



Dallas Center-Grimes  
Community School District

# Oak View Handbook

## 2022 - 2023



Dallas Center-Grimes  
Community School District

**Mission Statement**  
**Empowering students to take charge of their future.**

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DISTRICT ADMINISTRATION OFFICE  
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Grimes, IA 50111  
Phone: 515-996-3838

Principal: Ms. Joan Cundiff  
Dean of Students: Mr. Marc Jurgens

Superintendent  
Scott Grimes

Associate Superintendent  
Jill Van Woerkom

Business Manager  
Michelle Wearmouth

Director of Student Services  
Mary Jane Stites

Director of Teaching and Learning  
Lisa Clayberg

Director of Transportation  
Jeff Wolfe

Director of Communications

Director of Technology  
Steven Hopper

Board of Education  
Kathie Hicock                    Ryan Carpenter  
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## **OFFICE HOURS**

The school offices are open from 7:00 a.m. to 3:30 p.m. Monday through Friday. No student will be allowed to remain in the building after 3:45 p.m. except under direct supervision of a faculty member. An activity shuttle bus will be available to those students who have participated in a school-sponsored activity or have been working under the direct supervision of a staff member. Before 7 a.m. and after 3:45 p.m., a voicemail system will take your messages. Messages reporting your child's absence can be left at a time convenient to you before 7:30 a.m. Messages requesting a return call on the voicemail system after 3:45 p.m. will be returned the following day. We encourage you to use this service before and after school hours for your convenience. Oak View offices are generally not open when school is not in session. The District Administration Office is open throughout the summer. The District Administration Office hours can be found on the district website and their phone number is 515-992-3866.

## **BUILDING SCHEDULE**

### Daily Schedule

- 7:00 a.m. - Students eating breakfast may enter building
- 7:00 am - All students may enter building
- 7:45 - School Begins
- 7:50 - Tardy Bell
- 2:45 - Dismissal

We ask that parents refrain from dropping off their children at school before 7:00 a.m. Students should not be on school grounds and may not enter the building before 7:00 am, unless they are eating breakfast at school. If your child is participating in the school breakfast program, he/she may enter the building at 7:00am. and proceed directly to class at 8:00 am. There is no supervision for your children prior to 7:30 am (exception is the

breakfast program) and after 2:45 pm. Please be timely in dropping off and picking up your child. Students will not be allowed to wait in the office area for any extended period of time prior to or after school dismissal. Please make alternate arrangements when these circumstances occur. Students may not remain in the building or on the school grounds after school unless they are participating in a scheduled event or are under supervision of a staff member. Students who are receiving assistance from a teacher may stay after the regular school day, provided they have permission from the teacher and their parents. Supervision is not provided before or beyond the regularly scheduled school hours for any other reason.

## **Early Dismissals for Professional Development**

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

## **ATTENDANCE**

(Attendance Board Policy 501.1) Consistent and punctual attendance is of vital importance in order to receive maximum benefit from the instructional program, develop habits of punctuality, respect, self-discipline and responsibility and to assist in keeping disruption of the educational environment to a minimum. Students will be expected to attend classes regularly and be on time. Irregular attendance or tardiness by students not only impedes their own studies but also interferes with the progress and studies of those students who are regular and prompt in attendance. Attendance is a shared responsibility and requires cooperation and communication among students, parents and school. If your child is absent, please call or email the office. All notifications regarding full-day absences,

leaving early, arriving late, etc. need to go through the office rather than through the classroom teacher. The school determines whether an absence is excused or unexcused. Attendance letters will be sent home to communicate when absences reach ten percent or more.

### **When to come to school and why attendance is important**

While we certainly understand that illnesses and special circumstances are bound to happen, especially with children, please do your best to help your children be at school every day. **Avoid scheduling appointments during the school day, when possible.** Here are a few things to keep in mind when considering your child's school attendance:

- Research shows that missing 10 percent of a school year, or two days a month, negatively affects a student's academic performance.
- Poor attendance can influence whether children read proficiently by the end of third grade.
- When students improve their attendance rates, they improve the likelihood of school success academically and socially.
- All students in a classroom may suffer when even one student is chronically absent. The inconsistency can hamper a teacher's ability to engage all students and meet their learning needs.

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

### **Absent**

A student arriving after 8:45 a.m. will be marked absent for the morning. A student leaving after 9:00 a.m. and before 12:30 p.m. will be marked absent for the afternoon.

