



# **DENISON MIDDLE SCHOOL**

**2018 - 2019**

**Student Handbook**

**TABLE OF CONTENTS**

Faculty and Staff	2
Academic Programs	3 -7
Pride Pack/What I Need	4
School Meals	7
Attendance	8
Telephone Policy	10
PowerSchool	10
Dress Code	11
Student Property	11
Building Policies	12
Discipline	14-20
Board Policies	20-52
Transportation	52-54
School Supply List	54

**Handbook Subject to Change**

Although every effort will be made to update the handbook on a timely basis, the district reserves the right, and has the sole discretion, to change any policies, procedures, benefits without notice, consultation, or publication, except as may be required by law. The district reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

This handbook is a general source of information and may not include every possible situation that could arise. It is the student's responsibility to refer to the district policies and/or administrative procedures for further information. Whenever the provisions of this handbook are in conflict with those of a board-adopted policy or law the policy or law shall govern.

**FORWARD**

We welcome you and your child to the 2017-2018 school year. We hope you share our excitement in making the educational opportunities for all children the best possible experience.

It is important to stress that the success of our educational program depends on close cooperation and support between parents and the school staff. We encourage you to communicate with us and your child about experiences in the school.

This document is provided for the purpose of answering some of the questions often asked by students and parents. Please read this handbook carefully and review the information and rules/regulations that are outlined.

This will not answer all of the questions for students or parents. If you have additional questions, please ask the counselor or the middle school principal.

### **Denison Middle School Faculty and Staff**

Patti Ryan	Principal
Chris Eller	School Liaison
Karen Kennedy	Technology Integrationist
Jessica Pauley	School Nurse
Valeta Pautsch	Counselor / Building Level Leader
Tiffany Young	Student Services
Jane Badow	7th Math
Patti Bekkerus	Instrumental Music
Craig Bogatzke	8th Math
Kathy Campbell	8th Language Arts / Building Level Leader
Katie Christensen	6th, 7th, & 8th Art
Kevin Dau	Athletic Director & Physical Education
Wynn Dau	6th Language Arts
Chris Ehlers	8th Science
Rachel Evers	English as a Second Language
Katie Gehlsen	English as a Second Language / Physical Education
Missi Kaub	Migrant/ESL
Maggie Gorman	8th American History / Building Level Leader
Rebecca Hibma	Special Education
Kimberly Jorgensen	7th Language Arts
Mandy Lauderbaugh	Instrumental Music
Jane Ohlmeier	Extended Learning, Advanced Math 6/7
Rebecca Oldenkamp	Special Education / Building Level Leader
Linda O'Tool	6th, 7th, & 8th FCS / Building Level Leader
Kim Pauley	6th Social Studies / Building Level Leader
Cindy Reis	6th Math
Molly Reisz	6th Science
Lisa Scheuring	6th, 7th, & 8th Computer Technology
Tylor Schulte	Vocal Music / Building Level Leader
Kari Segebart	Reading Intervention
Whitney Segebart	7th Science
Nichole Stoltze	7th Language Arts
Paige Torres	6th-8th Gateway to Technology, 8th Algebra for High School Credit
Ricky Torres	6th Language Arts
John Torrey	7th Social Studies / Building Level Leader
Joshua Tucker	8th Language Arts
Kristin Woebke	Special Education
Cinnamon Wulf	Special Education

### **PARAPROFESSIONALS**

Keli Ballantine, Diane Hast, Kristi Jasa, Brenda Koenig, Jocelyn Moran, Mary Ann Reiling, Jasmine Salgado, Lexi Schroeder, Vicki Stangl, Madison Wight, Malory Wood

### **SECRETARIES**

Maria Gutierrez, Kim Lorenzen, Nancy Pardun

## **CUSTODIANS**

Kari Blasey, Dustin Miller, Russ Trierweiler

## **KITCHEN STAFF**

Vicki Buter, Lagene Kuehnhold, Kelli Prussing, Nancy Tucker

## **DENISON COMMUNITY SCHOOLS**

### ***Quality Learning Today; Preparing Citizens of Tomorrow***

#### **OUR VISION:**

Denison Community Schools, in collaboration with the family and community, provides quality learning today preparing students for tomorrow.

#### **OUR MISSION:**

At Denison Community Schools, we believe all students can learn. Through essential concepts and skill sets, students will develop their individual talents in a meaningful curriculum while learning to work together collaboratively. Students will think creatively, critically, and constructively while learning will be enhanced through national, global, technological, and multicultural perspectives. Continuous commitment to improvement ensures that our students will be well rounded and will have the ability to reason and act in an ethical manner which will empower them to be responsible citizens of the 21st Century.

## **EDUCATIONAL PROGRAM**

It is the policy of the Denison Community School District not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, disability, religion, age, political affiliation, socioeconomic status, or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§1681 – 1688) Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or grievances related to compliance with this policy by the Denison Community School District, please contact the Superintendent at Denison CSD, 819 North 16th Street, Denison, Iowa 51442, telephone 712-263-2176, or the Director of the Office for Civil Rights, U.S. Department of Education, 500 W. Madison Street, Suite 1475, Chicago, IL 60661.

## **ACADEMIC AND STUDENT PROGRAMS**

Because children show a wide variation in their abilities to learn and in the speed at which they learn, special arrangements are made for individual differences. These arrangements are made with the help of teachers and the principal. The school district is served by the Northwest Area Education Agency in Sioux City. Their services to the middle school include special education consultant, speech therapist, physical therapist, audiologist, and other curriculum consultants. The courses offered to students are those which are prescribed by the Iowa State Department of Public Instruction and also include additional courses of an exploratory nature.

### **Sixth, Seventh and Eighth Grade Offerings:**

Language Arts, Math, Science and Social Studies	daily
Physical Education	2-3 days per week
English Lang. Learning	daily
Extended Learning	daily

Soar Reading / Interventions

daily or 2-3 days per week

Exploratory daily; 9 week rotations Art, Computer Tech, Family Consumer Science, and Gateway to Technology

Band

daily


Chorus

2-3 days per week

## POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

At DMS, we have adopted these expectations for common areas.

### Denison Middle School - Monarchs "ROAR" With Pride

	Office	Hallways	Commons	Restrooms & Locker Rooms	Assemblies	Outside Spaces	Technology
<b>R</b> Respect All	<ul style="list-style-type: none"> <li>■ Listen &amp; follow adult directions.</li> <li>■ Respect personal space.</li> <li>■ Use the appropriate voice level 0-2.</li> <li>■ Respect privacy &amp; property/equipment.</li> </ul>	<ul style="list-style-type: none"> <li>■ Listen &amp; follow adult directions.</li> <li>■ Respect personal space.</li> <li>■ Use the appropriate voice level 0-2.</li> <li>■ Respect privacy &amp; property/equipment.</li> </ul>	<ul style="list-style-type: none"> <li>■ Listen &amp; follow adult directions.</li> <li>■ Respect personal space.</li> <li>■ Use the appropriate voice level 0-2.</li> <li>■ Respect privacy &amp; property/equipment.</li> </ul>	<ul style="list-style-type: none"> <li>■ Listen &amp; follow adult directions.</li> <li>■ Respect personal space.</li> <li>■ Use the appropriate voice level 0-2.</li> <li>■ Respect privacy &amp; property/equipment.</li> </ul>	<ul style="list-style-type: none"> <li>■ Listen &amp; follow adult directions.</li> <li>■ Respect personal space.</li> <li>■ Use the appropriate voice level 0-3.</li> <li>■ Respect privacy &amp; property/equipment.</li> </ul>	<ul style="list-style-type: none"> <li>■ Listen &amp; follow adult directions.</li> <li>■ Respect personal space.</li> <li>■ Respect privacy &amp; property/equipment.</li> </ul>	<ul style="list-style-type: none"> <li>■ Listen &amp; follow adult directions.</li> <li>■ Use technology to help self &amp; others.</li> <li>■ Respect personal space.</li> <li>■ Respect privacy &amp; property/equipment.</li> </ul>
<b>O</b> On Time, On Task	<ul style="list-style-type: none"> <li>■ Respectfully state name &amp; purpose.</li> </ul>	<ul style="list-style-type: none"> <li>■ Walk with a purpose &amp; be aware.</li> <li>■ Stay to the right.</li> <li>■ Enter classroom before bell.</li> </ul>	<ul style="list-style-type: none"> <li>■ Walk with a purpose &amp; be aware.</li> <li>■ Be prepared with student ID card.</li> </ul>	<ul style="list-style-type: none"> <li>■ Get in &amp; get out.</li> <li>■ Return to class promptly.</li> </ul>	<ul style="list-style-type: none"> <li>■ Sit in the correct section.</li> <li>■ Wait to be dismissed.</li> <li>■ Look at speaker.</li> </ul>	<ul style="list-style-type: none"> <li>■ Stay in designated areas.</li> <li>■ Promptly enter or exit in an orderly fashion.</li> </ul>	<ul style="list-style-type: none"> <li>■ Use appropriate apps and websites.</li> </ul>
<b>A</b> Achieve My Best	<ul style="list-style-type: none"> <li>■ Communicate clearly.</li> <li>■ Help others.</li> <li>■ Know personal information.</li> <li>■ Ask for help if needed.</li> </ul>	<ul style="list-style-type: none"> <li>■ Communicate clearly.</li> <li>■ Help others.</li> <li>■ Ask for help if needed.</li> </ul>	<ul style="list-style-type: none"> <li>■ Communicate clearly.</li> <li>■ Help others.</li> <li>■ Ask for help if needed.</li> </ul>	<ul style="list-style-type: none"> <li>■ Communicate clearly.</li> <li>■ Ask for help if needed.</li> </ul>	<ul style="list-style-type: none"> <li>■ Communicate clearly.</li> <li>■ Help others.</li> <li>■ Practice good sportsmanship.</li> <li>■ Ask for help if needed.</li> </ul>	<ul style="list-style-type: none"> <li>■ Communicate clearly.</li> <li>■ Help others.</li> <li>■ Ask for help if needed.</li> </ul>	<ul style="list-style-type: none"> <li>■ Communicate clearly.</li> <li>■ Help others.</li> <li>■ Be productive.</li> <li>■ Be trustworthy.</li> <li>■ Ask for help if needed.</li> </ul>
<b>R</b> Responsible Citizen	<ul style="list-style-type: none"> <li>■ Use school appropriate language.</li> <li>■ Leave no trace.</li> <li>■ Appropriate use of cell phones/ technology devices.</li> <li>■ Be patient; take turns.</li> </ul>	<ul style="list-style-type: none"> <li>■ Use school appropriate language.</li> <li>■ Leave no trace.</li> <li>■ Appropriate use of cell phones/ technology devices.</li> <li>■ Put belongings in locker.</li> </ul>	<ul style="list-style-type: none"> <li>■ Use school appropriate language.</li> <li>■ Leave no trace.</li> <li>■ Appropriate use of cell phones/ technology devices.</li> </ul>	<ul style="list-style-type: none"> <li>■ Use school appropriate language.</li> <li>■ Leave no trace.</li> <li>■ Appropriate use of cell phones/ technology devices.</li> <li>■ Lock locker.</li> <li>■ Use proper hygiene.</li> </ul>	<ul style="list-style-type: none"> <li>■ Use school appropriate language.</li> <li>■ Leave no trace.</li> <li>■ Appropriate use of cell phones/ technology devices.</li> <li>■ Use stairs.</li> </ul>	<ul style="list-style-type: none"> <li>■ Use school appropriate language.</li> <li>■ Leave no trace.</li> <li>■ Appropriate use of cell phones/ technology devices.</li> <li>■ Leave food in commons.</li> <li>■ Use equipment appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>■ Use school appropriate language.</li> <li>■ Leave no trace.</li> <li>■ Appropriate use of cell phones/ technology devices.</li> <li>■ Keep passwords confidential.</li> <li>■ Report any damage.</li> <li>■ Charge Chromebook every night.</li> </ul>

## PRIDE PACK

Pride Pack groups will meet at 8:00 AM to begin the day. Teachers will assist students as they get ready for the school day and build relationships as a Pride Pack. We want each DMS student to have at least one trusted adult at school and to build a culture of respect. Afterall, Monarchs ROAR with Pride!

