Curriculum / Invitations

Effective instruction leads to higher levels of learning. Our teachers provide explicit instruction, which involves modeling, guided practice, collaborative practice and independent practice of concepts being learned from the **Iowa Core Curriculum**. We not only provide whole group instruction, but small group and 1-1 instruction.

**Invitations** to private parties will not be passed out at school.

## J = Join PTO

**Join** our Parent Teacher Organization (PTO). The DC-G Parent Teacher Organization is comprised of parent leaders from the Dallas Center and Grimes communities. The PTO is designed to support the elementary schools, their educational goals, promote parent and community education, and encourage school spirit. This organization meets monthly. PTO sponsors one or more major fundraisers. Other activities are family or child-centered. While these activities may show a profit, that is not their sole purpose. We hope you will join and participate as your schedule permits. Please go to our district website, [www.dcgsschools.com](http://www.dcgsschools.com) and click on the Parent Teacher Organization link.

### **Connect with your building PTO via Facebook:**

Dallas Center-Grimes PTO

Heritage Elementary DC-G PTO

North Ridge Elementary DC-G PTO

South Prairie Elementary DC-G PTO

## K = Keep updated

**Keep** yourself updated by reading the newsletters and emails.

**Keep** us updated by providing any change in contact information to our office. Also, if there are things your child is going through, please let us know, so we can be a support to him/her and your family.

## L = Lost and Found

A **lost and found** center is kept at school. Items found should be turned in there. Articles should be labeled with student name, especially coats, boots, gloves and bags. Each winter, spring and summer break, all lost and found will be taken to Goodwill. Items of value are kept in the office.

## M = Meals

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

At registration time, a form indicates the cost of meals and additional milk. Milk may also be purchased daily by students who bring cold lunches. Breakfast is available in each building. Pop is not allowed in the lunchroom for students or adult visitors. **Restaurant food is not to be brought into the lunchroom.** Parents may take children out to lunch or eat in an alternate setting.

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



# N = Nurse

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

Contact Information:

Dallas Center Elementary Cara Piepho, RN cpiepho@dcgrimes.k12.ia.us	Heritage Elementary Mindi Morris, RN mmorris@dcgrimes.k12.ia.us	North Ridge Elementary Stephanie Rupp, RN srupp@dcgrimes.k12.ia.us	South Prairie Elementary Mindi Morris, RN mmorris@dcgrimes.k12.ia.us Tara Easterlie, Health Assoc. teasterlie@dcgrimes.k12.ia.us
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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.** Children who participate in school activities during the day or evening are to attend school all day the day of the activity. Written permission to be absent, any time before the activity, will be the only exception to this situation. (Example: dental appointment, funeral, non-illness appointment.)

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

# O = Office Referral

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

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

# P = Parties / Pets / Property

Classroom **Parties** are planned for Winter Break and Valentine's Day for 45 minutes or less. The date and time are determined by each classroom teacher. Treats must be pre-packaged (not homemade) and should not contain peanut products. Red juice is not permitted in the classrooms. Birthday parties are not permitted at school, but a child may choose to bring treats for classroom distribution. Snacks must be store bought and in original packaging.

The principal shall approve all **pets** that are brought into the schools for instructional purposes. Reptiles are not allowed due to the risk of salmonella.

Students who bring **personal items** to school assume all risks, including theft, associated with that item. Students should not bring personal items to school unless the items are related to specific classroom activities. Trading of items is not allowed. If a staff member feels that any item a student has brought to school is disruptive to learning or potentially dangerous to the individual student or another person, that staff member may take the item(s) from the student. The item(s) in contention, especially if potentially dangerous to the student or another person, will be brought to the attention of the principal. The following items are not allowed to be used during school (8:00-3:15) toys, electronic game systems, iPods, cell phones, or trading cards. Exceptions may be made at the building level for instructional purposes.