### **Excused Absences**

- Personal illness (note may be requested from a doctor if absence is 4 or more days)
- Attending a funeral

- Family emergencies
- Recognized religious observances
- Medical or dental appointments
- Planned trip with parent or guardian
- Other reasons justified from an educational standpoint

### **Unexcused Absences**

- Oversleeping
- Missing the bus or a ride
- Shopping and concerts
- Hunting or fishing (unless on a planned family trip)
- Preparations and participation of party or other celebrations
- Skipping Class

### **Advance Make-ups**

If a student knows ahead of time he or she is going to be absent, we request that parents notify the school in writing at the earliest possible date. The student will then be required to collect work that will be missed due to the excused absence. Work will be expected to be complete upon return. In the event that the absence is due to participation in a school activity or field trip, students will be expected to complete work and turn it in prior to the absence.

### **Tardy**

Students are expected to be punctual. A student is considered tardy when he/she is not in his/her assigned place when the class is to start. Students should carry books and materials to go to numerous classes so that they need not return to their lockers after each class. The following guidelines will determine whether the tardiness is unexcused: Oversleeping, missing the bus or a ride, shopping, employment, hunting or fishing, loitering in the hall, using the restroom. This list is not all-inclusive; it is simply a guide.

### **Consequences for unexcused tardiness**

The grade level teacher team and building administrator shall determine consequences for tardiness. This could include parent contacts, detentions, or a formal intervention plan.

## **Leaving School During the Day**

Students leaving school during the day for any reason should contact the school in advance, stating the reason for the absence. Any student leaving school during the day must be signed out by an adult and signed back in if they return before the end of the day. Students are not allowed to walk home by themselves during the school day. **No student will be allowed to leave the school during the day with any adult other than a parent or guardian unless proper permission is given by the parent/guardian in a note or parent phone call.**

## **Procedures for Excessive Absences and/or Tardiness**

- The first absence/tardy letter may be generated by the secretary, signed by the principal and mailed to the student's home.
- An entry may be logged in Infinite Campus by the secretary to note that the first contact has been made in regard to the student's absences/tardiness.  
The second absence/tardy letter may be generated by the secretary, signed by the principal and mailed to the student's home.  
The principal may call the student's parent(s) to notify them that another letter has been sent.
- A meeting may be held to discuss the student's excessive absences/tardiness and determine appropriate action.
- An entry may be logged in Infinite Campus by the principal to note the outcome of the meeting. Truancy will be dealt with by the building principal. The student may be required to make up the time missed from school.

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

Parents, you are responsible for their child's regular attendance at school.

Chapter 299 of the Iowa Code requires that every child between the ages of 5 to 16 shall attend school.

Parents: Help your children understand that by regularly showing up in school, their adult life will be better than if they don't attend.

## **Notify School of Any Absence**

Make sure you know your school's policies about notification regarding absences and what documentation your school accepts for:

- Illness
- Medical appointments
- Observance of religious holidays
- Family emergencies

Also know what absences your school will excuse. Some activities generally not accepted for an excused absence include:

- Babysitting
- Missing the bus
- Cold Weather
- Employment
- Need for sleep or rest
- Car broke down

Communication with your school is very important. Make sure to inform your school of every time your child misses class.

## **Advice for Parents**

1. Make it clear that education is important by showing interest in your child's schoolwork and activities.
2. Establish a routine and be consistent.
3. Set a regular bed time.
4. Set clear expectations and follow through.
5. Plan appointments and vacations around the school day as much as possible.
6. Bring doctor's notes with dates and times your child was seen if they must miss school.
7. Make sure your child arrives on time. Being late 10 minutes a day totals 30 hours of lost instruction for the school year.
8. Refuse to provide and excuse for your student unless it is a legitimate absence.

## **NON DISCRIMINATION STATEMENT**

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

## **COMMUNICATION**

The Dallas Center-Grimes School District values communication between home and school and throughout the community. Dallas Center-Grimes School District uses a notification system called Thrillshare. Thrillshare is a fully hosted notification platform used to connect parents, students and staff through voice, SMS text, email and social media. DCG will be using Thrillshare for emergency and general notifications. This includes notifications such as building information, bus updates, late starts or other emergency situations that may arise during or after school hours. Thrillshare fully integrates with Infinite Campus, so there is no list for parents to sign up.