## WHAT I NEED

What I Need groups, or WIN groups, meet opposite lunch for 25 minutes each day. During WIN time students will receive assistance with their work, have opportunities to get extra help, and learn about Social-Emotional issues through the Second Step program.

## PHYSICAL EDUCATION

All students, in accordance with Iowa State Law, are expected to participate in physical education classes. Should a physical disability or ailment necessitate an excuse from physical education, a written statement from the doctor will be required. If it is impossible to see a doctor prior to gym class, a written note from parents requesting excuse from physical education activities and presented to the school nurse or P.E.

teacher will excuse a student from one class per semester. The school cannot be responsible for money or other valuables during physical education classes. Lockers are available to all students to keep their equipment, clothes, and valuables locked up at all times. **Combination locks will be issued in P.E. class.** No personal locks are to be brought to school and placed on lockers; school locks must be used. Lost combination locks will result in a \$5 fine. Physical Education students will need the following equipment for class: T-shirt, athletic shorts, socks, tennis shoes, and swimsuit (when needed).

## **GRADING SCALE**

**\*For a thorough explanation of grading practices see the DCSD Grading Policy found on the district's website\***

A 100-94	C 76-73
A- 93-90	C- 72-70
B+ 89-87	D+ 69-67
B 86-83	D 66-63
B- 82-80	D- 62-60
C+ 79-77	F 59-0

The Denison Community School District's expectation is that teachers will keep grades current on PowerSchool every two weeks or every ten school days.

## **REPORT CARDS**

Report cards will be issued every nine weeks and are not to be returned. In addition, a midterm report will be sent home to let parents/guardians know how the student is doing. In the interim, parents are encouraged to check their student's progress by logging on to the PowerSchool link on the school's website at [www.denison.k12.ia.us](http://www.denison.k12.ia.us) or the direct address at [ps-denison.gwaea.org](http://ps-denison.gwaea.org)

## **INCOMPLETE GRADES**

Grades that are recorded as "Incomplete" for a grading period must be made up or the student will receive an F for that grading period. The student will receive at least ten days to make the grade up. Under extenuating circumstances the teacher may allow more time for the "Incomplete" to be made up.

## **MAKE-UP WORK**

Making up work is the responsibility of the student. A failing grade will be recorded if work is not completed. Students should make immediate plans to do all make-up work due to absence. If a student is unexcused, the work due that day or period and not handed in will be considered late and handled as any other late assignment.

## **ACADEMIC ASSISTANCE**

Students may receive academic assistance from teachers before school, during What I Need (WIN) time, or after school. We strive to schedule students for assistance during the school day in place of study halls.

## **ACTIVITIES**

The following extracurricular, school sponsored activities are offered at Denison Middle School:

Purple Pride	Football	Basketball	Track
Vocal Music	Volleyball	Wrestling	Field Trips
Lion's Den	Cross Country	Math Team	Instrumental Music
Assembly Programs	Science Bound	Musical	Ringneck Outdoor Club
Special Olympics	Mariachi Band	Character Council	

### **ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

Students not meeting academic requirements at midterm will have 10 school days to raise their grade to an acceptable academic standing. If their grade is still below the acceptable academic standard they become ineligible for all extra-curricular events/activities until the student has gained acceptable academic standing. If a student is ineligible they are allowed to practice with the sport/activity, but cannot participate in a competition. A teacher's signature will be required to indicate acceptable academic standing.

Academic standing includes:

- a. Students passing all courses with a grade of D- or above
- b. Students not having any incomplete course grades

### **PUPIL INSURANCE AND ATHLETIC INSURANCE**

Merely as a service to the public, the school offers a low cost pupil insurance which provides limited coverage for any injury incurred in a school connected activity. This includes school sponsored athletics, activities, parties, etc. It is to be remembered that coverage is only limited due to the low premium, and full coverage of a given injury cannot be expected. In addition, there is no payment for loss or damage of eye glasses. Forms are available in the middle school office for school insurance.

Insurance, a physical, health card, and concussion form are required of all students who participate in athletics. Physical and concussion forms are available in the middle school office. Insurance for athletics can be from a private company or through the school at a rate slightly higher than regular pupil insurance. It should be remembered, however, that coverage is only limited and will not always pay the full cost of the injury. If a student does not purchase school insurance, and wishes to participate in athletics, a form signed by the parents stating that the student is covered by insurance will be required. All accidents and injuries must be reported to the middle school office immediately by the student or parent. An accident report is to be made out and given to the school nurse. The company must be notified of any injury to facilitate settlement of claims.

### **I. M. C. (Information Materials Center)**

The purpose of the Middle School IMC is to provide an area where students can:

- Research specific projects for classroom activities and browse for recreational reading materials.
- Obtain assistance with assignments as needed during study hall.

Books and magazines may be checked out for two weeks. To help in circulation of materials, please see that items are returned on time. Materials will be renewed if someone has not reserved the materials. There is

a limit of two items out at one time. If you lose or destroy the item beyond repair a fine will be issued.  
*Student ID cards are used to check out materials. Please be sure to have your ID card!*

### **TEXTBOOKS/LIBRARY BOOKS**

There is a book rental fee per year that is nonrefundable. Each student is responsible for the safekeeping of textbooks/library books that are assigned or checked out to them. In the event of excessive wear or damage to books, an additional fine may be assessed to cover the cost of the damage. Normally a book should last five years, and fines will be prorated on this basis.

Textbooks are loaned to students by the school. Please take good care of the books so they can be enjoyed by many students. If for some reason a book is lost, report it immediately to the teacher of the course or the librarian if it is a library book.

### **ASSEMBLY PROGRAMS**

Assembly programs are held periodically throughout the school year. Expectations during assemblies:

*Respect All by;*

Listen & follow adult directions.

Respect personal space.

Use the appropriate voice level 0-3.

Respect privacy & property/equipment.

*On Time, On Task by;*

Sit in the correct section.

Wait to be dismissed.

Look at speaker.

*Achieve My Best by;*

Communicate clearly.

Help others.

Practice good sportsmanship.

Ask for help if needed.

*Responsible Citizen by;*

Use school appropriate language.

Leave no trace.

Appropriate use of cell phones/ technology devices.

Use stairs.

*Monarchs ROAR with Pride!*

### **SCHOOL MEALS**

Breakfast and lunch are served in the school cafeteria. One milk is served with breakfast and one with lunch at no extra cost. The student will be charged 35¢ for additional milks regardless of lunch status.

The Denison Community Schools use a lunch accounting system. It accounts for all money deposited and meals sold. Each student is assigned a student ID badge that must be used for lunch purchases. If a student



loses or damages their badge the first replacement is of no cost to the student, but for all subsequent replacements issued the student will be charged a \$5 replacement fee. Students who do not bring their badges to school will still be allowed to eat, but will do so after all students with badges have gone through the lunch line. The school program provides an accurate count of how many paid, free or reduced students eat, without identification of the student's lunch status. Parents may receive lunch status information by logging on to PowerSchool. Students may deposit any amount of money into their accounts at any time. It is just like a bank account. Please remember to keep your child's lunch account current by making a monthly deposit. Thank you!

DMS has a closed lunch period where all students may eat hot lunch or bring a sack lunch. All food must be eaten in the commons and not stored in lockers. Students may have water bottles in their lockers and in the hallways. Students will not be allowed to leave the school grounds during the lunch periods without prior approval from the middle school office. Students are not permitted to order in from a restaurant.

The district's fee schedule will be available at registration.

ROAR Expectations in the Commons (including lunch time):

*Respect All by;*

Listen & follow adult directions.

Respect personal space.

Use the appropriate voice level 0-2.

Respect privacy & property/equipment.

*On Task, On Time by;*

Walk with a purpose & be aware.

Be prepared with student ID card.

*Achieve My Best by;*

Communicate clearly.

Help others.

Ask for help if needed.

*Responsible Citizen by;*

Use school appropriate language.

Leave no trace.

Appropriate use of cell phones/ technology devices.

*Monarchs ROAR with Pride!*

## **SCHOOL ATTENDANCE**

When a student is absent from school, parents need to contact the school office the day of the absence to excuse the student. Parents may call the school office or send a note. If we do not hear from a parent within 48 hours of the absence, the student will be considered truant. Truancy is defined as a student not attending school with no notice from a parent/guardian. **Students may not call themselves in sick.**

Any student desiring to leave school during the school day must be excused in advance, unless the student becomes ill. A student must never leave school during school time without checking out at the office. If a student becomes ill during the school day, he/she should see the school nurse or office staff and his/her parent or guardian will be contacted. Students are not to call parents without seeing the nurse or office staff first. If this is not possible, the person denoted on the "Emergency Consent Form" will be contacted by the office personnel. Students who have medical appointments should attend school before and directly after the appointment.

In order to participate in school sponsored events or functions, students must be in school at least one half day of that event or function. The principal may wave this rule in extenuating circumstances if parents have made arrangements with the building principal.

### **ADMITTANCE TO THE BUILDING**

**Once students are on school grounds, they may not leave the school grounds without permission from the office.**

The commons will open by 7:15 A.M. where students may wait until the remainder of the building opens. Students are not admitted to the rest of the building until 7:45 A.M. unless they are entering the building at a teacher's request to get extra help or study. The middle school building and grounds are monitored electronically.

### **STUDENT PASS SYSTEM**

All students are to sign in and out at the office when they leave the school grounds. All teachers must require late students to have a pass to get into class. In order to leave any room, for any reason, the student must have a pass signed by the teacher. Passes will not be routinely issued to your lockers, or the restrooms. Use your passing time wisely.

### **INACTIVE STUDENT POLICY**

In order to meet data requirements for the state of Iowa and to be consistent across the district, we need to uniformly classify students in nonattendance for extended periods of time as inactive. Students absent for 10 consecutive attendance days without notice will be designated as inactive. Only students with validated medical reasons would be exempt from this policy. If the student returns, the student would be required to re-enroll.

