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## **GENERAL DISTRICT INFORMATION**

**District Phone Number:** 319-822-4295  
**School Fax Number:** 319-822-9456  
**School Address:** 509 S. Canfield  
Dunkerton, Iowa 50626  
**District Website:** <http://www.dunkerton.k12.ia.us>

## **STATIONS NOTIFIED FOR EMERGENCY INFORMATION**

Remind notification system  
KWWL TV - Channel 7  
KCRG TV - Channel 9  
KGAN TV- Channel 2

## **DISTRICT WIDE POLICIES AND INFORMATION**

### **Jurisdictional Statement**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The Board of Directors (the Board), administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity. Students are expected to treat all employees, other students, visitors and guests with respect, dignity and courtesy. Students may not use abusive language, profanity, or obscene gestures or language. This handbook is written to provide a guide for students, parents, staff, and community regarding the expectations of our students, parents, staff, and community. It is not intended to be all-inclusive but should be a guide and provide reference to questions that are asked about school expectations.

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

### **Mission Statement**

Empowering students to be life-long learners and caring, responsible citizens.

### **Vision Statement**

The vision of Dunkerton Community Schools is to work in partnership with each family and the community, to educate responsible life-long learners so that each student possesses the skills, knowledge, creativity, sense of self-worth and values necessary to thrive in and contribute to a diverse and changing world.

### **Definitions**

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal or liaison officer also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or activity, or whether they are held on or off school grounds.

## **Disclaimer**

This handbook has been prepared to help you. It is issued in order to have regulations made available to all concerned. It gives you a variety of information which will make your year at Dunkerton Community School more productive and enjoyable.

**This handbook cannot cover every aspect of school life; therefore common sense should be relied upon to address any rules not found in this handbook. The district also has Board adopted policies that address areas which may not be covered in the handbook.** There may also be a need to check laws at the state and federal level to address certain situations.

We hope you have a productive and enjoyable year! If you have any questions concerning your school, please feel free to call the school at 822-4295.

## **Homeless Statement**

The Dunkerton Community School District (“District”) will make reasonable efforts to identify homeless children and youth of school age with the Dunkerton district, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is Mrs. Hannah Corbin, Secondary Principal.

Dunkerton Community Schools defines “homeless child or youth” as a child or youth from the age of 3 years through 21 years of age who lacks a fixed, regular, and adequate nighttime residence.

## **Non-Discrimination Statement**

The Dunkerton Community School District offers career and technical programs in the following service areas: Applied Science Technology Engineering and Manufacturing, Agriculture Food and Natural Resources, Human Services, Health Sciences, and Business Finance Marketing and Management.

It is the policy of the Dunkerton Community School District not to illegally discriminate on the basis of race, color, national origin, sex, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity, and socioeconomic status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the District’s Equity Coordinator: Kelly Zahrt, Business Manager, 509 S. Canfield, Dunkerton, Iowa 50626—319-822-4295—kzahrt@dunkertonschools.org, or Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov

## **Teacher Qualifications**

The district has on file in the superintendent’s office the following information regarding the professional qualifications of the teachers: state qualifications and licensing criteria for subject and grade levels, degrees and certifications held by teachers and area of discipline. Information about teachers who are teaching with conditional licenses, timely notice of 4 or more weeks of teaching by a teacher not fully qualified. Parents of students who attend a public school district receiving Title I funds have the right to inquire and receive information about the qualifications of their child's teachers. Should a child be taught by a non-highly qualified teacher for a period of four or more consecutive weeks, parents will be notified.

## **Crisis, Fire and Disaster Drills**

Please be aware of the posted instructions found in each classroom. Students are to exit the building or go to the required areas in an orderly and efficient manner. **THE SIGNAL FOR THE FIRE DRILL IS THE**

**BUILDING ALARM SYSTEM.** Students are to assemble in their assigned areas by class. The safe area should be well away from the building.