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

- Building communication sent via email or Parent Portal in Infinite Campus
- Mustang Monthly, district-wide newsletter, mailed and emailed to families
- Building Facebook pages
- Teachers will share classroom updates and information about student learning in the classroom

- Parent-teacher conferences are held twice a year. **There will be only one conference scheduled per child.** Babysitting will be provided at conferences for siblings.
- Parents may call at any time for an informal phone conference within the child's school day at the teacher's/parent's convenience.
- Students receive report cards electronically at the end of each quarter
- Email addresses can be found on our website at [www.dcgschools.com](http://www.dcgschools.com) by going to each school for the staff directory

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

## **In Case of No School**

During the months of the year when bad weather might cause school to be closed, the district will try to make the decision to cancel school by 6:30 a.m. Closings/ emergency information is communicated through a messaging system called, Thrillshare. This can be done by phone, text and/or email. Please refer to [www.dcgschools.com](http://www.dcgschools.com) for additional information, notifications will appear on the front page of the website. Such information will also be announced on local television and radio stations during the public service announcements.

## **Telephone**

Students at Oak View are allowed to use the telephone with prior approval from a staff member. Students are not permitted to use the phones at a time that is disruptive to the educational process. Parents may call the office at any time, and students will be given phone messages at a time that is non-disruptive to the learning process. Student cell phones should be turned off or too silent from 7:40-2:45.

## **Flier Distribution**

eBackpack is Dallas Center-Grimes School District's "green" approach to distributing information from school sponsored activities and non-profit organizations. All fliers must be

approved at the District Administration Office. eBackpack can be accessed by visiting <http://dcgbackpack.blogspot.com/>

## **Release of Student Photographs/Information**

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

## **STUDENT DISCIPLINE**

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

**Our district discipline policy is based on the premise that all students will be responsible for their own actions.**

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

Students are responsible for their own behavior. Being responsible means taking ownership of the consequences for behaviors exhibited. Regardless of the behavior of others around you, students are expected to make positive decisions and display good character.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to

abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record. The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact their school office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

We work hard to create a positive and safe environment; however, there are certain behaviors that are not tolerated:

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

## **BULLYING/HARASSMENT**

The Dallas Center Grimes School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. We do have a **zero tolerance** for bullying and harassment. If your child is feeling bullied, please have them share this with someone at school, as we want to address the problem immediately. As the parent, please do not hesitate to call us if you are concerned about bullying issues. We will work as a team (principal, teacher, parents, and students) to help resolve the issue. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity, and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or District.

### **Definitions:**

For the purposes of this policy, the defined words shall have the following meaning:  
“Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.  
“Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

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

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

### **Filing a Complaint:**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 30 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed. School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

### **Investigation:**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or person(s) designated by the principal (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes

bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

**Decision:**

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

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

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

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

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

1. Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
2. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:

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

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

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

participate in or benefit from the services, activities, or privileges provided by a school. Sexual harassment includes, but is not limited to:

- Verbal physical or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications; and
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

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

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

### **Sexual Abuse and Harassment of Students By Employees**

#### *Investigation of Child Abuse by a School Employee*

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

1. Investigators for Dallas Center-Grimes Primary Investigator:

Mary Jane Stites  
2405 W. 1<sup>st</sup> Street  
Grimes, IA 50111  
515-992-3838

Alternate Investigator:

Lisa Clayberg  
2405 W. 1<sup>st</sup> Street  
Grimes, IA 50111  
515-992-3838

2. Second level investigators will be an official from outside the district's regular staff. The primary investigator will examine reported incidents of physical and

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

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

### **EXPECTATIONS for STUDENTS**

One goal of Dallas Center-Grimes is to provide a safe and healthy learning environment for all people who enter our building. Students, teachers, administrators, associates, secretaries, custodians, bus drivers, and cafeteria workers are expected to display behavior consistent with the Character Counts! Pillars of Character: Respect, Responsibility, Fairness, Caring, Trustworthiness, and Citizenship.

Students are responsible for their own behavior. Being responsible means taking ownership of the consequences for behaviors exhibited. Regardless of the behavior of others around you, students are expected to make positive decisions and display good character.

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

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

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on

property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient

management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

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

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the high school office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

## Discipline

(Board Policy 502.1) Good discipline includes a responsibility for one's actions in accordance with socially accepted behavior as well as a respect for and proper response to rules, laws, and order. When there is good discipline, schools can then best perform the functions of teaching basic skills and guiding the development of worthy citizens, and students can realize their greatest opportunities for growth.