#### **Please notify the office:**

- any time your child will be absent from school for any reason
- of any changes in your address, telephone number, or emergency contact information

#### **TIME SCHEDULE - GRADE 7**

8:00 - 8:18 Pride Pack

1 8:21 - 9:03

2 9:06 - 9:48

#### **TIME SCHEDULE - GRADES 6 & 8**

8:00 - 8:15 Pride Pack

1 8:18 - 9:00

2 9:03 - 9:45

3 9:51 - 10:33  
4 10:36 - 11:18  
5 11:21 - 12:03  
12:06 - 12:31 WIN 7  
12:31 - 12:56 LUNCH 7  
6 12:59 - 1:41  
7 1:44 - 2:26  
8 2:29 - 3:08

3 9:48 - 10:30  
4 10:33 - 11:15  
12:06 - 12:31 LUNCH 6 / WIN 8  
12:31 - 12:56 WIN 6 / LUNCH 8  
5 12:11 - 12:53  
6 12:56 - 1:38  
7 1:41 - 2:23  
8 2:26 - 3:08

## **COMMUNICATION**

### **BULLETINS**

The student bulletins are read at the start of 2nd period each day.

### **TELEPHONE INFORMATION**

We do not make a practice of calling children from their classes to answer non-emergency telephone calls. Please inform your children before they come to school where they are to go after school. The student phone in the office is available for calls before school, during lunch/homerooms, or after school.

\*Please see "Cell Phones" in the Student Property section for rules regarding cell phone usage.\*

### **PowerSchool**

You may access your child's grades, attendance, and more through PowerSchool and any Internet connection. You can link from our school's web page at [www.denison.k12.ia.us](http://www.denison.k12.ia.us) or you can type the direct address: <https://denison.powerschool.com/public/>

#### **Available on PowerSchool;**

- Grades and Attendance: View current grades, attendance, and the current quarter attendance totals
- Grades History: View all previous grades for the current year
- Attendance History: View all this year's previous attendance
- Email notification: Sign up for automatic email notification
- Teacher Comments: View all current teacher comments
- School Bulletin: View the school bulletin/announcements

PowerSchool is a tool for you and for us. Grades will be entered within two weeks of an assignment deadline.

### **Tips for using PowerSchool**

Anything in blue can be clicked on. Some examples are;

- a teacher's name in blue will open up a blank email to them

- a grade in blue links to a list of assignments that make up that grade
- an assignment in blue will give you more information about that assignment

We hope that you encourage your student to take ownership of their own progress and use this tool wisely to nurture their independence and maturity. For this purpose the students have their own username and password separate from yours. Students can access almost all of the features except email notifications. We recommend that you keep your parent/guardian password private.

## **STUDENT DRESS CODE**

It is expected that all students will come to school appropriately dressed, just as they would appear at a business work site. It is our belief that clothes and personal attire directly influence a student's behavior and attitude. Our major objective is to provide the best education possible with the facilities, faculty, and resources available to us. Appearing and dressing in good taste for the job at hand will improve the learning atmosphere. All of us want our school to be thought of as among the best in the country. The only impression most observers have of us is our personal behavior and appearance. Articles of clothing not in good taste or appropriate for promoting a healthy society include:

1. Any item that indicates affiliation with a gang.
2. Any clothing or body markings that is disruptive of or distracting from the educational process is unacceptable.
3. Any clothing displaying drug/alcohol use, gang affiliation or offensive language/symbols is unacceptable.
4. Clothing that is excessively tight or loose, or that reveals cleavage, back, chest, stomach, any portion of the buttocks or undergarments.
5. Sheer or see-through clothing.
6. Excessively torn, soiled or frayed clothing.
7. Sunglasses or eye wear, unless prescribed by a physician for indoor use.
8. Any attire that might be used as a weapon including, but not limited to, chains, items with spikes/studs or any type of protruding object.
9. Shorts or skirts must be as long as the tips of the persons fingers when their arms are extended down.
10. Inappropriate headwear for school includes hats, caps, hoods, visors, bandanas, do-rags/wraps, hairnets and sweatbands (hair bands are acceptable.) This pertains to any indoor facility at any time.

**Students having inappropriate clothing will be required to change or will be given clothing that is appropriate. Repeat offenders will receive a misconduct report and the parent(s) will be notified. Refusing to change into appropriate clothing constitutes insubordination and will result in disciplinary action.**

## **STUDENT PROPERTY**

## **LOCKERS**

Locker assignments are made to provide students with a place to store textbooks, materials, supplies, coats, and other articles of clothing worn to and from school. Since the amount of space in each locker is limited, please avoid the practice of letting clothing accumulate in the locker. Students are not to store food and drink items in their lockers. The school reserves the right to check lockers (see Board Policy #502.8). Students are expected to check their lockers frequently to be sure they contain only those articles belonging to them, or properly borrowed by them. Lockers are assigned to students, changes are with office permission only. Students are not allowed access into anyone else's locker for any reason. These rules and regulations also apply to physical education and athletic lockers.

## **CELL PHONES**

Cell phones/personal electronic devices are allowed in the commons area before school, during lunch, and after the end of the school day. The school is not responsible for lost, stolen, or damaged items. Violations will be handled as follows;

1st offense - Student's phone will be kept in the office and the student may pick it up after school.

2nd offense - Student's phone will be kept in the office to be picked up by a parent.

3rd offense - A Cell Phone Parking Lot is located in the office. Students with multiple infractions, or with parent request, will be required to park their cell phone in the office during the school day for 5 days.

4th offense - Cell phone will be parked in the lot during school for 10 days or don't bring it to school.

\*Please refer to "Personal Electronic Devices" in the Board Policy section of this handbook for further information regarding cell phone usage.

## **VALUABLES**

Students who bring valuables to school are responsible for the safekeeping of those valuables. Do not leave valuables in your locker. Things like electronics, video games, collectibles, expensive jewelry, cash, MP3 players, iPods, etc. should be left at home if they are not needed. Furthermore, these items disrupt the school environment and problems arise when/if the valuable becomes lost, broken, or stolen. Leave your valuables at home. The school will not be responsible for recovering these items.

## **LASER LIGHTS / POINTERS**

Laser lights and pointers are distracting and can cause eye damage. Lasers are not permitted at school, at school activities, or on the school bus. Lasers will be confiscated when found.

## **BICYCLES/SKATEBOARDS**

All bicycles are to be placed in the racks provided for the purpose. They are not to be left any other place. The school is not responsible for stolen bicycles, so please keep them locked to the racks. Middle school students are not to bring skateboards to school for safety reasons.

## **LOST & FOUND**

Please take care of assigned school books and materials as well as personal items so that nothing valuable will be lost. Keep school materials and personal items in lockers. Do not leave books on tables, desk tops,

window sills, the floor, on top of your locker, or any place other than in lockers. In case of actual loss, report the loss to a teacher and to the middle school office for announcement in the bulletin. A box of unclaimed articles is kept in the commons for inspection in case of loss. If items are found, please bring them to the office for claiming by the rightful owner.

## **BUILDING POLICIES**

### **TOBACCO FREE ENVIRONMENT**

School district premises, including school vehicles, shall be off limits for the use of all tobacco products. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request shall be required to extinguish/discard their tobacco products or leave the school district premises immediately. It shall be the responsibility of school personnel to enforce this policy.

### **CHURCH NIGHT**

Wednesday night of each week is reserved for church activities. No school activities or practices are to be scheduled after 5:45 P.M. The building will be locked at 6:15 P.M., and all students should leave the building at that time.

### **CHEWING GUM**

Chewing gum is not allowed at school. If a student is seen chewing gum, they will be instructed to dispose of it. Failure to comply with this request will result in disciplinary action.

### **COMMUNICABLE DISEASES**

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease spread from person to person or animal to person. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from the school for the duration of the period of contagion. In order to prevent the spread of communicable disease, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified.

### **VISITORS**

All visitors to the middle school, student or adult, must report to the office. In an effort to minimize classroom disruption, visitors must obtain permission from the office to see a student during class time. Middle school aged guests who are in town visiting, should not accompany their hosts to school. If arrangements are made ahead of time, these guests might visit DMS before school, or during homeroom/lunch, but should make other arrangements for the day.

Visitors are most welcome at our school. We want parents to be a part of our school setting whenever possible. When guests visit a classroom to observe they should consider the following:

1. Please check in at the school office so we can account for you being on school grounds.
2. Limit your observation to 10-15 minutes, please. Extended observations tend to distract children from learning activities. If you want to spend more time in school, please call the middle school office in advance to let us know you are coming. We will plan for your active involvement during the extended time you wish to spend at school.
3. If you desire a conference, please make arrangements in advance through the office.

### **USE OF BUILDING**

It has been a policy of Denison to be lenient with use of the building before school, after school, and during the evening. In order to continue this policy, we must rely on the judgment and good behavior of Denison students. When activities such as school sponsored clubs, Science Bound, vocal groups, etc. are rehearsing in various parts of the building only those students who actually are participating or who have legitimate business here should be in the building.

### **STUDENT DISCIPLINE**

One of the most important lessons education should teach is responsibility. While it does not appear as a subject, it underlies the whole educational structure. The goal of the school staff members is to support the teaching and learning of students and teachers by establishing an environment that promotes these goals. Students do make mistakes, but adults and authority figures can help stabilize the environment by providing sufficient structure to help guide the choices that students make. To help in developing a positive environment, the following discipline policy will be in effect for DMS students.

## **THE SIX PILLARS OF CHARACTER**



### **CODE OF STUDENT BEHAVIOR:**

At DMS we focus on the 6 pillars to instill academic, social, and emotional values; mindsets, and character traits to help students:

- Reach their academic potential and have the ability to succeed in school
- Succeed in the workplace and their careers
- Live happy, worthy and fulfilling personal lives
- Become engaged, responsible and productive citizens

**PURPLE PRIDE PLEDGE**

***I pledge to take pride in my behavior, my school work, and my building.***



## MIDDLE SCHOOL DETENTION/SUSPENSION

Discipline referrals are designed to serve students who have difficulty following established school rules and meeting behavioral expectations.

LEVEL I (DETENTION): 30 MINUTE DETENTION

LEVEL II (DETENTION): 45 MINUTE DETENTION

LEVEL III (DETENTION): 60 MINUTE DETENTION and PARENT MEETING

LEVEL IV (DETENTION): SATURDAY DETENTION 8:30-10:30 AM (Includes truancy under 2 hours, using offensive language, 4th behavior referral.)

LEVEL V (DETENTION): SATURDAY DETENTION 8:30 AM-12:30 PM (Includes truancy over 2 hours, 1st offense tobacco/cigarettes, vandalism, insubordination, stealing, fighting, 5th behavior referral.)

LEVEL VI: (SUSPENSION): Up to 5 full days in school or out of school suspension and meeting between the student, parent, and principal. (Includes swearing at staff, 2nd offense tobacco/cigarettes, 2nd offense fighting, excessive abuse of any discipline area.)

LEVEL VII: (SUSPENSION OR EXPULSION) Meeting with Board of Education For possible expulsion. Example: Extreme abuse of a discipline area(s).

POTENTIAL PLACEMENT AT THE INDEPENDENT LEARNING CENTER (ILC) FOR EXCESSIVE OFFENSES

In most cases students will earn their detention or suspension in the order listed above. There may be circumstances that cause the administrator to assign a level of discipline that best fits the offense. Offenses will be cumulative in nature, for example, a student on a Level II detention for stealing will go to a Level III detention on any further violations.

### DETENTION BY TEACHER

Students may be kept before or after school for the completion of unfinished work or for disciplinary reasons. Students may be given until the following evening to serve their detention. This will be at the discretion of the teacher. Failure to report for the detention will result in additional disciplinary action. Academics come before extracurricular activities.

