

**Dallas Center Grimes High School**  
**2555 W. 1st Street**  
**Grimes, IA 50111**  
**Dr. Nick Ouellette, Principal**  
**Cary Justmann, Associate Principal**  
**Steve Watson, Activities Director**

**STUDENT AND PARENTAL RIGHTS**

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

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

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

**Jurisdictional and Behavioral Expectations 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.

#### **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.

#### **Nondiscrimination Statement**

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

### **Discipline and Student Behavior**

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. Throughout this handbook, Principal refers to Principal or Designee.

### **Student Expectations**

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

**Trustworthiness** \* Be honest \* Don't deceive, cheat or steal \* Do your own work \* Be reliable \* Do what you say you'll do \* Have the courage to do the right thing \* Build a good reputation \* Be loyal

**Respect** \* Treat yourself, others and property with respect \* Follow the Golden Rule \* Be tolerant of differences \* Use good manners \* Don't use bad language \* Be considerate of the feelings of others \* Don't threaten, hit or hurt anyone \* Deal peacefully with anger, insults and disagreements

**Responsibility** \* Do what you are supposed to do \* Persevere: keep on trying \* Always do your best \* Use self-control \* Be self-disciplined \* Think before you act and consider the consequences \* Be accountable for your choices \* Be on time

**Fairness** \* Play by the rules \* Take turns and share \* Be open-minded \* Listen to others \* Don't take advantage of others

**Caring** \* Be kind \* Be compassionate and show you care \* Express gratitude \* Forgive others \* Help people in need

**Citizenship** \* Do your share to make your school and community better \* Cooperate \* Stay informed \* Vote \* Be a good neighbor \* Obey laws and rules \* Respect authority \* Protect the environment \* Take pride in yourself and your school

Learning good conduct starts at home. Therefore, the home and school must work together toward the ultimate goal of educating a child to become a mature person capable of self-control.

### **Student Rights and Responsibilities**

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

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

- Vandalizing school property or another student's property
- Damaging, defacing, or erasing computer files or software
- Fighting
- Physical or verbal abuse or threats
- Harassment

- Using or displaying profane, obscene, or inappropriate language or language offensive to race, gender, disability, or religion
- Open defiance or disobedience
- Insubordination
- Gambling
- Stealing
- Cheating
- Engaging in physical displays of affection
- Leaving school without permission
- Inappropriate classroom behavior
- Violating drug, alcohol, and tobacco policy
- Violating weapons policy
- Disrespect
- Unexcused absences
- Truancy
- Excessive tardiness or absenteeism
- Careless, reckless, or aggressive driving
- Behavior deemed socially unacceptable

The discipline policy can be exercised in the following areas:

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

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

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

#### Suspension from school

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

#### Cheating/Plagiarism

The classroom teacher will determine consequences. These consequences can be academic (receiving a zero, redo assignment, reduction in grade), in addition to behavior consequences such as detention or Saturday School.

### **Student Dress**

DC-G takes pride in the appearance of its students. A student's dress affects the student's conduct and schoolwork, and reflects the quality of the school. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities.

The following are student dress expectations:

- Clothing must meet reasonable expectations of cleanliness and modesty.
- Clothing must cover the chest, back, and midriff area.
- 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.
- Waistline of the pants must stay at the hips or above.

The following are not allowed:

- Clothing that allows undergarments to be shown.
- Wearing clothing or items with suggestive, obscene, vulgar or racial writing or pictures.
- Wearing headgear in the school building during the school day.
- Wearing clothing or other items that depict beer, drugs 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.
- Dress that would directly affect the good order, efficiency, management, and welfare of the school.
- Anything that is extreme or unusual about a student's appearance or dress that creates undue attention or causes a disturbance in the learning environment, or presents a health hazard.

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 (for example: hat, cleats, jewelry)
- Leave school to change – unexcused absence during the time he/she is gone
- Others to be determined by administration, up to and including suspension

Continued infractions will be considered insubordination and dealt with appropriately.

#### **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 in the handbook.)

- Gambling devices: dice, playing cards, etc.
- Lighters or matches
- Explosive devices or other incendiary devices.
- "Look alike" weapons, knives, screwdrivers, and/or other items used to cause physical harm to persons or property
- Medication or pills
- Animals or pets, etc.
- Skates or skateboards

#### **Bookbags/Backpacks**

For safety and crowding purposes, students will not be allowed to carry bookbags, backpacks, or other bags throughout the day or to the classroom. Students will be required to put their bags in their lockers at the beginning of the day, where bags should remain until the end of the day. Exceptions may be made for those students who are transporting gym clothes to and from P.E. Bags that fall into this category is any bag or pack large enough to carry a textbook.