All desks and lockers in the buildings are the **property** of the Dallas Center-Grimes Community Schools and remain the school property even though they are temporarily assigned to students. Students are to use desks and lockers only for the storage of school-related books, school materials, outerwear clothing, and possessions ordinarily used in day-to-day school activities. The desks and lockers will be subject to inspection at any time for cleanliness, missing school property, and evidence of vandalism. All students assigned to a desk or locker are responsible for it and may be charged individually or equally for damage to lockers or desks. Lockers are further subject to inspection for contraband items. Students who place such items in a desk or locker shall be subject to disciplinary action that may include suspension from school for the remainder of the current school year. School officials may seize any item that may reasonably be assumed to be used to disrupt or interfere with the educational environment. Such items shall, upon request, be returned to the student or parent at the end of a school day at the discretion of the principal.

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 the full price that it takes to replace the item/s.

## Q = Questions

If you have **questions**, please contact your child's classroom teacher through email or phone and give them at least 24 hours to respond. If you have not heard back from them within 24 hours, please contact them again!

## R = Recess

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

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

## PLAYGROUND RULES

- Tag is to be played only on the grass, not equipment, rocks, or blacktop.
- When playing football, soccer, or tag, there will be no tackling or body contact.
- Jump ropes are for jumping only
- Leave snow and rocks on the ground.

## APPROPRIATE USE OF PLAYGROUND EQUIPMENT:

Slide:

- Slide immediately
- When person in front is down, the next person may slide
- Access the slide by using the steps

Climbing Equipment:

- Take turns
- No standing

Swings:

- Stay seated
- No jumping out of the swings.
- No twisting in the swings.
- No pushing other on swings.

Merry-go-round:

- Stay clear of moving equipment
- Hold on when standing
- Keep your body inside the merry-go-round
- Number of students on merry-go-round equals number of bars

## S = Specials / Safety

Our **specials** classes run on a 6-day cycle. Students will have PE, Art, Guidance, Music and Library. Fifth grade students can also participate in Band.

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.

# T = Technology / Transfers

Students will have access to **technology** in our school. There are mobile computer carts and iPad carts. Some classrooms have laptop and desktop computers.

The Dallas Center-Grimes School District offers an opportunity for students to access the internet. The vast domain of information contained within internet libraries can provide unlimited opportunities for students.

Students will abide by the following:

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

Consequences:

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

Second Offense: Student is given a written reprimand and a copy of it is sent home to parents.

Student loses access to internet for remainder of the school year. Other disciplinary action may be taken.

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

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

# U = Unique

We believe that every child is **unique**. We work hard to teach for learner differences and to honor and celebrate these differences.

## V = Volunteers / Visitors

**Volunteers** and **visitors** must sign in at the office and pick up a badge. Persons who wish to visit a classroom are asked to notify the classroom teacher and obtain approval prior to the visit.

**Visitors** shall conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises.

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

## W = Waiver

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.**

## X = Exiting

If you are **exiting** or entering the building during school hours, you will need to use the main door, as all other doors will be locked. There is parking available in the front of the school.

## Y = YOU

**Your** ideas and suggestions are always welcome!

## Z = Zero tolerance

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.

## **Arrival & Dismissal Routines by Building:**

### **Dallas Center Elementary**

#### **Arrival Routines:**

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

#### **Dismissal Routines:**

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

#### **Parking and During School Hours Drop off:**

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

# **Heritage Elementary**

## **Arrival & Dismissal Routines**

2017 - 2018



## **PRESCHOOL & OPTIONAL KINDERGARTEN**

### **PREK-OK ARRIVAL ROUTINES**

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

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

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

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

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

### **Bike Riders & Walkers**

- Optional kindergarten students walking or riding a bike with older siblings will utilize the underpass path to access school grounds. Bikes will be parked in the bike rack near the building. Students will enter the building through the south main entrance door (#1).
- Once inside the building, students will sit along the main hallway supervised by staff until they are dismissed to class at 8:00.

### **Bus & Daycare**

*Please note: Bussing is only available for daycare centers using district transportation, preschool students who qualify for specialized transportation services, and optional kindergarten students who live more than two miles from Heritage Elementary.*

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

### **Parent Drop-Off**

- All cars will enter the parking lot and follow the route on the map above represented by the blue arrows. Please be attentive to the staff directing traffic.
- Students will be dropped off by parents at the front of the building. They will enter the building through the south main entrance door (#1).
- Staff will be present to assist students out of cars and into the school building.
- Once inside the building, students will sit along the main hallway supervised by staff until they are dismissed to class at 8:00.