**Board Policy provides guidance for major discipline infractions including;**

- Tobacco/Alcohol/Controlled Substances:** Smoking, Drinking, and Drugs (#502.7)  
Students and Illicit Drugs (#502.7A)

- Inappropriate use of technology:** Social Networking and Communication  
Personal Electronic Devices  
District Access to Technology  
Email (#605.8)

- Harassment/Bullying:** Anti-Bullying/Harassment (#105.1)

- Weapons:** Weapons (#502.6)

### **Other major discipline infractions could include;**

•**Fighting or Assault:** Physical violence of any kind is not tolerated. If students are involved in a fight they will be subject to disciplinary actions assigned by the office. If a student is determined to have assaulted another student local law enforcement will be notified in addition to school-based consequences.

•**Vandalism:** Students who destroy, deface, and/or damage school and/or personal property of others while at school or a school event shall be subject to consequences which can include restitution for damaged property.

•**Theft:** Theft shall include the stealing of school property or personal property of others while at school or a school function. Local law enforcement will be consulted when the theft is of significant value.

•**Threatening:** Any threats to students/staff will be taken seriously regardless of the intent of the person making the threat. Consequences will be determined based on the scope and severity of threat and may include suspension, alternative placement, and/or hearing before the Board of Education. Local law enforcement will be consulted if the threat is deemed to have violated the law.

### **DISCIPLINE IMPACTS ON CO-CURRICULAR & EXTRACURRICULAR ACTIVITIES:**

During the period of time that a student is on suspension that student will be excluded from all Denison Community School activities, either as a participant or a spectator, for the duration of the suspension. This does not include detention in Saturday School.

### **GOOD CONDUCT POLICY**

As a representative of the team, organization, school, and community, students are expected to keep certain standards of behavior. Your appearance, language, and actions are on display and the team, organization, school, and community will suffer from a poor representative.

Disciplinary steps for breach of good conduct may result in suspension from the activity or organization. Following is a list that may include, but is not limited to, examples of poor representation:

- a. Engaging in any activity that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor traffic offenses).
- b. Use and/or possession of alcohol, tobacco, and/or controlled substances.
- c. Display of poor conduct and/or sportsmanship.

A suspended student will be ineligible to participate in extra-curricular activities until reinstated by the building administrator. The number of offenses by a student will determine the length of the suspension. The suspension will be served by school calendar days during an active season, excluding vacation days.

Upon receipt of a complaint, the building administrator will conduct an investigation of the alleged violation. The student will be notified of the alleged violation and given an opportunity to respond to the allegation(s). If the student is found to have violated the Good Conduct Policy, the student and his/her parent/guardian will be notified of this decision by the building administrator. A letter will be sent in all cases to the parents/guardian notifying them of the decision. Each violation will be dealt with on an individual basis with the principal.

The following guidelines will be used:

A student who has been found to have violated the Good Conduct Policy shall be penalized as follows and will not be allowed to participate in any extra/co-curricular activities during the time period.

First Offense: 10% of contests

Second Offense: 25% of contests

Third Offense: privilege to participate in extra-curricular activities will be revoked for 45 school days. The student will be ineligible for one calendar year for all future events that occur during their Denison Middle School career.

A student who receives a Level 4 discipline referral will be ineligible for extra-curricular activities on the day of the referral.

Violation of the Good Conduct Policy will be cumulative throughout a student's year at Denison Middle School. Once a determination has been made that a student has violated the Good Conduct Policy, the ineligibility period will begin. If at the time of the violation, the student is not currently participating in any activity, then the student's period of ineligibility shall apply to the first activity or activities in which the student registers or participates. A disciplinary action may carry over from one activity to another and may carry over from one school year to the another. Extenuating circumstances may require other action to be taken by the principal.

### **UNEXCUSED TARDIES TO SCHOOL & BETWEEN CLASSES**

Students who arrive late to school without a valid excuse (oversleeping is not a valid excuse) and between classes will be subject to the following disciplinary action:

1st offense - recorded: no penalty – verbal warning

2nd offense - recorded: no penalty - warning given in homeroom

3rd offense - recorded: no penalty - warning given in homeroom

4th offense - parent will be notified that the student will be staying until 3:30 each time the student is tardy for the remainder of the quarter (until 3:45 if multiple tardies are recorded in a single day). Student will be notified of the need to stay during 8th period and will be given the opportunity to call parents at the end of the period.

Each subsequent offense - stay until 3:30 (3:45 for multiple tardies). A student's tardy offenses begin accumulating with each new quarter.

### **TRUANCY**

Truancy is defined as a student's absence from school without permission from the parents/ guardians and the school's administration. Truancy will result in the student serving a Saturday detention. If the student's truancy resulted in missing less than 2 hours of school they will receive a 2 hour Saturday detention. If the truancy resulted in missing more than 2 hours, it will be a full 4 hour Saturday detention. Should a student have 3 truancies they will be referred to the Crawford County Attorney's Office for a truancy mediation appointment and placed on an attendance contract.

## **SATURDAY SCHOOL**

Saturday School will be held for students who require disciplinary action. Saturday detention allows students the opportunity to serve their disciplinary obligation while attending school full time and there by taking full advantage of the opportunities of regular attendance. All school rules in the Code of Student Behavior apply to students while attending Saturday suspension. In addition, the following guidelines apply for Saturday detentions:

- A. Saturday detentions will be held from 8:30 A.M. until 12:30 P.M.
- B. The student is responsible for his/her own transportation to and from the high school building.
- C. The door to the detention room will be locked at 8:30 A.M. If a student assigned to a Saturday detention is not in the room by that time, or fails to successfully serve the detention, the student will be required to make-up double the time in the in-school suspension room upon his/her return to school.
- D. If a student receives a detention on Monday, Tuesday, or Wednesday, his/her detention session will start on Saturday of that week. If the detention occurs on Thursday or Friday, it must be served a week from the following Saturday. The Saturday detention will run consecutively until the detention is completed. The exception is that there will not be detention on the Saturdays during vacation periods.
- E. Parents will receive letters informing them of the dates and rules of the Saturday detentions.
- F. Administrators may still remove a student from the school setting with a suspension if they feel it is necessary. A combination of Saturday Schools and other suspensions may be used.
- G. Standards of Saturday detention student behavior:
  - Students will not be allowed to use the phone
  - Students may not leave their seats
  - Students may not talk to other students
  - Students must bring books, paper, pencils, pens
  - Students may not bring recreational articles
  - Students may not bring food or beverages
  - Magazines will be furnished by the school
  - Students will follow the instructions of the teacher
  - No recreational use of the Internet will be allowed
- H. Students will be given one warning for violations of the above standards. Students will be asked to leave

the Saturday sessions for a second violation. If a student is asked to leave, he/she will be assigned double the time in in-school suspension.

Authority to defer a Saturday School detention lies with the principal. This will be allowed on rare occasions, (ie. funerals, etc.) Work obligations are not valid excuse for changing detention time.

### **DUE PROCESS**

Before a student is subject to disciplinary action under the Code of Student Behavior, the following minimum steps of due process must be offered to that student.

- A. The student must have been informed of the conduct which is expected or prohibited.
- B. Prior to disciplinary action a conference will be held with the student at which time notice is given as to what he or she is accused of doing.
- C. An opportunity should be given during the conference for the student to present his or her side of the story.
- D. The administrator must make the decision relating to disciplinary action based upon the incidents which have been appraised from the knowledge gained.

### **PHYSICAL RESTRAINT OF STUDENTS**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice of the child's parent.

### **DRUG DOG SEARCH**

Since the dog's handler may be a law enforcement agent, licensed by the State of Iowa, it would be reasonable to believe the court would consider him an agent of law enforcement, even though he works for a different County and is outside his jurisdiction. Since they are working with a licensed office of the law, it is also reasonable to assume that school administrators participating in the inspection are viewed as agents of law enforcement by the courts. For that reason, probable cause will be the standard of proof to search a protected student area.

According to Iowa law, school administrators may conduct periodic inspections of all or a randomly selected number of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to the student. Iowa law also states that protected areas, i.e., the person, book bag purse, car, etc. can be inspected by the school administrator if there is reasonable suspicion that something illegal or in violation of school policies is inside as long as the inspection occurs in the presence of at least one other person. Agents of law enforcement, however, must have probable cause to search a protected area.

This is a higher burden of proof and would require consent by the student of his/her parent(s) or a search warrant.

If the dog "hits" on a locker, the administrators will open the locker and begin inspecting the unprotected and "plain view" portions of the locker. There will always be a minimum of two adults participating in and/or observing the inspection. If drugs or suspected drugs are found, the student will be called to the office and a meeting with the student will be conducted by the principal. The local police department will be contacted to identify the substance and to continue its investigation if an illegal substance is found. Parents of the student will also be contacted at the time an illegal substance is identified.

If the inspection of the locker also required the inspection of a protected item, i.e., purse, book bag, etc., the student will be taken to the office. The purse or bag will be brought to the office where the inspection can be conducted in private. The administrator will attempt to gain consent from the student or his/her parent(s) before inspecting the protected area. An administrator and his designee will be present to witness the granting of permission by the student or parent. If the request is denied, the administration will contact local police to request a search warrant be issued by the county magistrate. The items to be inspected will be guarded by someone from the local police department while the search warrant is obtained. Once the search warrant is received, the police and school administrators will conduct the search. Parents of the student will be contacted at the time an illegal or suspected substance is found.

A drug dog will not be used to inspect classrooms or people. Any inspection of an individual will be conducted by school administrators and possibly police based on probable cause. Strip searches will not be conducted.

A student's parent(s) will also be contacted if an inspection is conducted by school administrators of a student's protected or unprotected areas and illegal substances are not found. Parents will be made aware that the dog "hit" on the locker or vehicle and what procedures were used to conduct the inspection.

Parents and students will be made aware that Denison Middle School uses a dog to inspect lockers and vehicles by means of a notice to parents, articles in building newsletters, information found in the student handbook and student assemblies held at the beginning of each school year. Parents and students will also be informed that the inspection is authorized by a policy approved by the Denison Community School Board. One known incidence of drug possession on school property and a prevailing rumor of drug possession by some students has prompted the Board of Education to authorize such inspections.

## **BOARD POLICIES**

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available at <http://denisoncsd.isfis.net>. Employees are expected to know existing board policies and know to refer to the policies when necessary. If you have questions about board policies, please contact the Denison Community School Superintendent.

## **Student Directory Information (Board Policy #506.2)**

The school district has designated the following information as directory information: student's name; address and telephone number; date and place of birth; e-mail address; grade level; enrollment status; major field of study, participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance, degrees and awards received; and the most recent previous educational institution attended by the student and other similar information. You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than September 15th, of the current school year. If you desire to make such a refusal, please contact your child's school office.

If you have no objection to the use of student information for the educational purposes described here, you do not need to take any action.

#### **Student Records Access (Board Policy #506.1)**

The board recognizes the importance of maintaining student records and preserving their confidentiality. All student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages. Student records shall be maintained by the building principal and housed in the building's records room.

Parents and eligible students shall have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of post-secondary education at the post high school level. Parents of an eligible student shall be provided access to the student records only with the written permission of the eligible student unless the eligible student is defined by the Internal Revenue code as a dependent. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

A student record may contain information on more than one student. Parents shall have the right to access the information relating to their student or to be informed of the information. Eligible students shall also have the right to access the information relating to themselves or be informed of the information.