## Detentions

Detention may be given for academic and behavior reasons. Detention takes priority over extra curricular activities. Students need to serve the detention no more than 1 day after it has been assigned. Detention will be conducted either prior to or directly after school, upon the discretion of the supervising teacher. Teachers may require students to serve detentions in the morning or with another teacher. Students who fail to report for detention will have the length of detention doubled and face other possible disciplinary actions.

## Cell Phones/Electronic Communication Devices

Students will not be allowed to use cell phones during the school day. This is in effect from 7:35 am until 2:45 pm. Cell-phones in the classrooms and study hall are not allowed unless under specific directions from the teacher. Earbuds are not permitted without teacher permission. Consequences will be assigned according to the following:

If the device is turned on and the phone is being used or makes noise, the teacher will ask the student to surrender the phone and the teacher will deliver it to the Principal's office.

- **First offense:** The student will reclaim the electronic device from main office after school
- **Second offense:** The student's parent or guardian will be required to pick up the phone from the office.
- **Third and subsequent offenses:** Parents are required to pick up the phone from the office, and further consequences may be assigned.

Students may carry electronic devices on school shuttles, school sponsored trips, and/or activity

trips. These devices are to remain off, unless permission is obtained from the supervisor, sponsor, or coach.

Music devices may be used at an appropriate volume in the study halls at teacher/supervisor discretion.

### **Internet Use**

(Board Policy 602.26) The Dallas Center-Grimes School District offers an opportunity for students to access the internet and other digital devices. The vast domain of the information contained within Internet's libraries can provide unlimited opportunities for students. Students will be allowed access to the internet and digital devices unless the student's parent or guardian provides a written notification prohibiting that student's access.

Students will abide by the following:

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

### **Consequences:**

#### **First offense:**

- Student receives a school-to-home report. Student loses access to Internet for one week. Restricted dates are recorded in the student's

planner. Other disciplinary action may be taken.

#### **Second Offense:**

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

#### **Third Offense:**

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

### **Dress Code**

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

The following are student dress expectations:

- Clothing must meet reasonable expectations of cleanliness and appropriateness to the educational setting.
- Clothing must cover the chest area.
- Fabric must cover all private parts and must not be see through.
- Teachers will establish safety and hygiene rules regarding clothing for PE, lab, shop, or art areas, and may require a stricter dress code during certain circumstances or activities.
- Students may not wear hats in school unless for a special occasion or reward

earned and approved by the building principal. Hoodies may be worn, but the hood must not cover the head.

- Cultural and religious head garments may be worn.

The following are not allowed:

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

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

The student may be given the following choices:

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

### School Property

All desks and lockers in the buildings are the property of the Dallas Center-Grimes Community Schools and remain the school property even though they are temporarily assigned to students. Students are to use desks and lockers only for the storage of school-related books, school materials, outerwear clothing, and possessions ordinarily

used in day-to-day school activities. Students are to use desks and lockers only for the storage of school-related books, school materials, outerwear clothing, and possessions ordinarily used in day-to-day school activities. The desks and lockers will be subject to inspection at any time for cleanliness, missing school property, and evidence of vandalism. All students assigned to a desk or locker are responsible for it and may be charged individually or equally for damages to lockers or desks. Lockers are subject to inspection for contraband items. Students who place such items in a desk or locker shall be subject to disciplinary action.

The school anticipates normal wear and tear of books, lockers, and furniture supplies to students. If students damage school property or lose items, they will be expected to pay full price to replace the item/s.

Students are responsible for the proper care of all computers, books, supplies, lockers, and furniture supplied by the school. Lost or damaged items will be charged to the student at replacement value cost. Students who disfigure property, break windows, or do other damage to school property or equipment (including buses) will be required to pay to replace the item. School officials may seize any item that may reasonably be assumed to be used to disrupt or interfere with the educational environment. Such items shall, upon request, be returned to the student or parent at the end of a school year at the discretion of the principal.

### Prohibited Items

Students may not possess the following items on school property or at school events without the explicit permission of a teacher or administrator: (This is in addition to other specifically listed items within this handbook.)

- Gambling devices
- Lighters or matches
- Explosive devices or other incendiary devices
- Weapons or "look alike" weapons including but not limited to: guns, rifles, knives, screwdrivers, and/or other items used to cause physical harm to persons or property
- Medication or pills
- Animals or pets

- Skates or skateboards
- Any items that violate the health, safety and well-being of others

### **Tobacco, Alcohol, and Drugs**

(Board Policy 502.4) Possessing, using or selling tobacco, alcohol, or illegal drugs, or "look alike" substances is strictly prohibited on school property, while under school supervision or at a school activity.