## **Attendance**

Regular attendance is the foundation on which an education is built. Students have a responsibility to attend regularly and to be prompt to all classes on their schedules. We realize that certain absences are necessary. Absences are excused or unexcused. An absence of 2 or more periods will be counted as 1/2 day absent. The decision will rest on, but not be limited to, the following guidelines: (all missed work must be made up)

### **Excused Absences**

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

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

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

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

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

### **Planned Absence**

When a student knows in advance that he/she will be absent, the student must check out in advance. The checkout slip will explain the need for the absence, date, and time to be missed. The following absences require advance checkout:

- Family trips (parents must contact school directly)
- College visits
- Field trips (as outlined in field trip policy)
- Funerals (when possible)
- Court appearance
- State Tournament attendance only when DC-G students are participating (approved times will be set by principal)

The checkout slip must be signed by the student's teachers and parents, and returned to the office prior to the student's absence. If a student does not check out in advance for a planned absence, the absence will either be considered unexcused or a 1 1/2 hour detention will be assigned, at the discretion of the Principal.

### **Unplanned Absence**

Parents are asked to notify the school office by 9:00 AM if their child is going to be absent from school that day. The contact may be through a telephone contact or personal conversation. If there has not been direct contact with a parent or guardian, the student must contact parents upon return to school or the absence will be unexcused. Detention may be assigned for this unexcused absence.

#### **Procedure after an absence:**

- The student must get an admit from the office.
- Students must show each teacher the admit slip as he/she enters class. The teacher will then write the makeup assignments on it. Students will not attend class without a makeup/admit slip. Any tardy to class created by not getting an admit in advance, will result in an unexcused tardy.
- The time allotted for making up work will be two times the number of days absent, not to exceed six days. The time allowed for makeup work may be extended at the discretion of the classroom teacher. If a test was scheduled prior to the student being absent, the test will be taken the day the student returns to school. If the student was ill, an alternative time may be scheduled if arrangements are made with the teacher prior to the start of school on the day of return. This would not apply due to a professional appointment. It is up to each individual student to get his/her work completed. School work missed, due to any absence, must be completed to the satisfaction of each teacher involved.

### **Unexcused Absences**

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

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

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

### **Consequences**

- May range from detention assigned equal to the time missed, up to and including suspension, at the discretion of the administration. Consequences will increase with an increase in the number incidents.

### **Tardiness**

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

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

### **Excused**

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

**Unexcused**

- Oversleeping
- Car trouble, if not verified by parent
- Missing the bus or a ride
- Loitering in the hall
- Using the restroom
- Not getting an admit in advance of attending class
- Others as listed in the unexcused absence

**Consequences (Per period/per semester)**

- 1st tardy: Teacher and office record tardy.
- 2nd tardy: A 30-minute detention is assigned.
- 3rd tardy: A one-hour detention is assigned.
- 4th tardy: A one and one-half hour detention is assigned.
- Subsequent tardies: A Saturday School is assigned. An in-school or out-of-school suspension may also be assigned.

**Late Arrival/Early Dismissal**

Seniors are only required to arrive at school in time for their first class and may leave at the end of their last class. Juniors that have study hall either 1st or 8th hour may either arrive late or leave early. The computer will schedule all classes. Juniors and seniors will not be allowed to change classes just to get 1<sup>st</sup>, 8<sup>th</sup> or other certain periods free.

Expectations:

- Parents **must** sign the permission form.
- Students are expected to maintain C's or above for grades. See below.
- Students are responsible for making contact with the counselor for such things as college visits, scholarship applications, scheduling for the next year, etc.
- The student must remain in good standing relating to attendance and discipline policies of the school.
- The student is not to be in the school more than ten minutes prior to the start of class and shall leave the school within ten minutes after their last class, unless he/she is with a staff member or reports to study hall. A student will receive one warning. On the second warning, the late arrival and/or early dismissal will be revoked and the student will be assigned to study hall for the remainder of the quarter.