Parents and eligible students shall have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five days after the request is made. Parents, an eligible student, or an authorized representative shall have the right to access the student's records prior to an Individual Education Program (IEP) meeting or hearing.

Copies of student records will only be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records shall be waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the school district shall provide an explanation and interpretation of the student record and a list of the types and locations of student records collected, maintained or used.

If the parents or an eligible student believes the information in the student's record is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment shall be made to the student record, the school district shall make the amendment and inform the parents or the eligible student, in writing, of the decision.

If the school district determines that amendment of the student's record is not appropriate, it shall inform the parents or the eligible student of their right to a hearing before the school district. If the parents' and the eligible student's request to amend the student record is further denied, the parents or the eligible student shall have the opportunity to place an explanatory letter in the student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's records shall become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parent shall also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- \* to school officials within the school district and AEA personnel whom the superintendent or the building principal has determined has a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- \* to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts.
- \* to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- \* in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;



- \* to organizations conducting educational studies and the study does not release personally identifiable information;
- \* to accrediting organizations;
- \* to parents of a dependent student as defined in the Internal Revenue code;
- \* to comply with a court order or judicially issued subpoena;
- \* [consistent with an interagency agreement between the school district and juvenile justice agencies]
- \* in connection with a health or safety emergency; or,
- \* as directory information.

The building principal shall keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. This list must be available for public inspection and updated annually. Individuals not listed are not allowed access without parental or an eligible student's written permission.

The building principal shall also keep a list of all individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed shall be maintained without time limitation. Permanent student records must be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student shall be notified. If the parents or eligible student request that the records be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student of the reasons for which they may want the records maintained.

The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies (agencies) involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The school district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within 10 business days of the request.

The notice shall include a statement that the parents have a right to file a complaint alleging the school district failed comply with this policy. Complaints shall be forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, D.C. 20202-4605.

### **Compulsory Attendance (Board Policy #501.3)**

Parents within the district who have children who are over six and under sixteen years of age by September 15, in proper physical and mental condition to attend school, shall have the children attend the district at the attendance center designated by the board. Students shall attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age shall attend school a minimum of 175 days. Students not attending the minimum days must be exempted by this policy as listed below or, for students in grades K-12, referred to the county attorney. Exceptions to this policy include children who:

- \* have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- \* are attending religious services or receiving religious instruction;
- \* are attending an approved or probationary approved private college preparatory school;
- \* are attending an accredited nonpublic school; or,
- \* are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

The principal or designee shall investigate the cause for a student's truancy. If the principal or designee is unable to secure the truant student's attendance, the principal or designee shall refer the matter over to the county attorney.

The school will participate in mediation if requested by the county attorney. The principal or designee shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

### **Medication (Board Policy #507.2)**

The administration of prescription and nonprescription drugs shall be in accordance with Department of Education guidelines and Iowa law. Medication should be dispensed as part of an individual's health plan, developed by an authorized practitioner with the pupil and the pupil's parent, when administration requires ongoing professional health judgment. School personnel administering medication shall have been orientated on the proper methods of medication dispensing. Pupils who have demonstrated competency in administering their own medications may self-administer.

The pupil's parent should provide a signed and dated written statement requesting medication to be administered at school. The medication shall be in the original labeled container either as dispensed or in the manufacturer's containers. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency.

A written medication administration record shall be on file at each school and include:

- (1) Date
- (2) Student's name
- (3) Prescriber or person authorizing administration
- (4) Medication
- (5) Medication dosage
- (6) Administration time
- (7) Administration method
- (8) Signature and title of the person administering medication
- (9) Any unusual circumstances, actions or omissions

The medication shall be stored in a secured area. When competency is demonstrated by the student, the student's parent may request co-administration of the medication.

There shall be emergency protocols for medication-related reactions. All use of medication shall be treated in a confidential manner.

### **Emergency Protocols:**

Guidelines for medication-related reactions will be readily available or posted at each building. The school district administration or designee will notify appropriate staff of any potential medication-related reactions on a student-by-student basis.

All medication-related reactions will be recorded on the medication administration form at the time of each occurrence.

Medication will only be dispensed under the written order of a physician designated by the parent or guardian. Only one month's supply of dosage to be dispensed during school hours shall be stored. A record of daily dispensation shall be maintained. The school shall not be responsible for monitoring the usage of medication by a student during school hours when the student carries or self-administers the student's own medication.

### **Smoking-Drinking-Drugs (Board Policy #502.7)**

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students on school district property or at any activities sponsored by the school district, on or off school district property.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including possible suspension or expulsion. Use, purchase, or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use, or being under the influence of beer, wine, alcohol, and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

### **Tobacco Free Environment (Board Policy #905.2)**

School district premises, including school vehicles, shall be off limits for the use of all tobacco products, including the use of nicotine products that are not FDA approved for tobacco cessation. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and non school sponsored events. Persons failing to abide by this request shall be required to extinguish/discard their tobacco/nicotine products or leave the school district premises immediately. It shall be the responsibility of school personnel to enforce this policy.

### **Students and Illicit Drugs (Board Policy #502.7A)**

The Denison Community Schools prohibit the possession, use, distribution, sale or being under the influence of illicit drugs and/or the possession of paraphernalia designed for the manufacture or use of illicit drugs by students at school. This prohibition also applies to students while engaged in any school-sponsored activities regardless of the location of said activities, on school grounds, and while on school-owned or chartered/leased transportation. Students shall also be prohibited from possessing, using, distributing or selling substances, which are being purported to be illicit drugs while at school or while at the other venues identified above. Violation of these prohibitions shall result in disciplinary action as identified in this policy and, if applicable, as identified in policies 503.01-Student Conduct and 503.04-Good Conduct Rule. In addition to the school district's disciplinary action, students found to be in violation of this policy shall also be reported to local law enforcement authorities.

Students found in violation of this policy shall be subject to the following disciplinary actions:

**A. Possession of Paraphernalia**

Any student found in possession of paraphernalia designed for the manufacture or use of illicit drugs when said paraphernalia does not contain any actual illicit drug substance or identifiable residue of an illicit drug substance, shall be out of school suspended for not less than five school days. Repeat and/or flagrant violations will result in more severe disciplinary consequences including the possibility of expulsion. During the time of suspension, the student will be banned from any property owned by the Denison Community School District and from attending any school-sponsored activities.

**B. Substances Purported to be Illicit Drugs or Look-a-Like Drugs**

Any student found to be in possession, to be using, to be distributing or selling substances that the student represents to be actual illicit drugs, at school or a school-sponsored activity, or on school transportation shall be assigned to the ILC and/or immediately suspended and recommended to the Board for expulsion from school with loss of credits. During the time the student is attending the ILC or expelled, the student will be banned from any property owned by the Denison Community School District and any school sponsored activities.

**C. Illicit Drug-Possession, Use, or Being Under the Influence**

Any student found to be in possession, to be using, or to be under the influence of an illicit drug or drugs, to include identifiable residue, regardless of the amount of said drug, at school or a school-sponsored activity, or on school transportation shall be assigned to the ILC and/or immediately suspended and recommended to the Board for expulsion from school with loss of credits. During the time the student is attending the ILC, or expelled, the student will be banned from any property owned by the Denison Community School District and any school-sponsored activities.

**D. Illicit Drugs - Sale or Distribution**

Any student found to be selling, or distributing without cost, illicit drugs, at school or a school-sponsored

activity, or on school transportation, shall be immediately suspended and recommended for expulsion from school with loss of credits. During the time of the expulsion the student will be banned from any property owned by the Denison Community School District and any school-sponsored activities.

Students will not be allowed to attend summer school during the expulsion time. In addition to the expulsion, prior to readmission to school, the student or legal caretaker if this student is not of majority age, shall be required to submit documentation that the student has undergone a substance abuse evaluation, and to provide evidence of completion of any recommended treatment program, which includes random drug testing, all at no expenses to the district, before requesting readmission by the Board of Directors to attend school in the Denison Community School District. During the time of the expulsion the student will be banned from any property owned by the Denison Community School District and any school-sponsored activities.

A parent may request a drug or alcohol test for their student. The test will be conducted at school, and if the test is positive, the student must follow through a drug/alcohol treatment program. The school will do random testing for the rest of the student's high school career. If the student tests positive on any succeeding tests, the student will be sent to ILC-Quakerdale for the equivalent of one semester or 18 weeks and will be in violation of the "Good Conduct Policy"

#### **Weapons (Board Policy #502.6)**

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

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

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

Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary device, or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

### **Administrative Action-Student Suspension (Board Policy #503.1R)**

#### **A. Probation**

1. Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school.
2. The principal will conduct an investigation of the allegations against the student prior to imposition of probation. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the probation will be sent to the parents.

#### **B. In- School Suspension**

1. In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules which are serious but which do not warrant the necessity of removal from school.
2. The principal will conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In- school suspension will not be imposed for more than ten school days. Written notice and reasons for the in-school suspension will be sent to the student's parents.

#### **C. Out-of-School Suspension**

1. Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.
2. A student may be suspended out of school for up to ten school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student:
  - a. Oral or written notice of the allegations against the student and
  - b. The opportunity to respond to those charges.

At the principal's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.

3. Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent. A reasonable effort is made to personally notify the student's parents and such effort is documented by the person making or attempting to make the contact. Written notice to the parents will include the circumstances which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

#### D. Suspensions and Special Education Students

1. Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.

2. Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

#### **Student Expulsion (Board Policy #503.2)**

Only the board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

Students may be expelled for violations of board policy, school rules or the law. It is within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It is within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal will keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student is provided with:

1. Notice of the reasons for the proposed expulsion.
2. The names of the witnesses and an oral or written report on the facts to which each witness testified unless the witnesses are students whose names may be released at the discretion of the superintendent.
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf.
4. The right to be represented by counsel.
5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether



the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

#### **Multicultural/Gender Fair Education (Board Policy #603.4)**

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, color, creed, national origin, gender, religion, marital status, sexual orientation, gender identity, socioeconomic status, or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

#### **Notice of Nondiscrimination (Board Policy #102.E1)**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission for employment, and all unions or professional organizations holding negotiated agreements or professional agreements with the school district are hereby notified that this district does not discriminate on the basis of race, color, creed, national origin, gender, age (employment), religion, marital status (programs), sexual orientation, gender identity, socioeconomic status (programs), or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning the Denison Community School District's compliance with the regulations implementing Title VI, Title VII, Title IX, Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, or Iowa Code 280.3 is directed to contact Dean of Students, Denison High School at 712-263-3101 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, ADA, 504 and Iowa Code 280.3 (2007).

#### **Grievance Procedure (Board Policy #102.R1)**

Students, parents of students, employees, and applicants for employment in the school district shall have the right to file a formal complaint alleging discrimination under federal or state regulations requiring nondiscrimination in programs and employment.

**Level One** - Principal, Immediate Supervisor or Personnel Director

Employees with a complaint of discrimination based upon their race, color, national origin, sex, disability,

age, religion, creed, sexual orientation, and gender identity are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally.

An applicant for employment with a complaint of discrimination based upon their race, color, national origin, sex, disability, age, religion, creed, sexual orientation, and gender identity are encouraged to contact the district personnel office, appropriate building principal and/or superintendent. This paragraph is for employees and “marital status” is not a protected class for employees.