### **Consequences**

If a student chooses the above behavior, a student will be subject to a range of discipline based on frequency and severity of occurrence. This could include suspension up to and including expulsion. Parents will be contacted and authorities will be notified if the action is against the law.

### **Weapons**

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

The school does not allow knives of any kind to be on school property. Students are also not allowed to bring harmful objects that are not necessary for learning. These include (but are not limited to) pliers, screwdrivers and other construction-type tools.

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

or knife having a blade exceeding five inches in length.

### **Posters and Advertisements**

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

### **Oak View Student Driving Rules**

Seventh and eighth grade students are not allowed to drive to school.

### **HEALTH AND SAFETY**

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

#### **Oak View Nurses Contact Information:**

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

### **School Nurse-Student Relationship**

(Board Policy 504.1) The following are guidelines for students to follow relevant to the school nurse:

- Students returning after four or more days of illness shall report to the nurse. The nurse will indicate to the secretary if it is permissible to admit the student to school.
- Students who wish to leave school due to illness must report to the nurse. The nurse must give permission before the students will be allowed to leave. If the nurse is unavailable, the secretary or principal will make the decision after consultation with the nurse. In all cases, the parents will be notified before the student may leave the building.
- Students asking to be excused from PE class due to illness will report to the nurse.
- The nurse will serve as a resource person to all students who have questions or concerns relating to health matters.

- The nurse will administer medication with written permission from the student's parent or guardian. All medications must be brought to school in the original container from the pharmacy and will be kept under the nurse's supervision. Students may not carry any medication at school. The school nurse may administer over-the-counter medicine with written permission from the parent or guardian. Students will furnish their own over-the-counter medication. Medication will be stored in a secured cabinet.
- Temporary exclusion is recommended when:
- The illness prevents the student from participating comfortably in activities as observed by the school staff.
- The illness results in a greater need for care than the school staff determine they can provide without compromising their ability to care for other students
- The student has the following conditions, unless a health professional determines the student's condition does not require exclusion:
- The student appears severely ill—Could include lethargy, lack of responsiveness, irritability, persistent crying, difficult breathing, or quickly spreading rash
- Fever (temperature above 101 orally, 100 F axillary) or behavior change or other signs and symptoms such as a sore throat, rash, vomiting or diarrhea

In case of an accident, school personnel will notify the school nurse. We will attempt to notify Parents/Guardians if we need to contact medical professionals. Parents are strongly encouraged to keep the phone numbers for emergency situations updated in the office. Students who are ill will not be sent home unless a responsible adult is there to receive them or verbal permission has been given by a parent or guardian. Students should call parents from the nurse's office. Students must see the nurse in order to be excused from school.

Please do not send your child to school if he/she is ill. **Your child should have a normal temperature for 72 hours before returning to**

**school without the use of fever reducing medication.** Children who participate in school activities during the day or evening are to attend school all day the day of the activity. Written permission to be absent, any time before the activity, will be the only exception to this situation. (Example: dental appointment, funeral, non-illness appointment)

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

Fever (temperature 100.4 or greater) -  
<https://www.cdc.gov/coronavirus/2019-ncov/public-health-recommendations.html>

\*For the purpose of this guidance, fever is defined as subjective fever (feeling feverish) or a measured temperature of 100.4°F (38°C) or higher. Note that fever may be intermittent or may not be present in some people, such as those who are elderly, immunocompromised, or certain taking fever reducing medications (e.g., nonsteroidal anti-inflammatory drugs [NSAIDS]).

\*Any student with a fever of 100.4 or above and with additional symptoms consistent with influenza will be placed in an isolated area until the student can be picked up by a parent or emergency contact. This is to protect others from potential exposure.