This privilege will be revoked for individuals in the following situations:

- Having received two or more progress reports (not including band, vocal or PE)
- Having received progress report in the same class two notification times in a row. In both cases progress reports include D's or F's on report cards
- Being in the building during early release/late arrival time without supervision of a staff member
- Missing more than eight days, for any reason, in any one semester

**Leaving the Building/School Grounds**

Students may leave the school grounds during the day only with a makeup slip or a permit to leave. Only the office may issue the permit. Any time a student must leave the building, he or she must sign out in the office. The student's parents or guardian will be notified before he or she leaves school grounds.

Failure to follow the proper procedure may result in an unexcused absence. If a parent verified the absence, the student may be assigned a 1 1/2 hour detention for not following procedure. If it continues to be a problem, more serious consequences may result.

Students will be allowed very limited access to their cars during the school day with permission required from the office. Permission will only be given for emergencies. The only other exceptions to this are after the student has finished his/her scheduled activity of the day or when given standing permission as part of a class.

#### **Care of Property**

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

Textbooks must have a book cover to extend the life of the textbook. For books that are damaged, the teacher will assess an appropriate fine. For lost books or supplies, replacement cost will be assessed to the student.

#### **Detention**

- Detentions will be served on Monday and Thursday afternoons from 3:20-4:30 PM and all mornings (report to the Main Office) from 7:00-8:00 AM.
- A student has one week to start serving the detention. This allows parents and students to make necessary arrangements.
- When a detention is assigned, the student will receive a copy and the original is mailed home.
- Parents of students that receive multiple detentions and are having difficulty with behavior will be contacted for a meeting.

#### **Student Action**

1<sup>st</sup> time detention skipped

2<sup>nd</sup> or 3<sup>rd</sup> time detention skipped

Subsequent detentions skipped

#### **Result**

Time doubled or 1 1/2 hours are added, whichever is less

Saturday school assigned. Student is ineligible for extracurricular activities for one calendar week. Ineligibilities served consecutively

Out-of-school suspension assigned. Student is ineligible for extracurricular activities for one calendar week. Ineligibilities served consecutively

This progression occurs until the original detention time has been served.

- Saturday School will be held from 8-11:30 a.m. and will be scheduled in advance.
- Students that do not arrive by 8:05 may not be allowed to serve his/her time. Any student that arrives between 8:00 and 8:05 must stay until 12:00.
- If a student did not attend the scheduled Saturday school, and there is no prior notification of a family commitment, he/she would be assigned an additional Saturday School.
- Work is not an acceptable reason to miss Saturday School.
- The next Saturday missed may result in out-of-school suspension for insubordination.

#### **Student Action**

#### **Result**

1st Saturday school skipped

An additional Saturday school is added. Student is ineligible for extracurricular activities for one calendar week. Ineligibilities served consecutively

2nd Saturday school skipped

Saturday school assigned. Student is ineligible for extracurricular activities for one calendar week. Ineligibilities served consecutively

Subsequent skips will be assigned additional consequences including in-school and/or out-of-school suspension.

Students can also serve detention time on Saturday.

#### **Dismissal from Class or Study Hall**

If a student does not choose to follow the guidelines of the classroom teacher or study hall supervisor, the teacher may send the student to the office.

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

2nd Dismissal: Two hours of detention may be assigned and a conference may held with the administration, parents, student, and teacher. A student may be withheld from the class until this meeting takes place. The student is informed that the next dismissal may result in removal from class.

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

Extremely severe student behaviors may result in dismissal from a class at administrator discretion.

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

The Board prohibits distribution, dispensing, manufacturing, possession, use or being under the influence of beer, wine, alcohol, tobacco, other controlled substance, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances or drug paraphernalia or apparatus used with a controlled substance by students while on school property or on property within the jurisdiction of the school district, while on school owned 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.

#### **Consequences**

If a student chooses the above behavior, the student may receive an out-of-school suspension, up to and including expulsion. Parents will be contacted. Authorities may be notified if the action is against the law.

#### **Weapons**

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the

health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

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

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

Dangerous weapons are defined by Iowa Code to be any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort 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.

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

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

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

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

#### **Bomb Threats**

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

#### **Initiations, Hazing, Bullying or Harassment**

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

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

- 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.
- 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; and
    - 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 it:

- 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.

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.

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 Community Resources.