## **PREK-OK DISMISSAL ROUTINES**

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

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

- Optional Kindergarten students enrolled in the Kids Station after school program at Heritage Elementary will be dismissed at 3:10 and escorted by staff to the cafeteria. *This program is not available for preschool students.*

### **Bike Riders & Walkers**

- Optional kindergarten students walking or riding a bike with older siblings will be dismissed at 3:10, and will be picked up by the older sibling from the preschool hallway. They will exit the building using the K-2 north hallway door (#8).
- Students will follow the path around the outside of the playground to access the underpass path when leaving school grounds to ride/walk home. Bikes will be parked in the bike rack near the building.

### **Bus & Daycare**

*Please note: Bussing is only available for daycare centers using district transportation, preschool students who qualify for specialized transportation services, and optional kindergarten students who live more than two miles from Heritage Elementary.*



- All buses and daycare vehicles will enter the parking lot and follow the route on the map above represented by the **red** arrows.
- Students riding a bus or attending a daycare (other than *Kids Station*) will dismiss at 3:10 and be escorted to the designated location.
- Buses and daycare transportation will pick up students on the east side of the building. Students will exit through the east entrance door (#6).
- Staff will be present to assist students from the school building into the bus or daycare vehicle.

### **Parent Pick-Up**

- All cars will enter the parking lot and follow the route on the map above represented by the **blue** arrows. Please be attentive to the staff directing traffic.
- Students will remain in the preschool hallway until the parent vehicle is within the pick-up section marked by the cones. Students will be escorted by staff from the building using the west hallway door (#10).
- Each parent will be issued a number on colored paper, which must be placed in the front passenger window. This ensures the number is easily viewable by staff as they are escorting students from the building to vehicles.
- Parents who wish to walk up to get their child from the building must first park their vehicle in a designated parking space and turn off the engine. Cars **cannot** be parked or left unattended in the pick-up line or in an area/space that is not a designated parking space.

## **KINDERGARTEN – 5TH GRADE**

### **K-5 ARRIVAL ROUTINES**

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

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

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

### **Bike Riders & Walkers**

- Kindergarten – 5<sup>th</sup> grade students walking or riding a bike to school will utilize the underpass path to access school grounds. Bikes will be parked in the bike rack near the building. Students will then enter the building through the south main entrance door (#1).
- Students not eating breakfast will go directly to the gym to be supervised by staff.

### **Bus & Daycare**

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

### **Parent Drop-Off**

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

### **K-5 DISMISSAL ROUTINES**

School dismisses at 3:15 each day.

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

- Students enrolled in the Kids Station after school program at Heritage Elementary will be dismissed at 3:10 and meet in the cafeteria.

### **Bike Riders & Walkers**

- Students walking or riding a bike will dismiss at 3:15 and exit the building using the north hallway doors, K-2 will use their hallway door (#8) and 3-5 will use their hallway door (#7).
- Students walking or riding a bike will utilize the designated underpass path to exit school grounds.

### **Bus & Daycare**

- All buses and daycare vehicles will enter the parking lot and follow the route on the map above represented by the red arrows.
- Students riding an early bus will dismiss at 3:10 and meet at the designated location.
- Students riding a late bus will dismiss at 3:15 and meet at the designated location.
- Buses and daycare transportation will pick up students on the east side of the building. Students will exit through the east entrance door (#6). Staff will be present to supervise.

### **Parent Pick-Up**

- All cars will enter the parking lot and follow the route on the map above represented by the blue arrows. Please be attentive to the staff directing traffic.
- Students being picked up by a parent will exit the building from the south main entrance door (#1). Once outside, students will wait in the area designated to their grade level until the parent vehicle is within the section marked by the cones.
- Parents who wish to walk up to get their child from the building must first park their vehicle in a designated parking space and turn off the engine. Cars **cannot** be parked or left unattended in the pick-up line or in an area/space that is not a designated parking space.