In case a student has an accident or is seriously ill while at school, every attempt will be made to notify the parent, guardian or designee. If all were unavailable, your child's physician (or dentist if a dental injury) would be contacted for instructions. If that person is unavailable, the school will make whatever arrangements seem necessary, including ambulance transportation to the emergency room if required. Thus it is important that the information on the emergency sheet filled out at registration is accurate and as complete as possible. **Parents should notify the school of any change in information contained on this sheet.**

### **Medication Guidelines At School**

Students are not allowed to have medications with them at school. All medication (prescription and over the counter) must be kept in the health office and will be administered

under the supervision of the school nurse or delegated trained school employee. Administration of medication at school requires a parent/guardian signature on the district Medication Authorization Form, which can be found in Appendix C, on the district's website under forms, or in the school Health Office. Medication must be brought in the original container or labeled by the pharmacy or the manufacturer with the name of the student, name of the medication, time of day that it is to be given, dosage and duration. Medications must be age-appropriate and will be administered according to label recommendations.

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

### **Bomb Threats**

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

### **Fire and Tornado Drills**

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

Students shall follow the instructions posted in each room. These instructions will assist in providing for your protection and safety. Students should consider these drills a serious matter. Fires and tornadoes destroy school buildings each year in Iowa. A casual approach may prove to be harmful to your personal health as well as that of your classmates. Fire drills will be announced by the fire alarm system. If the alarm system is not working, the public address system, a megaphone, or door-to-door notification will be used.

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

### **Security Cameras**

In an effort to provide additional protection for students, staff, and property, security cameras have been installed in the interior, including the entrance and hallways, and exterior areas of the building including the entrance, parking lots, stadium, and grassy areas. These cameras are in operation twenty-four hours a day.

### **STUDENT AND PARENTAL RIGHTS**

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

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

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

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

Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 should be directed to: Mary Jane Stites, 2405 W 1<sup>st</sup> Street, Grimes, Iowa 50111, telephone: 515-992-3866, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, § 504 and Iowa Code 280.3.

## **GRADING**

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

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

An explanation of the weighted grades system will be communicated to staff, students, and parents through the course registration book and process. Student transcripts will reflect

both weighted and non-weighted grading for all high school students.

Transfer transcripts will be evaluated by principal or designee and weighting assigned based on local weighted course standards.

## **High School Coursework**

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

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

## **Homework**

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

## **Homework Guidelines**

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

## **Teacher Responsibility**

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

### **Student Responsibility**

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

student improve his/her academic performance.

### **Parent Responsibility**

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

### **Grading and Reporting Progress**

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

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

### **Testing Program**

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

## **TRANSPORTATION**

### **Bus Permits**

If a student wants to ride a bus to which he or she is not regularly assigned, a written request from a parent is required. This must be presented to the main office personnel who will then issue a signed permit that must be presented to the bus driver. Students will be permitted to ride the activity shuttles only if they are coming from or leaving from a supervised activity.

### **Bus Rules**

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

State law requires that students who board the bus from the opposite side of the street or road must wait for the bus to come to a complete stop and for the driver to motion them across. Also, when leaving the bus and having to cross the street or road, students must wait at the front of the bus for the driver's signal to cross.

A student may not:

- Move from one seat to another.

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

### **Athletic Trips**

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

### **Consequences**

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

### **Activities**

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

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

personal contact must be made prior to departure for the event.

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

Students who miss the departure time of the bus will not be allowed to participate in the contest except in extreme circumstances beyond the control of the student or family. Any damage on buses or school vehicles will be the responsibility of the student causing it. Any inappropriate behavior on any trip will result in disciplinary action.

## **GOOD CONDUCT POLICY**

(Board Policy 503.10R) The Board of Directors of the Dallas Center-Grimes Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extra-curricular and co-curricular activities serve as ambassadors of the school (district) throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular or co-curricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned not only upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors, but by demonstrating lawful and reasonable conduct. This policy shall be in effect for the entire calendar year (365 days), both during the regular school year as well as all vacation periods, as well as anywhere in the world. The principal shall keep records of violations of the Good Conduct Rule.

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

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

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

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

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

- Possession, use, sale, manufacture, distribution, or purchase of tobacco products, regardless of the student's age;
- Possession, use, sale, manufacture, distribution, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);
- Possession, use, sale, manufacture, distribution, or purchase of any controlled substance, or a "look alike" substance, unless such substance was prescribed for that student by a valid prescription or order of a licensed medical practitioner while acting in the course of his/her duties;
- Possession, use, sale, manufacture, distribution, or purchase of any drug paraphernalia or apparatus used to allow the person using it to be involved with a controlled substance;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- Being suspended for six or more days total during the school year for fighting, harassment, verbal abuse, aggression, or use of profanity;

- Repeated violations of rules and regulations established by the Board.