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

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Mike Levenhagen at 986-9747 as it's Level I investigator. Mike Levenhagen may also be contacted directly.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student,

there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm. Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such 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 is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

#### **Library/Media Center**

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

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

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

#### **Computer Use**

The Dallas Center-Grimes School District offers an opportunity for students to use the school's computers and access electronic communications known as the Internet for purposeful educational purposes. The vast domain of the information contained within Internet's libraries can provide unlimited opportunities for students' educational advancement. Students will abide by the following:

- Students will only be able to access the Internet under supervision of a staff member.
- Students will be allowed to access the Internet unless an "Internet Refusal Form" is submitted by a parent or guardian.
- Students shall only remain on the system long enough to get needed information.
- Time and/or access to the Internet or the computers may be limited. Classes will have preference for computer use over individuals during the school day.
- 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 or that advocates violence, racism, anarchy, treason, or discrimination.
- Students shall be responsible for additional charges if their accessing the Internet resulted in the charges being assessed.

- Students need to understand that the network administrator may access his/her computer access history.
- Students are not allowed to download, install, or use applications on the school's computers or network that allow students or staff to connect to a file-sharing network.
- Students will not be allowed in chat rooms, to play games, to use e-mail, or to randomly surf the Internet, unless it is directly supervised by the staff member making the decision that it is in the educational interest of the student.

**Consequences of computer use violation:**

First offense: Student will lose access to the Internet, Network and/or computer for a minimum of two weeks, but loss of privileges may be longer. In addition, a minimum of a one-hour detention will be assigned. If incident occurred in the media center, student will not be allowed in the media center for two weeks.

Second Offense: Student will lose access to Internet, Network and/or computer for a longer period of time up to, and including, the remainder of the school term, plus a minimum of a two-hour detention. If incident occurred in the media center, student will not be allowed in the media center for the remainder of the semester.

Additional consequences can be imposed at any time, depending upon the type of computer use. Any use that is also illegal will be reported to law enforcement.

**Parking Areas and Rules**

Students are to register their vehicle in the office and will be issued a parking permit. There will be an annual charge for this permit. This permit is to be visible from the front of the car.

- The permit must be easy to observe.
- If a different vehicle is driven, it must be registered and a parking permit obtained at no additional charge.
- There is no double-parking allowed; therefore, all cars must be correctly parked with no other car blocked into his/her parking space.
- Park correctly in the lines provided.
- Freshmen and sophomore students will park in the back lot near the stadium. Junior and senior students will park in the lot in front of the building.
- Staff parking will be reserved. Students are not allowed to park in staff parking at any time.
  - 1<sup>st</sup> offense – warning
  - 2<sup>nd</sup> offense – 2 weeks no parking privileges
  - 3<sup>rd</sup> offense – towing at owner's expense
- The privilege of driving motor vehicles on school property will be denied if it becomes detrimental to the health, safety, or welfare of the school community. State motor vehicle laws apply on campus.

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

**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.

**Bus Regulation**

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

### **Visitors**

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

### **Food Service Program**

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

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

### **Lunchroom**

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

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

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

Any inappropriate lunchroom behavior will be assigned appropriate consequences.

### **Vending Machines**

Vending machines are located in the commons for use during study halls and after school. Vending machines are required to be off during breakfast and lunch hours. NO food or drinks are to be taken from the commons into any other part of the building, with the exception of water in clear plastic bottles.

### **Electronic Communication Devices**

iPods, MP3 players, and/or other music devices may be used at an appropriate volume in the classrooms at teacher/supervisor discretion.

The following cell phone policy will be on a trial basis for the first quarter of the school year. At the end of the first quarter the administration will review how the implementation of the policy has gone and determine if students will continue to be allowed to use their cell phones in a manner as described below.

Students will be allowed to use cell phones during non-instructional times only. This includes before and after school, passing times and lunch. Students cannot use their cell phones in the hallways if there are classes in-session nor in the restrooms and locker rooms at any time. Cell-phones in the classrooms and study hall are strictly prohibited unless under specific directions from the teacher.

Consequences will be assigned according to the following:

If the device is turned on and the phone is being used or makes noise:

- First offense: The student's parent or guardian will be required to pick up the phone from the office.
- Second offense: A Saturday School will be assigned and the parents are required to pick up the phone from the office.

Subsequent offenses for both will be determined by the administration.

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.

### **Study Hall**

The school provides a study hall to give students the opportunity to prepare lessons and to do research. Students are expected to do school work or read during study hall time. Study hall rules will be reviewed with the students.

For study hall that is located in the commons, the vending machines will be available. If the study hall is left in an untidy state, the machines will be shut off for a period of time to be determined by the study hall monitor.