*Please note: In the event of inclement weather, students will be housed inside the building while waiting for their transportation to arrive.*

# **North Ridge Elementary**

## **Morning Routines:**

- If you drop your child off at North Ridge before 8:10, please do so in the west parking lot. They will be allowed to eat breakfast at 7:45. Children not eating breakfast will be supervised at the west door (door #8) until 8:00 when the doors open. Students cannot be dropped off prior to 7:45 am, there is no supervision prior to 7:45.
- Students enrolled in the North Ridge School Age Childcare will enter the building through the north cafeteria door (door #11). Breakfast will be served at 7:30 for these students.
- Students riding route buses will arrive at approximately 8:00 and will be dropped off at the front of the building. All students will enter the building through the front entrance (door #1). Students will be allowed to go to breakfast as soon as they check in with their classroom teacher.
- Students riding shuttle buses to Dallas Center may be dropped off at the north door (door #1). This shuttle leaves at 7:40.
- Parents that wish to walk their students to the west door (#8) need to park in the Sports Complex parking lot.

## **Afternoon Routines:**

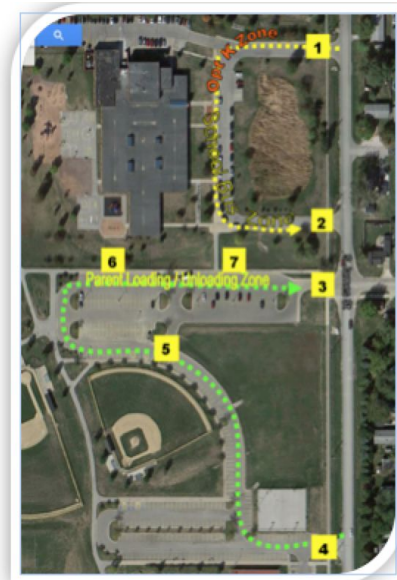
- All students are dismissed at 3:15.
- Students enrolled in the North Ridge School Age Childcare will walk to the cafeteria.
- K-1 bus riders will exit through door (#2). 2-5 bus riders will exit through door (#1).
- Students that are picked up by car will exit the building through the west doors (#8).
- Parents that wish to walk to pick up their student need to park in the Sports Complex parking lot and walk to door #8.

## **Parking and During School Hours Drop off:**

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

# South Prairie Elementary

## Traffic Flow for Morning and Afternoon Routines:



- Parents dropping off and picking up students will use the South Loading & Unloading Zone (6-7 on the diagram).
- The South Zone will be accessible only through the Grimes Sports Complex entrance by the basketball courts (4 on the diagram). Parents will follow the route indicated to reach the South Zone.
- Parents may use the entire sidewalk (6-7 on the diagram) to let students off or pick them up. PLEASE pull all the way to the left lane to pickup or drop off a student and then merge right to enter the flow of traffic.
- The exit from the South Zone will be two lanes, one way traffic to S James Street (3 on the diagram). The left lane is left turn only on to S James Street. The right lane can proceed straight on SE 6<sup>th</sup> Street or turn right on S James Street.
- The Horseshoe (1-2 in the diagram) will be used for Daycare Buses and a handful of parents who drop students off at Preschool/Optional at Heritage only. No other parent traffic will be allowed in the horseshoe.

## Morning Routines:

- Children enrolled in the Before and After program will enter in the morning, using the North door near the kitchen. The daycare director is in charge of these children.
- Students eating breakfast may enter the cafeteria from the door by the office at 7:50 am. (Door 1)
- Doors are unlocked at 8:00 am for students to proceed to classrooms. Each door has a staff member supervising students from 7:45-8:10.
- If it is raining or if windchills are 10 degrees or below, students will be allowed to come inside assigned door at 7:45.
- A shuttle taking students to Dallas Center will leave South Prairie at 7:45 am.