A student, or a parent of a student, with a complaint of discrimination based upon their race, color, national origin, sex, sexual orientation, gender identity, marital status, socioeconomic status, disability, religion and creed are encouraged to discuss their complaint with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

The intent, at level one, is to facilitate communication between the parties involved and to resolve issues or concerns informally in a manner that serves the interest of all parties.

#### **Level Two - Compliance Officer**

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize the complaint in writing on a Grievance Form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

#### **Level Three - Superintendent/Administrator**

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal.

If in cases of disability grievances by students and/or parents at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to request an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights, or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for

mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

#### **Level Four - Appeal to Board**

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is: Heather Langenfeld

Address: Denison Community School

819 North 16th Street, Denison, Iowa 51442

Phone Number: 712-263-9393

Email: [hlangenfeld@denisoncsd.org](mailto:hlangenfeld@denisoncsd.org)

Office Hours: 8:30 a.m. - 3:45 p.m.

#### **Grievance Form (Board Policy #102.E2)**

FOR COMPLAINTS OF DISCRIMINATION OR NONCOMPLIANCE WITH  
FEDERAL OR STATE REGULATIONS REQUIRING NONDISCRIMINATION

Name of Grievant:

Attendance Center:

Place Where You Can Be Reached:

Address:

Phone Number:

Summarize the Nature of the Grievance: (Attach additional sheets if necessary)

Please Describe the Remedy Requested Involving This Alleged Incident/Occurrence: (Attach additional sheets if necessary)

Signature of Person Receiving Grievance:

Date:

Signature of Grievant: Date:

#### **Anti-Bullying/Harassment Policy (Board Policy #105.1)**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board 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. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but 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. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, 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 up to, and including, 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 up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- 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.

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

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment

\*Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or

physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall 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.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The building principal or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

### **Anti-Bullying/Harassment Investigation Procedures (Board Policy #105.1R1)**

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

- tell a teacher, counselor or principal; and
- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
- what, when and where it happened;
- who was involved;
- exactly what was said or what the harasser did;
- witnesses to the harassment;
- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser responded

### **COMPLAINT PROCEDURE**

An individual who believes that the individual has been harassed or bullied will notify the building counselor, the designated investigator. The alternate investigator is the building principal. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

### **Anti-Bullying/Harassment Complaint Form (Board Policy #105.1E1)**

Name of complainant:

Position of complainant:

Date of complaint:

Name of alleged harasser or bully:

Date and place of incident or incidents:

Nature of discrimination or harassment alleged:

Description of misconduct:

Name of witnesses (if any):

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature:

Date:

### **Homeless Children and Youth (Board Policy #501.16)**

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which

may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the ELL/Migrant Coordinator.

A homeless child is defined as a child or youth between the ages of 3 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

So that enrollment of homeless children and youth of school age may be facilitated, the following policy areas are modified as follows:

**School Records:** For students transferring out of the district, records may be provided directly to the student or the student's parents. In addition, students transferring into the school district may provide cumulative records directly to the district. The school district will not require that such records be forwarded from another school district before that student may enroll. The school will then request the official records from the previous school.

**Immunization Requirements:** Homeless students will not be denied enrollment for lack of immunization records if:

- (1) they have a statement signed by a physician stating that immunization would be injurious to the student;
- (2) they provide an affidavit stating such immunization would conflict with their religious beliefs;
- (3) they are in the process of being immunized; or
- (4) they are a transfer student from another school.

The school district will make a reasonable effort to locate immunization records from the information provided or will arrange for the student to receive immunizations.

**Waiver of Fees and Charges:** Fees and charges which may present a barrier to the enrollment or transfer of a homeless child or youth may be waived in the discretion of the superintendent.

**Enrollment Requirements/Placement:** Enrollment requirements which may constitute a barrier to the education of the homeless child or youth may be waived in the discretion of the superintendent. If the school district is unable to determine the grade level of the student because of missing or incomplete records, the school district will administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

**Residency:** For purposes of a homeless child or youth, residence for the purpose of attending school is where the child actually resides or the child's school district of origin. A child's school district of origin is the school district where the child was last enrolled. The deciding factor is the welfare of the child. As much as possible, the child will not be required to change attendance centers within the school district every time the child changes residence unless that change results in the child no longer being classified as homeless.

Transportation: Policies or practices regarding transportation of students which might cause a barrier to the attendance of a homeless child or youth may be waived by the superintendent.

Special Services: All services which are available to resident students are made available to homeless children or youths enrolled in the school district. Services include special education, talented and gifted programs, vocational education, English as an ELL, health services and food and nutrition programs.

The contents of this policy will supersede any and all conflicting provisions in board policies dealing with the seven policy areas discussed above.

#### **Testing/Surveys (Board Policy #505.4)**

A comprehensive testing program shall be established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

No student shall be required, as part of a program funded by the United States Department of Education, or as part of any applicable program, to submit, without prior written consent from the student's parent, to surveys, analysis or evaluation which reveals information concerning:

- \*political affiliations or beliefs of the student or student's parent;
- \*mental and psychological problems potentially embarrassing to the student or the student's family;
- \*sex behavior and attitudes;
- \*illegal, antisocial, self-incriminating and demeaning behavior;
- \*critical appraisals of other individuals with whom students have close family relationships;
- \*legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers;
- \*religious practices, affiliations or beliefs of the student or student's parent; or
- \*income, (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.)

#### **Search and Seizure (Board Policy #502.8)**

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas, or student vehicles or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana,



cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/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. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

## I. Searches, in general.

A. Reasonable and Articulable Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following: (1) eyewitness observations by employees; (2) information received from reliable sources; (3) suspicious behavior by the student; or, (4) the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

(1) the age of the student; (2) the sex of the student; (3) the nature of the infraction; and (4) the emergency exigency requiring the search without delay.

## II. Types of Searches

### A. Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.

A. Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.

B. A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the

same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

#### B. Locker and Desk Inspections

1. Inspections - Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring that the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. For this reason, periodic inspection of lockers is permissible to check for cleanliness and vandalism. In the event that vandalism has occurred, damages will be charged to the responsible student after an investigation by school officials and after the student is provided with an opportunity to be heard on the subject. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

2. Searches - The contents of a student's locker or desk (coat, backpack, purse, etc.) and its contents may be searched when a school official has reasonable and articulable suspicion that the locker contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such searches should be conducted in the presence of another adult witness when feasible.

#### C. Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Any time a student's locker is searched for contraband, the parents or guardians of the student living at home shall be notified in writing, within two (2) business days of the search. The basis for the search, the reasons for the search, and the results of the search, shall be included in the notice.

### **Open Enrollment Information**

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the State of Iowa should be aware of the following dates:

March 1, 2018-The last date for regular open enrollment requests for 2018-2019 school year.

If the student meets the definition of good cause under 281-Iowa Administrative Code 17.4(1) because of a change in residence or is an entering kindergarten student for the 2018-2019 school year the application can be accepted after March 1, 2018 for the 2018-2019 school year. Applications with good cause or for kindergarten must be filed on or before September 1, 2018.

A pupil who transfers school districts under open enrollment in all grades 10-12, shall not be eligible to participate in interscholastic contests and competitions during the first 90 school days of transfer.

Parents/guardians of open enrolled students who qualify, based on federal poverty guidelines, may be eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

### **Wellness Policy (Board Policy #507.9)**

The board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available during the instructional day should meet or exceed the school district nutrition standards and in compliance with state and federal law. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals.

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the school district may utilize electronic identification and payment systems; and promote the availability of meals to all students.

The school district will convene a committee to periodically review, measure and monitor the effectiveness of the wellness policy.

### **Wellness Goals - Nutrition Education and Promotion**

The school district will provide nutrition education and engage in nutrition promotion that:

- is offered as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of classroom instruction in subjects where nutrition is part of the course curriculum;
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food
- preparation methods and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and physical activity.

- communicates nutrition information, and provides nutrient analyses of school menus; encourages parents to pack healthy lunches and snacks and to refrain from beverages and foods that do not meet the established nutrition standards for individual foods and beverages; provides parents a list of foods that meet the school district's snack standards.
- promotes healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products; and markets activities that promote healthful behaviors during the instructional day.

### **Physical Activity**

The school district requires:

- at least 30 minutes per school day of physical activity for K-5 elementary students, 120 minutes per week for grades 6-12; that students engage in moderate to vigorous activity at least 50 percent of physical education class time; that when activities make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active; that employees should not use physical activity or withhold opportunities for physical activity as punishment; opportunities for physical activity should be incorporated into other subject lessons; and, classroom teachers provide short physical activity breaks between lessons or classes, as appropriate.

### **Food Marketing for School Based Activities**

School-based activities will be consistent with nutrition education and health promotion. The school district will:

- limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually during the school day;
- prohibit school-based marketing of brands promoting predominantly low-nutrition foods and beverages during the school day;
- promote healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products; and
- market activities that promote healthful behaviors (and are therefore allowable) including: vending machine covers promoting water; pricing structures that promote healthy options in a la carte lines or vending machines; and sales of fruit for fundraisers.

### **Nutrition Guidelines**

Meals served through the National School Lunch and Breakfast Programs will:

- \*be appealing and attractive to children; be served in clean and pleasant settings; meet, at a minimum, nutrition requirements established by local, state and federal law: offer a variety of fruits and vegetables; serve only low-fat (1%) and fat-free milk and nutritionally equivalent nondairy alternatives (as defined by the USDA); and, ensure that half of the served grains are whole grain.

Schools should:

- engage students and staff, through taste-tests of new entrees and surveys, in selecting foods offered through the meal programs in order to identify new, healthful and appealing food choices.

### **Foods Sold Outside the Meal**

All foods and beverages sold individually outside the reimbursable meal programs (including those sold through a la carte [snack] lines, vending machines, student stores or fundraising activities) during the school day will meet nutrition standards as required by state or federal law.

### **Monitoring**

In each school:

- the principal will monitor compliance of this policy.
- the director of the food service staff will ensure compliance with nutrition policies within food service areas and will provide evidence of compliance to each building principal.

### **Child Abuse Reporting within the School Context**

It is the policy of the Denison Community School District that school employees not commit acts of physical and sexual abuse, including inappropriate and intentional sexual behavior, toward students. 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 school district under the direction and control of the school district. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

It is the policy of the Denison Community School district to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation, when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

In an effort to comply with Chapter 102 of the Iowa State Code, the Denison Community School District has appointed Tina Holdsworth as the Level I child abuse investigator and Chris Eller as the district's alternate. This code specifies that the Level I investigators may be school district employees; however, the subsequent investigation phase (Level II) must have non-school district employee being designated. The Denison Police Department has graciously agreed to act as our district's Level II investigator. This rule governs only alleged violations by school district employees in school-related context.

The Denison Community School District continues to be committed to ensuring only the best possible educational climate for all of the students being served throughout the system.

### **Every Student Succeeds Act**

Every Student Succeeds Act (ESSA) legislation requires that states annually assess all students on achievement of grade-level, state adopted standards in reading, mathematics and science. To meet the requirements of the legislation, Iowa school districts and buildings must report assessment results for Reading and Mathematics grades 3-8 and 10-11; and Science grades 5, 8 and 10.

### **Parent Notification for ESSA**

Parents/guardians in the Denison Community School District have the right to learn about the following

qualifications of their child's teachers: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teachers, and baccalaureate/graduate certification degrees. Parent or guardians may request this information from the Superintendent by calling 712-263-2176.