### **School Delays or Cancellations**

When bad weather might cause school to be delayed or canceled, listen to the radio or watch television for announcements pertaining to school. The announcements will be given on the following stations: TV: WHO-Channel 13, KCCI-Channel 8, and WOI-Channel 5; Radio: KJJY-FM 92.5, WHO-AM 1040, KGGO-FM 95, and Hawk-FM 97.3. Parents will also be contacted through the Alert Now system as it is available. A decision will be made prior to 6:30 a.m., barring unforeseeable issues. If school is delayed, students should refer to the late start bell schedule for class times.

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

### **Hallways**

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

### **Student Lockers/PE Lockers**

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

Permanent locks are installed on the hall lockers. Please do not try to adjust your locker to prevent the lock from working. Each student is responsible for the proper functioning of the locker, including the lock. Students may not put personal, non-school locks on any lockers. Students are encouraged not to leave any article of value unattended or in a locker. Please do not give your combination to another student. The school is not responsible for any lost or stolen items. Students are encouraged to carry only enough money to meet daily needs. Please do not switch lockers without informing the office. YOU are responsible for the locker and the lock assigned to you. If your locker breaks or is damaged, notify the office immediately.

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

Postings that are for a school team, club, or organization may be allowed with prior approval from the office. These materials are to be laminated.

Students are encouraged to check out a lock for their PE and/or athletic locker. There is no cost, as long as the lock is returned by the end of the year.

#### **Posters and Advertisements**

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

#### **Lost and Found**

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

#### **Telephone Use**

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

Students that make personal calls to family that require long distance service must either call collect or have a calling card to pay for the call.

#### **Emergency Drills**

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

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

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

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

#### **Daily Bulletin and Announcements**

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

### **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. How well students learn to accept responsibility in school has a great impact on the student's acceptance of responsibility in the work world and at college. Since attending school is a student's primary job at this time in his/her life, accepting responsibility for his/her work completion and quality is an important part of a successful student.

Students are expected to complete all assigned homework on time. The high school has established minimum and maximum guidelines for acceptance of late work: Late work must be accepted for a minimum of three days following the due date with a maximum deduction of 10% per day for the first three days. Teachers will give the students their specific homework policy with the course syllabus at the start of each semester. Teachers may choose to accept work that is turned in more than three days late and may not give credit after the three days.

### **Grade Reports**

Parents are encouraged to attend parent-teacher conferences to pick up grade reports during conference time. The office will mail report cards after school is dismissed for summer. Report cards that are issued, other than parent-teacher conference time, will be sent home with the student.

### **Requirements for Honor Roll and Academic Awards**

- Receive a letter grade in four credit courses per quarter
- Maintain a 3.2 GPA on a 4.0 scale
- Have no grades lower than a "C-"

Students that maintain a 4.0 GPA will be denoted.

A student who achieves a GPA of 3.2 or above, with no failing class grade for a semester, will be recognized as making the semester honor roll.

- One semester: Student receives an academic certificate
- After first two consecutive semesters: Student receives an academic letter and a bar
- Each additional two semesters: Student receives an academic bar
- Eight consecutive semesters: Student receives recognition certificate

### **Course Load**

Each student must carry at least six academic courses each semester, not including physical education. The only exceptions will be a fifth year student needing only certain classes to complete graduation. Seniors may opt out of physical education one semester if they are involved in a school-sponsored athletic activity during that semester.

### **Grade Placement**

A student may enter the ninth grade when there is a proper credit record of the student's satisfactory completion of 8<sup>th</sup> grade on file. A student is classified as a sophomore when he/she has satisfactorily completed at least 11.0 credits of academic work. A student is classified as a junior when he/she has satisfactorily completed at least 22.0 credits of academic work. A student is classified as a senior when he/she has satisfactorily completed at least 34.0 credits of academic work.

### **Class Dues**

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

### **External Program Options**

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

- Administration shall approve each course before the student registers for the course. This is to be done after consultation with the guidance counselor.
- All students taking DMACC correspondence courses will be required to complete assigned homework prior to taking the tests.
- The number of external courses allowed will be limited.
- Students who want to take an independent correspondence course to replace a course required for graduation must have failed the course while taking it at Dallas Center-Grimes High School. Consensus at an SSIR meeting may supersede this requirement.
- Students may elect to accelerate their course of study and elect to take classes at DC-G on an independent basis under the following guidelines:
  - The student must have administrative approval before permission will be granted.
  - Classes cannot be at a lower proficiency level than already acquired by the student.
  - Students who wish to accelerate normal grade placement by external independent study are subject to the same guidelines as above.
- Students may take part in advanced placement classes or in the post secondary enrollment program. Any interested student will need to discuss these programs with the counselor and pick up an application form.
- Central Campus and DMACC Career Academy may be available to students. Please see the Course Description book for options. In order for a student to take classes at Central Campus or DMACC Career Academy, he/she must take all courses DC-G offers in that area. In addition, the student must have teacher approval in the curricular area. See the guidance office for an application form. Final approval by the administration is required.
  - Student must receive acceptable grades in all classes at Central Campus/Career Academy and maintain passing grades in all DCG classes to continue to attend Central Campus/Career Academy the next semester.
  - Student will be responsible for transportation.