## Afternoon Routines:

- Students being picked up at the curb or riding a daycare bus will be dismissed at 3:10.
- Students being picked up at the curb will proceed to the area for their grade level marked by signs along the fence. Siblings in more than one grade level should go to the area for the oldest child.
- Students whose parents park or walk to pick them up will be dismissed at 3:15. Parents are asked to walk inside the fence to the building to meet their child and then walk with them back to their cars. We ask that parents wait outside the building at a predesignated place for your child to find you after school dismissal.
- Please make sure your child is picked up before 3:30 as there is no supervision of staff beyond that point.

## Parking and During School Hours Drop off:

- Parents may use the horseshoe driveway in front to drop off and pick up students during school hours.
- If you are entering the building, please use the parking spaces provided. If those spots are full, park in the north parking lot as space is available or the south Sports Complex lot. If you are coming to eat lunch with your child, please do not park along the curb.

# District Policies

## **BULLYING/HARASSMENT (BOARD POLICY 105)**

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

### Definitions

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

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

### Filing a Complaint

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

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

#### Investigation

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

#### Decision

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

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

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

#### Publication of Policy

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

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

## **CHILD ABUSE REPORTING**

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

## **FAMILY RIGHTS AND PRIVACY ACT**

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

## **NONDISCRIMINATION STATEMENT**

Students, parents, employees and others doing business with or performing services for the Dallas Center-Grimes Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, religion, gender, national origin, sexual orientation, gender identity, disability, age (for employment), marital status (for programs), or socioeconomic status (for programs) in admission or access to, or treatment in, its programs and activities or hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), 29 CFR 504 or Iowa Code 280.3 is directed to contact: Angela Dvorak, 1414 Walnut St. Suite 200, Dallas Center, Iowa 50063, telephone: 515-992-3866, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 29 CFR 504 and Iowa Code 280.3.

## **SCHOOL NURSE - STUDENT RELATIONSHIP** (Board Policy 504.1)

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

- Students returning after four or more days of illness shall report to the nurse. The nurse will indicate to the secretary if it is permissible to admit the student to school.
- Students who wish to leave school due to illness must report to the nurse. The nurse must give permission before the students will be allowed to leave. If the nurse is unavailable, the secretary or principal will make the decision after consultation with the nurse. In all cases, the parents will be notified before the student may leave the building.
- Students asking to be excused from PE class due to illness will report to the nurse.
- The nurse will serve as a resource person to all students who have questions or concerns relating to health matters.
- The nurse will administer medication with written permission from the student's parent or guardian. All medications must be brought to school in the original container from the pharmacy and will be kept under the nurse's supervision. Students may not carry any medication at school without expressed permission from the school nurse. The school nurse may administer over-the-counter medicine with written permission from the parent or guardian. Students will furnish their own over-the-counter medication. Medication will be stored in a secured cabinet.

Temporary exclusion is recommended when:

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

Note: Fever as a single symptom is not a valid reason for exclusion.

### **STUDENT ABUSE: Investigation of Child Abuse by a School Employee**

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

#### **1. Investigators for Dallas Center-Grimes**

Primary Investigator	Alternate Investigator
Mike Levenhagen	Lori Phillips
2555 W. 1 <sup>st</sup> St	2555 W. 1 <sup>st</sup> St
Grimes, IA 50111	Grimes, IA 50063
515-986-9747	515-986-0105

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

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

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

### **STUDENT AND PARENTAL RIGHTS**

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

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities
- Receipt of free educational services to the extent they are provided students without disabilities
- Receipt of information about your child and your child's educational programs and activities in your native language



- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child
- Ability to inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed

Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 should be directed to: Angela Dvorak, 1414 Walnut St. Suite 200, Dallas Center, Iowa 50063, telephone: 515-992-3866, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, § 504 and Iowa Code 280.3.

### **STUDENT COMPLAINTS AND GRIEVANCES**

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

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

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

### **STUDENT DIRECTORY INFORMATION**

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

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

## **STUDENT RECORDS**

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

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

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

1. School officials, teachers and AEA personnel with a legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state and local government when auditing and evaluating Federal education programs.
4. Officials connected with a student's educational financial aid applications.
5. Organizations, which process and evaluate standardized tests.
6. Accrediting organizations for accrediting 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.