### **District Annual Progress Report**

The District's annual progress report is posted on the District's website at [www.denison.k12.ia.us](http://www.denison.k12.ia.us) or a paper copy can be requested by calling the Superintendent 712-263-2176.

### **Drug and Alcohol Education**

Federal Law (P.L. 101-226) requires that all school districts submit a certification that they have adopted and implemented a drug prevention program.

The major focus of this legislation is to ensure that all school districts throughout the United States communicate to their students, employees, and parents that the use of illicit drugs and the unlawful possession and/or use of alcohol is wrong and harmful.

Drug and Alcohol Education is an important part of the Denison Community School District's health curriculum. We further demonstrate our commitment to eradicating drug and alcohol abuse in the community by emphasizing the negatives associated with drug and alcohol abuse throughout our district's programs and activities.

The Denison Community School District is keeping and will continue to keep the problems associated with the abuse of drugs and alcohol at the forefront of our health curriculum. Your continued support is needed and appreciated as together we strive to keep our community drug-free.

### **Interviews with Students by Outside Agencies (Board Policy #502.9)**

A student may not be interviewed in school unless the principal or another delegated staff member is present. No interview shall be granted unless the principal deems it essential to the welfare of the pupil or he is directed to do so by court order.

If police officers or other officials request an interview, an attempt shall be made to contact the student's parents or legal guardians and to have one of them present during the interview.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is their most appropriate setting for the interview, and who will be present during the interview.

No student may be taken from school without the consent of the building principal.

### **Parents' Roles During Emergencies**

Providing a safe place for students to learn and grow is one of the most important responsibilities of any school system. Along with school officials, teachers and staff, school families play a critical role in preventing and responding to school emergencies. This information is intended to provide parents and guardians with the steps you can take before, during and after an emergency. It is the ABC's of the parent's role during emergencies.

### **Prevention: The Role of Parents in Keeping Schools Safe:**

- Parents and community members play an important role in keeping our schools safe. You can be our eyes and ears by reporting any issues, concerns or rumors related to safety to school or law enforcement officials.
  - You also can help by following and supporting all security measures when you visit one of our school buildings. This includes checking in and out at the school office.
  - Contact Information - Another of the most important steps that parents can take prior to an emergency is to ensure their contact information is updated regularly in the district's PowerSchool student data system. This is the system that provides e-mail and phone numbers to the district's Parent Link rapid-contact notification system. Please regularly update emergency and contact telephone numbers, e-mail addresses and other information with your school to ensure you receive information and updates during emergency situations.
  - It is also important to review and update information regarding who can legally pick-up your child during an emergency. Once this information is on file, you should ensure that those people are aware they have been listed as your "emergency contacts," and that they may receive messages via phone and/or e-mail during an emergency, weather early out, or other situation.
  - More information about the district's Parent Link system and what contact information it uses in various situations, visit the district website at [www.denison.k12.ia.us](http://www.denison.k12.ia.us).
  - If your child is on medication, be sure the school has at least a two-day supply.
- Create your own family emergency plan. Develop a family communication plan and have a supply kit to sustain you and your family for two to three days. For tips on how to prepare a plan go to [www.bereadyiowa.org](http://www.bereadyiowa.org).

### **During an Emergency:**

In a school emergency, the first instinct of many parents is to pick up the telephone and start calling their child or school and/or rush to the school and get your children. But the truth is, this only complicates matters from a safety and security standpoint. Parents too close to an incident often hinder rescue attempts of the police and fire officials on the scene. Calling your child's cell phone may prevent them from hearing important, even life-saving information. Too many parents calling the school and also tie up needed phone lines and hinder efforts to communicate. Students will be able to use cell phones if they need immediate assistance and once they are safe.

The best action parents can take in an emergency is to monitor their phone, e-mail and district website for regular updates and instructions. Do not report to your child's school during emergency situations. Law enforcement officials will not allow entry to the school site during a lockdown or shelter-in-place. nAvoid calling the school or the district during the emergency.

### **Notification and Communication:**

The school district is committed to providing parents and guardians with the latest and most accurate information available. In most cases the district will send brief phone messages or emails via the Parent Link system in an emergency. Parents will be asked to also monitor more extensive official emergency updates at the district's website. Additional updates will also be sent via Parent Link depending upon the nature of the emergency. In today's world, it is likely that students will be texting and calling parents immediately. Be aware that information you receive from your child may not always be accurate; ensure the information you are using is official and comes directly from the Denison Community School District.

### **School Emergency Response Protocols:**

- A school crisis can take a number of forms including an environmental event, such as a chemical spill or gas leak; a weather emergency, such as a tornado warning; or an intruder in or near the school. The nature of a school crisis dictates whether school officials will put in place a lockdown, shelter-in-place, evacuation, or any combination of two of these protocols, as a means to ensure the safety and well-being of students and staff.

#### *When and Why are Students and Staff Asked to Lockdown, Shelter-in-Place or Evacuate?*

**Lockdown:** A lockdown is normally in effect when there is a threat inside the school. Students and staff are removed from harm's way by having them safely located inside secure classrooms or other areas inside the school to reduce the risk of being exposed to the source of potential harm. During lockdowns access to the building is prohibited.

**Shelter-in-Place:** Shelter-in-place is instituted when the threat is outside the school. Students and staff are secured inside a classroom or other areas inside the school reducing the risk for exposure to inclement weather or other potential harm such as a gas release.

**Evacuation:** Evacuations are typically conducted to remove students and staff from harms way by having them safely vacate the school and reassemble in a more secure location.

#### *If the school building is evacuated, how will I be able to locate my child?*

Parents will be directed to a specific location where they will be required to show proper identification. At the reunification site, school administrators, police and fire officials account for students and provide



aide to those who need it immediately. Students are released only to authorized individuals. If you are a non- custodial parent, you must be listed with your child's emergency contact information as a guardian and show proper identification.

**After an Emergency:**

- Monitor your child's behavior and let the school know if you think counseling or help is needed. Following a school crisis, specially trained school and district crisis team members and social workers are available to provide counseling and outside referrals to students, staff members and others who may need it.
- Recovery plans: Depending on the nature and amount of damage, school maybe moved to a different location. The District will inform parents of any changes.

**Social Networking and Communication**

The Board of Education prohibits students from socializing with staff outside of school on social networking websites, including but not limited to MySpace, Facebook, Twitter, or other similar websites. All students who participate in social networking websites shall not post any District data, documents, photographs, or other District owned or created information on any website. Further, the posting of any private or confidential District data is strictly prohibited. Students may not post video or photographs of staff members that may negatively impact or disrupt the educational environment in the school. Students who violate this policy may face discipline, in line with other Board policies and acceptable use agreement, as applicable.

Nothing in this policy prohibits students and/or staff from the use of approved educational websites if such sites are used solely for educational purposes. Access for social networking websites for individual use at school is prohibited. Coaches or sponsors of activities, may create a text list of students and parents in order to communicate more effectively as long as the texts and/or e-mails go to all students and the principal and/or activities director are included in the text or e-mail address list.

**Personal Electronic Devices**

All students are instructed to refrain from electronic device/cell phone usage during instructional class time. Instructional class time is defined as lectures, presentations, group work, activities, labs, etc. Teachers will inform students when or if electronic devices/cell phones are permitted in their classes. It is the student's responsibility to know and understand their teacher's expectations for electronic devices. Electronic devices are not to be used in a manner that disrupts the educational environment. Personal data assistants (PDAs), eReaders or other digital instruction devices can be used with permission and must be used in an appropriate educational manner. All storage devices (for example: iPads, mp3's, iPods, flash drives, cell phones, etc.) are subject to school rules. Building administration may inspect student storage devices and examine files on student storage devices for possible violations. All electronic devices and cell phones are strictly forbidden in restrooms and locker room areas.

Major infractions of the "electronic device/cell phone" procedures may result in immediate suspension. Denison Community School District is not responsible for lost or stolen property, including personal electronic devices (mp3, iPod, iTouch, iPad, eReaders, cameras and other digital recording devices). Parents

may expect a school environment for their students free from the distractions caused by inappropriate use of electronic devices. Laser pointers or other distracting devices should not be brought to school.

### **District Access to Technology**

Access to district networks and electronic information resources is a privilege and not a right and will be provided for the student as is appropriate to the school building and grade level. Students are to use district technology and communications resources at times and locations where they are supervised by district staff.

Students may be given access to internet resources external to the district without specific parent/guardian permission. Access to telecommunications resources external to the district enables students to explore libraries, databases and references throughout the world. Access to the instructional software and productivity tools allows students to integrate the use of technology into their learning processes. These internet research activities provide the capability to access publicly available file repositories throughout the world, which opens classrooms to electronic information resources that have not necessarily been screened by educators for use by students of various ages. Parents and guardians have an important role in setting and conveying the standards that their children should follow when using media and information resources and are ultimately responsible for the student's activities or behaviors. Questions from parents or guardians concerning technology use by students should be directed to the building administrator.

The district makes no warranties of any kind, whether expressed or implied, for the access it is providing. The district is not responsible for any damages suffered by students or by third parties. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the district or user errors or omissions. Use of any information obtained via the internet is at the user's risk. The district can not be responsible for the accuracy or quality of information obtained through the internet.

Students and their parents or guardians will hold the district harmless from student violations of copyright laws, software licensing requirements, student access of inappropriate materials, violations by the student of others' rights to confidentiality, free speech and privacy, and damage to systems accessed by the student.

If a student accesses, whether accidentally or intentionally, any fee-based telecommunications service or if a student incurs other types of costs, the student will be responsible for paying those costs. The individual in whose name a system account is issued is responsible at all times for its proper use and payment of all charges incurred for use of telecommunications and internet reference services that impose fees or other charges for their use. Transmission of material, information, or software in violation of any law, board policy, or regulations is prohibited. The district reserves the right, as further outlined below, to inspect all files on district owned computers, media and servers and on personal devices that the user has asked to attach to district owned equipment or networks.

Any statement of personal belief found on the computer network or internet or other telecommunications system is implicitly understood to be representative of the author's individual point of view, and not that of the Denison Community School District, its administrators, teachers or staff.

### **System Monitoring**

The district unconditionally reserves the right to monitor and examine all files and activity on district computer and network systems. The district technology director or their designee may monitor or examine all system activities as deemed appropriate to ensure proper use of the system. In addition, the directors or their designee may inspect the contents of electronic mail sent by a student to an identified address and may disclose the contents to others when required to do so by law or policies of the district, or to investigate complaints regarding electronic mail that is alleged to contain defamatory, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material. The building administrator will determine what is inappropriate use according to the guidelines listed and age and grade of the student. The determination may be appealed to the Superintendent or his/her designee. The directors or their designee may close an account at any time as required to protect district systems or as a proportional consequence of inappropriate activity. The administration, faculty and staff of the Denison Community School District may ask the Board of Education to deny, revoke or suspend specific user accounts.

### **Sanctions**

Communication over networks should not be considered to be private or secure. Messages may be diverted accidentally to another or unintentional destination. In the event of student misuse of district equipment or resources, whether accidentally or intentionally, the district may suspend or revoke a system user's privilege of access to the district's computers and network. Failure to abide by district policy and applicable laws governing use of these resources may result in the suspension and/or revocation of access to these resources and/or disciplinary consequences. A student is expected to provide full cooperation to district administration and staff, or other agencies, associated with any investigation concerning or relating to misuse of the district's technology resources.