**Graduation Requirements**

No student shall graduate from the Dallas Center-Grimes Community School District until satisfactorily completing 48 credits. Dallas Center-Grimes High School will recognize all credits from an approved high school for use in graduation. All credits received from an unapproved high school must be evaluated by the principal and superintendent before acceptance. To be eligible for graduation, a student must complete the following courses:

**For the Class of 2012, 2013, 2014**

**Language Arts**

English I            2 credits  
 English II           2 credits  
 English III          2 credits  
 Speech  
 or Debate            1 credit  
 Elective              1 credit

**Science**

Earth Science        2 credits  
 Biology or AP Biology 2 credits  
 total of 6 credits required.

**Social Studies**

World History        2 credits  
 American History    2 credits  
 American Govt.      1 credit  
 Elective               1 credit

**Math**

Electives             6 credits

**Physical Education**

Physical Education   .25cr/sem

**Computer Class**

Elective              1 credit

Health                1 credit

**Specific Curricular Requirements Starting with the class of 2015:**

**Math - 6 credits required**

**Must take one course from each of the following groups**

Group 1:	Algebra	2 credits
	Ext Algebra 1 & 2	4 credits (considered one course)
Group 2:	Geometry	2 credits
	Technical Math	2 credits
Group 3:	Algebra II	2 credits
	Essential Math	1 credit

**Additional Electives:**

Financial Literacy	1 credit
Trig/PreCalc	2 credits
Statistics	1 credit
Calculus	2 credits
AP Calculus	2 credits

**Science -6 credits required**

Must take one course from each of the following groups

Group 1:	Earth Science (9)	1 credit
Group 2:	Cellular Biology (9-10)	1 credit
	and one of the following:	
	Diversity of Life (9-10)	1 credit
	AP Environmental Science (10-12)	2 credits
OR	AP/College Biology (11-12)	2 credits
Group 3:	Conceptual Physics (9-11)	1 credit
	Physics (11-12)	2 credits
Group 4:	Conceptual Chemistry (11-12)	1 credit
	Chemistry (10-12)	2 credits
	AP Chemistry (11-12)	2 credits

**Additional Electives:**

Ag Science I (10-12)	1 credit
Ag Science II (10-12)	1 credit
Horticulture (11-12)	2 credits
Anatomy and Physiology (11-12)	2 credits

**Social Studies- 6 credits required**

Must take one course from each of the following Groups:

Group 1:	US History (11-12)	2 credits
	AP US History (11-12)	2 credits
Group 2:	Western Civilization I (10-12)	1 credit
	Western Civilization II (10-12)	1 credit
	World Geography (11-12)	1 credit
	AP World History (10-12)	2 credits
Group 3:	American Government (12)	1 credit
	AP American Government (12)	1 credit
Group 4:	Economics (11-12)	1 credit
Group 5:		

Recent History (9-10)	1 credit
Current Issues (11-12)	1 credit
Sociology (10-12)	1 credit
Psychology (10-12)	1 credit
<i>Additional Elective:</i>	
Civil War and World War II *	1 credit
*Prerequisite: US History	

**ENGLISH-8 credits required**

English I	2 credits
English II	2 credits
English III	2 credits

Speech or Debate	1 credit
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*Additional Electives:*

AP Composition	2 credits
College Lit	1 credit
English IV	2 credits
Global Communications	1 credit
Language Arts Lab	1 credit
Novels	1 credit
Practical English	1 credit

**Additional Requirements**

COMPUTER (Classes Vary)	1 credit
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**PHYSICAL EDUCATION**

(Physical Education ¼ credit per semester enrolled)

Health	1 credit
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An Honor Diploma and a Basic Diploma may also be options, given certain requirements are met. Please see the guidance office for more information.

Students that do not score in the proficient category in Reading or Math on the ITBS/ITEDs may be assigned a required remedial course (or multiple courses). If assigned by the school administration, successful completion of this course (or multiple courses) will be required for graduation. This course(s) may be completed during the school year and/or the summer.