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

#### **First Offense:**

The student will be ineligible for 25% of the scheduled contests of an athletic season; and/or one major fine arts activity. The student must also perform five hours of approved community service or participate in a minimum four-hour substance abuse education program.

Arrangements are to be made, and fees paid, by the student. The number of contests may be reduced to 15% of the contests of an athletic season if the student admits to the violation to the administration within 48 hours of the occurrence

#### **Second Offense:**

The student will be ineligible for 50% of the scheduled contest dates of an athletic season and/or two major fine arts activities. The student must also perform ten hours of approved community service to be arranged by the student. If a student admits to the violation to the administration within 48 hours of the occurrence, the student can choose the option of reducing the ineligibility length to 33% of the season and 20 hours of community service. For both offenses, the minimum penalty will be one contest. If a student is in more than one activity at the time of the declaration of ineligibility, the penalties for each will be served concurrently. The ineligibility may involve more than one activity season. This policy is in effect 12 months a year.

#### **Third Offense:**

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

#### **Fourth Offense:**

The student will be ineligible for the remainder of the student's career at Oak View.

#### **Additional Good Conduct Code Guidelines**

- A **major Fine Arts activity** is a drama production, speech or debate contest, and vocal or instrumental contest.
- Percentages that do not divide evenly into the total number of contests will be rounded to the greater number.
- If it has been at least one calendar year since a previous violation, the offense number will drop back one. For example, if a student has served for a first offense and has another violation at least one calendar year later, he/she will be given the consequences for a first offense again.
- If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Code in the previous school or school district, the student shall be ineligible.
- In satisfying an ineligibility penalty, a student must complete the activity season they have started. If a student has been declared ineligible, he/she will not be allowed to participate in an activity if that activity season has already started. (A sponsor may allow the student to practice, but the activity will not count toward fulfilling the ineligibility.)
- Students who are participating in summer activities between grade 8 and grade 9 are considered to be in grade 9. This rule also applies to seniors who graduated and participated in state association of school sponsored activities during the spring and summer months.
- If a student is in both athletics and fine arts, a student will be ineligible for the assigned athletics and a maximum of one fine arts event that falls during the period of athletic ineligibility.

#### **Eligibility Appeal Process**

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

- A verbal conference will be held with the administrator and the student and his/her parents. At that time, the length of the period of ineligibility and a specific explanation of the reasons for ineligibility will be discussed. The offense and the consequences will be put in writing and

sent to the parents. If parents do not wish to appeal the ineligibility, the principal's decision will be in effect and be considered final.

• Should the student or his/her parent(s) feel that the offense or circumstances of this case is/are not a violation of the Good Conduct Code, they may appeal in the following manner:

- The request for the appeal must be received by the principal in writing within seven (7) business days of being declared ineligible.
- Upon receipt of the notice of appeal, an advisory, three-member panel of disinterested DCG certified teachers will review the case. The school principal shall appoint two members of the review panel. The student may choose one of these two appointed staff members if he/she so desires. The superintendent of schools will designate the third panel member.
- The student and his/her parent(s) shall be notified in writing three (3) days prior to the meeting of when and where the review panel will meet. The student and his/her parents shall be allowed to appear before the review panel. The meeting shall be held at the earliest feasible opportunity but no later than fourteen (14) business days following the request for appeal.
- The review panel shall consider the circumstances and evidence and determine whether the offense/circumstance(s) are a violation of the Good Conduct Code, and make its recommendations in writing to the student and parent(s) and to the school principal. Responsibility for the decision rests solely with the principal of the school. The decision of the principal shall be mailed to the student and his/her parents.
- If the student wishes to appeal the principal's decision, he/she must do so in writing to the superintendent and Board of Education within three (3) business days of the receipt of the principal's decision. The appeal shall be heard at the earliest possible opportunity, but no later than seven (7)

business days following the filing of the appeal.

- The Board shall schedule a special meeting for the purpose of conducting a formal hearing with all individuals involved. At the hearing, both the student and his/her parents and the administration will have an opportunity to meet and present evidence and information in support of their position. The appeal will be conducted in closed session. However, any formal action by the Board of Education must be taken at an open meeting. The Board shall issue a written decision after the hearing, which includes finding of fact and conclusions.
- During the appeal procedure the student will be ineligible.