The district reserves the right to charge a student for physical damages or for electronic damages incurred from purposeful introduction of viruses or other programs that have the intent of damaging or altering computer programs or files. Fees, fines or other charges may also be imposed as a result of misuse or damage to these technology resources by the student.

Prior to disciplinary action or as soon as practical, the building administrator or his/her designee will inform the student of the suspected violation and give the student an opportunity to present an explanation. The school may take disciplinary action up to and including expulsion and/or appropriate legal action upon any violation of district policy, administrative regulation and/or state or federal law. When applicable, law enforcement or other agencies may be involved. The district will cooperate with any investigation conducted by any official or agency concerning or related to misuse of the district's technology resources.

The district Director of Technology, with the assistance of district administrators, is responsible for disseminating and interpreting district policy and administrative regulations governing the use of the district's systems, establishing storage allocations and restrictions and file retention policies.

**Internet-Appropriate Use Regulation** (Board Policy 605.6R1) I. Responsibility for Internet Appropriate Use.

A. The authority for appropriate use of electronic Internet resources is delegated to district employees. For the purpose of this policy. The following definitions apply:

The Internet is a collection of more than 20,000 interconnected computer networks involving an estimated 1.5 million computers and 25 million users around the world. It is a collaboration of private, public, educational, governmental and industrial sponsored networks whose operators cooperate to maintain the network infrastructure.

A student is any non-district employee utilizing computer network/Internet resources.

B. Instruction in the proper use of the Internet system will be available to employees who will then provide similar instruction to their students.

C. Employees are expected to practice and enforce appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.

D. The District does not assume liability for any user's incurred costs or illegal utilization.

II. Internet Access.

A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.

B. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will be issued as deemed appropriate for educational purposes.

1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.

2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.

3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.

4. To reduce unnecessary system traffic, users may use real-time conference features such as

talk/chat/Internet relay chat only as approved by the supervising teacher.

5. Transmission of material, information or software in violation of any board policy or regulation is prohibited.

6. System users will perform a virus check on downloaded files to avoid spreading computer viruses.

7. The school district makes no guarantees as to the accuracy of information received on the Internet.

III. Permission to Use Internet - Parents shall grant permission for their student to use the Internet using the prescribed form.

#### **IV. Student Use of Internet.**

A. Equal Opportunity - The Internet shall be available to all students within the school district through teacher access. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

B. On-line Etiquette.

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

2. Students should adhere to on-line protocol:

a. Respect all copyright and license agreements.

b. Cite all quotes, references and sources.

c. Remain on the system long enough to get needed information, then exit the system.

d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

3. Student access for electronic mail will be through the district domain. Students should adhere to the following guidelines:

a. Others may be able to read or access the mail so private messages should not be sent.

b. Delete unwanted messages immediately.

c. Use of objectionable language is prohibited.

d. Always sign messages.

e. Always acknowledge receipt of a document or file.

C. Restricted Material - Students shall not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or

lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

D. Unauthorized Costs - If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Students who access restricted items on the Internet shall be subject to the appropriate action described in student handbooks.

### **E-Mail Policy (Board Policy #605.8)**

The contents of e-mail messages sent or received by staff and students are generally intended to be confidential. The contents of any email messages are intended to be shared only by its sender and recipients, and by any other people to whom the sender or recipients may disclose the contents of the message. Although the content of email messages is intended to be confidential, the fact that these messages occurred, information about the message such as the subject, by whom, to whom and when the message was sent is not confidential. Confidentiality of email content cannot be guaranteed.

Email messages can be saved indefinitely on receiving computer(s), copies made and forwarded to others electronically or on paper. Messages sent to nonexistent or incorrect addresses may be delivered to a system administrator or postmaster at an external site.

The contents of email messages are not routinely monitored by the school district. However, the district may monitor email where required to prevent the continued use of email messages for illegal purposes or to meet externally imposed legal requirements. Furthermore, the email system, equipment, network, back up files and records are property of the Denison Community School District. Routine maintenance of networking or computing systems may result in the contents of files and communications being seen by network administrators.

Access to information technology services and facilities in general, and email in particular is a privilege and must be treated as such by all users. Abuse of these privileges can be a matter of legal action or disciplinary procedures, with sanctions ranging from reprimand, to loss of access, to referral to authorities. In a case where and inappropriate use impacts performance of the network or security of services, an individual's privilege of access may be suspended without notice.

Acceptable use of email or other computing and networking resources or facilities is based on common sense, common decency, and civility. Email should be used in the same way and with the same intent as any other form of communication. Do not send an e-mail message that, using good judgment, would not have been sent using any other form of communication.

Unacceptable uses of email or other computing and networking resources and facilities shall include, but are not limited to:

Misrepresentation of identity or source in the use of email is unacceptable. However, as an email recipient, it is important to realize that authenticity of an email message cannot be assured and the authorship or source of an email message may not be as indicated in the message.

Using email or other computing or networking resources or facilities for any purpose that violates federal or state laws.

Using email or other computing or networking resources or facilities for commercial purposes. Sending harassing, intimidating, abusive or offensive material to or about others.

**Intercepting, disrupting or altering electronic communications.**

Using the identity and password of someone else for access or otherwise attempting to evade, disable, or “crack” password or other security provisions.

Causing congestion on the network by such things as the propagation of “chain letters”, “broadcasting” inappropriate messages to lists or individuals, or excessive use of shared data store such as an electronic mail post office.

Reproducing or distributing copyrighted materials without appropriate authorization. Accessing, copying or modifying e-mail or other files without authorization.

Personal use of email is permitted. However, personal use of e-mail services must be done with discretion.

**TRANSPORTATION INFORMATION**

**Transportation will be provided free of charge for students K-12.**

Each transported student has the right to a safe and enjoyable ride to and from school which is free from intimidation, threat, or harassment. Good conduct of all transported students while waiting for the school bus and while traveling to and from school is essential for a safe and enjoyable experience for all students.

Transportation service is a privilege that is granted to the student contingent upon the exhibition of proper behavior according to District behavioral guidelines. A student's eligibility to ride the school bus may be suspended or revoked for a violation of school bus safety or conduct policies, or for violation of any other law or policy governing student conduct on a school bus. Revocation of a student's bus riding privileges is not considered an exclusion, expulsion, or suspension from school.

**GENERAL INFORMATION**

Each student will be assigned to a certain bus. The Director of Transportation has the right to assign students

to a particular bus. The Director will reassign students as needed, in order to adjust loads to make the best use of transportation equipment. Parents will be contacted in the event of a bus time schedule change, or reassignment of a child to a different bus.

Students who are not regular bus riders are not permitted to ride buses, except in the case of an emergency. Arrangements must be made with the Transportation Department.

If a regular bus rider is to ride a bus different than the one assigned, the parent is asked to send a signed request to the school secretary, who in turn will contact the transportation department for approval. Factors in the decision will be the availability of space, disciplinary problems and the frequency of requests. Students are not permitted to depart the bus other than their stop, without a written request from the parent. The request must include the date for the request and location of the stop.

No types of animals will be allowed on the bus. Students boarding the bus with an animal, of any type, will be asked to leave the bus. Time of departure and the time of return on all regular school pick-up routes shall be recommended by the Director of Transportation and approved by the Business Manager.

#### **TRANSPORTATION DISCIPLINE POLICY**

It is the intention of the Denison Community School District to provide safe student transportation for district students eligible for bus service. It is essential that the discipline on a school bus be such that the driver can give his attention to driving. Students are expected to know and follow the rules for bus riders. Those who do not will be subject to disciplinary action.

It should be remembered that it is not the bus driver or the principal who excludes a student from riding a bus, but the student himself/herself.

#### **BUS CONDUCT - EXPECTATIONS**

1. Treat others as you would like to be treated; be courteous.
2. Stay seated at all times, facing forward, with feet on the floor.
3. Use speaking voice to talk - no shouting or profane language.
4. Help to keep the bus clean; use trash receptacles on bus.
5. Cooperate with the driver; follow his/her instructions.
6. Keep head, hands, and feet inside of the school bus at all times.
7. Report any problems serious enough to warrant disciplinary action, to the bus driver before leaving the school bus.
8. Cell phones should be off and out of sight on regular bus routes just like they are in the classroom.

#### **SUSPENSION OF RIDING PRIVILEGE**

In cases where there are serious infractions of any rule or rules, the following procedures will be followed: In cases in which a student's behavior is such that the student needs to be refused transportation, the driver will not put the student off the bus, except at his/her destination. The driver will report the incident



to the director of transportation on the same day and follow up with a written referral. The principal will meet with the student and will notify the parents of the problem. In serious cases, the student will be denied an opportunity to ride, until such time as the principal meets with the parents and the student to discuss the situation and determine the appropriate action to be taken.

### **IMPORTANT NOTICE TO PARENTS AND STUDENTS**

The frequency and the degree of misconduct will determine the length of suspension.

Behavior which shall result in mandatory suspension from riding a bus:

1. Profanity (to include obscene gestures).
2. Physical or verbal abuse.
3. Smoking, igniting any items, or use of a controlled substance.
4. Intentional destruction of property.
5. Violation of any rule three (3) or more times.
6. An action of an extreme or dangerous nature that is deemed so severe bus service should be discontinued.

If a student feels he/she is being treated unfairly in a transportation matter, he/she should report the facts with all details to the principal at the respective school.

Please help us to provide the best transportation possible.

DATE OF ADOPTION: August 1997

LEGAL REFERENCE: (Code of Iowa) Chapter 285.I thru 321.

### **Denison Middle School Supply List**

#### **6th grade**

pencils and erasers (will need to be restocked)

colored pencils, pencil case, highlighters, 2 red checking pens or pencils, post it notes, blue and black pens, earbuds, 1 folder each for math, language arts, and social studies, 1 subject spiral notebook, loose leaf paper (wide line), three ring 1.5" hardcover binder for language arts , 1 package of 5 tab dividers (for three ring binder) for language arts

**Family Consumer Sciences** - 1 two pocket folder and supplies as assigned

#### **7th grade**

pencil case

pencils and erasers, colored pencils (at least a set of eight), pens in blue, black, or red; highlighters

1 black permanent marker, 1 package 3x5 lined white index cards (100 count), earbuds,

2 three ring 1" hardcover binders

1 package of 5 tab dividers (for three ring binder) and 5 two-pocket folders

1 single subject spiral notebooks ; loose leaf paper (wide line)

**Family Consumer Sciences** - 1 two pocket folder and supplies as assigned

#### **8th grade**

black or blue pens , highlighters, pencils, markers or colored pencils, post it notes, scientific calculator,

Earbuds, 1 3 subject spiral notebook; 3 three ring 1" hardcover binders; 3 packages of 5 tab dividers (for three ring binders)

loose leaf paper (wide line), composition notebook

**Family Consumer Sciences** - 1 two pocket folder and supplies as assigned

**\*\*\*Language Development Classes\*\*\***

**Mrs. Evers** - 1 three ring 1" hardcover binder; 1 package of 5 tab dividers (for three ring binder); composition notebook

**Mrs. Gehlsen** - 1 three subject spiral notebook; 1 three ring 1" hardcover binder; 1 package of 5 tab dividers (for three ring binder), post it notes