**Grading Scale**

100-95	A	4.00	79-77	C	2.00
94-92	A-	3.67	76-74	C-	1.67
91-89	B+	3.33	73-71	D+	1.33
88-86	B	3.00	70-68	D	1.00
85-83	B-	2.67	67-65	D-	.67
82-80	C+	2.33	64-0	F	0

**Semester Tests**

Teachers will administer semester tests during classes near the end of each semester. The semester test will count as 10%-20% of the semester grade and each quarter grade will count as an equal part of the semester grade. Students may opt out of semester tests with the following guidelines: (Subject to board approval)



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

To be eligible for membership consideration, students must have a cumulative grade point average of 3.4. Additionally, potential members must meet high standards of leadership, service, and character. The faculty evaluates members of the sophomore, junior, and senior classes. Leadership is based upon resourcefulness, positively influencing peers, successfully holding school offices, and delegating responsibility. Service is based upon participation in activities both in and out of school, doing committee and staff work willingly, and volunteering for extra duties. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty.

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

#### **Family Nights and Sunday**

Wednesday night is family night in our communities. The school will schedule no activities after 7:00 p.m. on Wednesday. All students involved in any school activity are to be out of the building and off school grounds prior to 7:00 p.m. on Wednesday during the school year. There will not be regularly planned activities on Sunday.

#### **Good Conduct Code**

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 drill team.

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

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

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

- Possession, use, sale, manufacture, distribution, or purchase of tobacco products, regardless of the student's age;
- Possession, use, sale, manufacture, distribution, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);

- Possession, use, sale, manufacture, distribution, or purchase of any controlled substance, or a “look alike” substance, unless such substance was prescribed for that student by a valid prescription or order of a licensed medical practitioner while acting in the course of his/her duties;
- Possession, use, sale, manufacture, distribution, or purchase of any drug paraphernalia or apparatus used to allow the person using it to be involved with a controlled substance;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- Being suspended for six or more days total during the school year for fighting, harassment, verbal abuse, aggression, or use of profanity;
- Repeated violations of rules and regulations established by the Board.

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

**First Offense Within the Student’s High School Career:**

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

**Second Offense Within the Student’s High School Career:**

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

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

**Third Offense Within the Student’s High School Career:**

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

**Fourth Offense Within the Student’s High School Career:**

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

**Additional Good Conduct Code Guidelines**

- A **major Fine Arts activity** is a drama production, speech or debate contest, and vocal or instrumental contest.
- Percentages that do not divide evenly into the total number of contests will be rounded to the greater number.
- If it has been at least one calendar year since a previous violation, the offense number will drop back one. For example, if a student has served for a first offense and has another violation at least one calendar year later, he/she will be given the consequences for a first offense again.
- If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Code in the previous school or school district, the student shall be ineligible.
- In satisfying an ineligibility penalty, a student must complete the activity season they have started. If a student has been declared ineligible, he/she will not be allowed to

participate in an activity if that activity season has already started. (A sponsor may allow the student to practice, but the activity will not count toward fulfilling the ineligibility.)

- Students who are participating in summer activities between grade 8 and grade 9 are considered to be in grade 9. This rule also applies to seniors who graduated and participated in state association or school sponsored activities during the spring and summer months.
- If a student is in both athletics and fine arts, a student will be ineligible for the assigned athletics and a maximum of one fine arts event that falls during the period of athletic ineligibility.

#### **Eligibility Appeal Process**

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

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

#### **Academic Activity Eligibility**

Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each semester. This would include Physical Education and Driver Education classes taken at the school.

Subject to the provision below regarding contestants in interscholastic baseball or softball, if at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contest and for 30 calendar days from the first competition date for that sport as established by the governing association. A grading period at DC-G is defined as a semester grade. For classes that are blocked (i.e. construction tech), the grading period would be at the end of each quarter.

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

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

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

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

If a student goes two consecutive semesters with no failing grades, any penalty that has not been served will be waived.

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

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

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

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

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

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

In addition, students must meet eligibility requirements during semester as follows:

1. Student must be passing **four** classes at 2 1/2 weeks and **five** classes at 4 1/2 wks, 6 1/2 wks and at quarter (report card time) to remain eligible. This would include Band and Vocal.
2. If eligibility #1 is met and a student is failing the same class two consecutive Progress Reports (including report cards) the student must be making progress (handing in work, seeking extra help, showing improvement in grades) in the class to retain eligibility. If they are not making progress in the class, the student is ineligible for a minimum of one calendar week.