## **STUDENT ACTIVITY PROGRAM**

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

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

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

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

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

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

## **School Socials**

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

## **NUTRITION SERVICES**

### **USDA Free Meals**

For the 2021-2022 school year meals are free for all students. Each student has a meal account and seconds and ala carte options are available for purchase. When the balance reaches \$0.00 a student may charge no more than \$15 to this account. After a student's account is in arrears by \$15 or more and the parent/guardian does not make payment to the nutrient account, they will be notified that the Nutrition Service Department will provide an alternate reimbursable meal for breakfast and lunch. Payment for these meals will be charged to the student's account.

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

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

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

### **Negative Account Balance Repayment**

Negative balances of more than \$15 not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options for collection may include: collection

agencies, small claims court, or any other legal method permitted by law.

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

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

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

- Vandalizing or intentionally damaging school property or another student's property

- Damaging, defacing, or erasing computer files or software
- Fighting
- Physical or verbal abuse or threats
- Harassment
- Using or displaying profane, obscene, inappropriate language or language offensive to race, gender, disability or religion
- Open defiance or disobedience
- Insubordination
- Gambling
- Stealing
- Cheating
- Engaging in inappropriate displays of affection
- Leaving school without permission
- Inappropriate classroom behavior
- Violating drug, alcohol and tobacco policy
- Violating weapons policy
- Disrespect
- Unexcused absences
- Excessive tardiness or absenteeism
- Behavior deemed socially unacceptable
- Food and open containers in the hallway or classroom
- The discipline policy can be exercised in the following areas:
- While in the school building itself or on the school grounds
- While on school-owned or chartered buses or while being transported under the supervision of school personnel
- While attending school-sponsored or school-related activities
- While away from school grounds, if such conduct would directly affect the good order, efficiency, management, and welfare of the school.

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

- Verbal reprimand/warning
- Removal from class - this may be for the remainder of the class period, or longer with determination of the administration.
- Detention - assigned time for student to serve outside the regular school day
- Suspension - in-school, out-of-school or restriction from activities.
- Probation - a suspension with predetermined conditions

- Expulsion - removal from the school environment; requires official board action.
- Other consequences as natural for student behavior

## **PARENT/COMMUNITY INVOLVEMENT**

### **Visitors**

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees shall not take time from their duties to discuss matters with visitors.

Children and recent graduates are discouraged of visiting school during school hours without a specific educational purpose due to the potential disruption of the educational environment. All visits must be approved by the building principal in advance.

Visitors shall conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events.

Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

## **STUDENT INFORMATION**

### **Student Complaints and Grievances**

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

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

If the matter is not satisfactorily resolved, by the superintendent, the student may ask to have the matter placed on the board agenda of

a regularly scheduled board meeting in compliance with board policy.

#### **Student Directory Information**

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

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

#### **Student Planners/Planning Devices**

The Oak View staff is committed to making organizational skills a habit for all students. We will encourage students to commit to the electronic planning system on their computers. Students will be expected to maintain a record of assignments in their planning device, which can also be used for communication between school and home.

#### **Student Records**

An accurate record shall be maintained for each student attending our school district. A student's records shall be reasonably accessible to parents of that student or to the student himself if 18 years old or older. Student records shall remain confidential.

#### **Fundraising**

All proposals for fundraising activities must be presented in writing to the principal. The timeline, activity, company used, and the

purpose of the funds must be included. All fundraisers must be approved by the activities director.

### **SPECIAL SERVICES**

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

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

#### **Special Education**

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

#### **Guidance Services**

The main objective of guidance service is to help each child to gain better self-direction and self-understanding, which will allow him or her to make wise decisions. The program also stimulates thoughtful consideration in planning and preparing for a career in light of test information, grade evaluation, personal interests, health and ability. Group guidance activities are conducted to help students deal appropriately with common life situations and to give them insight into their own personal problems.

#### **Health Services**

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

#### **Student Services**

Student Services is available for students who qualify for entry into the program. Entry into the student services program must come as a recommendation of the Student Assistance

Team, of which the student and parent are vital members. Enrollment will be based upon numerous factors associated with student's performance at school.

### **Student Assistance Team**

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

### **Extended Learning Program**

Students who score well on their ITBS tests and are recommended by their teachers are eligible to participate in the Oak View Talented and Gifted (TAG) Program. Topics of study relate to student interests and abilities.

### **LIBRARY/MEDIA CENTER**

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

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

Students may check out books for two weeks and renew for additional time, if necessary.

It is the student's responsibility to check the date stamped on the date due slip at the front of the book and to return the book on time.