#### **Booster Study Hall**

Progress reports for students receiving a D or F in a class will be sent home at 2 1/2, 4 1/2, and 6 1/2 weeks. Based on those reports, a decision will be made concerning the student's study hall assignment. Study table after school may be assigned for incomplete assignments.

#### **Participation in Co-Curricular Activities**

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

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

#### **Daily Participation**

A student must be present the entire day in order to participate in an after school activity. This includes both practice and competition. The only exception to this will be an excused, previously scheduled professional appointment with documentation of attendance or other extreme circumstances, as approved by the principal. If a student missed more than 15 minutes of the school day, either excused or unexcused, he/she will not be allowed to participate in activities that afternoon or evening.

#### **General Activity Rules**

- Once a student enters a school activity (i.e. athletic or fine arts performance, dance, etc.), he/she may not leave and reenter without the permission of the administrator on duty. Any student that leaves without permission will not be readmitted. This includes both indoor and outdoor activities.
- Students' guests for dances or other school-sponsored, private activities must be high school age or older.
- Students are expected to conduct themselves appropriately and demonstrate good sportsmanship while attending school activities. If a student becomes disruptive or demonstrates disrespect or poor sportsmanship, the administration or designee may remove them from the premises.
- The student must be present the entire afternoon in order to attend as a spectator that evening. If a participant, attendance for the entire day is required.

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

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

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

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

#### **Transportation (Activities)**

Participants are expected to travel to and from contests in transportation provided by the DCG School District. There will be few exceptions to this rule. Many coaches ask the athletes 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 DC-G:

-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.

#### **Student Athletic Insurance**

Parents may purchase insurance from the program selected by the school district or provide proof that the student is adequately insured by another policy.

#### **Students Elected to Student Council or Class Officer**

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

#### **Student Illness or Injury at School**

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

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

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

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

- Students returning after four or more days of illness shall report to the nurse. The nurse will indicate to the secretary if it is permissible to admit the student to school.
- Students who wish to leave school due to illness must report to the nurse. The nurse must give permission before the students will be allowed to leave. If the nurse is unavailable, the secretary or principal will make the decision after consultation with the nurse. In all cases, the parents will be notified before the student may leave the building.
- Students asking to be excused from PE class due to illness will report to the nurse.
- The nurse will serve as a resource person to all students who have questions or concerns relating to health matters.
- The nurse will administer medication with written permission from the student's parent or guardian. All medications must be brought to school in the original container from the pharmacy and will be kept under the nurse's supervision. Students may not carry any medication at school **without expressed permission from the school nurse**. The school nurse may administer over-the-counter medicine with written permission from the parent or guardian. Students will furnish their own over-the-counter medication. Medication will be stored in a secured cabinet.
- **Temporary exclusion is recommended when:**
  - The illness prevents the student from participating comfortably in activities as observed by the school staff.
  - The illness results in a greater need for care than the school staff determine they can provide without compromising their ability to care for other students
  - The student has the following conditions, unless a health professional determines the student's condition does not require exclusion:
    - The student appears severely ill—Could include lethargy, lack of responsiveness, irritability, persistent crying, difficult breathing, or quickly spreading rash
    - Fever (temperature above 101 orally, 100 F axillary) or behavior change or other signs and symptoms such as a sore throat, rash, vomiting or diarrhea
  - **Note: Fever as a single symptom is not a valid reason for exclusion.**

### **Student Directory Information**

Student directory information shall be only used internally within the school district to assist certified personnel, and shall not be provided to the public.

The principal or person in charge of each attendance center may release the following types of information to the public, where appropriate, keeping in mind the privacy of the student and the student's family, and the totality of the surrounding circumstances: name, address, telephone listing, date and place of birth, 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, the most recent previous school or institution attended by the student, photography, and other similar information. To prevent the public release of such information, a parent must file a written objection with the aforementioned person responsible for maintaining student records.

### **Educational Records**

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student

records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

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

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

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

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

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

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW,  
Washington, DC, 20202-4605  
or visit their website at: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> for more information.

#### **Healthy Kids Act**

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

**Physical activity timeline – Beginning July 1, 2009**, school districts must ensure that physically able pupils in grades six through twelve shall engage in

physical activity for a minimum of **120 minutes** per week in which there are at least five school days of school.

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

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

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

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

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

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