**THE SIGNAL FOR A DISASTER/TORNADO DRILL IS AN ANNOUNCEMENT OVER THE INTERCOM SYSTEM.** All students are to report to their assigned areas as listed in each classroom area. Students need to assume the appropriate position to allow for maximum safety.

If a crisis or safety concern arises, doors to classrooms may be locked, window shades pulled, all entrances to the school locked, students limited in movement, or evacuation.

### **Crisis Management Procedures**

These procedures will be used by the school district in the event that there is a violent or critical incident at school or a threat at school. This procedure is designed with safety, efficiency and order in mind.

### **Procedure**

- Assessment of the situation.
- Notification to faculty/staff with the use of appropriate codes.
- Contact law enforcement and provide as much information as possible.
- Evacuate or lock down the building as appropriate for the particular incident.
- Assemble students in a safe area if evacuation of the premise is necessary.
- Parent(s) of student(s) involved will be contacted.

If the school is exited in an unexpected manner, parents will be notified via the Remind system where to pick up their child. When you take your child, you will be asked to sign him or her out so there is an accurate accounting for each student.

If a lock down is needed, students may be signed out from their appropriate office.

### **Emergency School Closing**

When weather or other emergencies cause school to be closed, delayed start, or dismissed early, the message will be sent via Remind first, and if time allows placed on the following TV stations KCRG, KGAN, & KWVL. To sign up for Remind text @schoolrel to 81010 on your cell phone. For assistance or further information, please contact the District Office or see the school website.

### **Emergency Forms**

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents and alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Students will not be allowed to leave with any person not listed on the emergency form. Parents must notify the office (822-4295) if the information on the emergency form changes during the year.

### **Weapons**

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. Dangerous objects, such as drugs, knives, lighters, chains, guns, ammunition, etc. are not allowed at school. This includes toys or facsimiles.

Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the students will be subject to disciplinary action that could include suspension or expulsion. Parents will be notified of the incident.

## **Threats of Violence**

All threats of violence, whether oral, written, or symbolic, against students, staff, or to a school facility is prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any relevant information from any credible source.

## **Removal from Class or Refusal to Leave**

If a student should make the choice to remain in a class after they have been asked to leave:

- The remainder of the class will leave the room and go to another area of the building.
- Parents will be contacted.
- Law enforcement will be contacted to remove the student.

**1st offense:** the student could be suspended for up to 5 days and, prior to return, a meeting will occur that includes parent, student, and building level administrator. A behavior intervention plan shall be developed and will be implemented upon the students' return.

**2nd offense:** the student could be suspended for up to 5 to 10 days and, prior to return, a meeting will occur that includes parent, student, and building level administrator. At this time a determination may be made as to the appropriate educational placement of the student.

**If the child is a threat to the safety of self or others, reasonable physical force may be used to restrain or remove the student.**

## **Search and Seizure**

School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas, or student vehicles based upon a reasonable suspicion that a school district policy, rule, regulation, or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the school district facilities. The furnishing of a locker, desk, or other facility or space owned by the district and provided as a courtesy to a student, even if the student provides a lock for it, will not create a protected area for the student, and will not give rise to an expectation of privacy with respect to that area. Periodically throughout the year, school officials may conduct inspections of school lockers, desks or other school property without notice. This pertains to periodic visits by drug dogs that may be brought to the school as a preventative and proactive measure to ensure a safe learning environment. This handbook serves as parental notification of such activities.

### **Lockers – Student and Athletic**

Lockers will be assigned to students at the time of registration. Those who damage their lockers will be fined prior to final year-end checkout. You are also reminded that pictures and other materials are not to be posted or glued to the doors or interiors of lockers.

IT IS RECOMMENDED THAT YOU NOT KEEP VALUABLES IN LOCKERS, EITHER HALLWAY OR GYM, AS IT IS NOT POSSIBLE TO KEEP WATCH OVER THEM AT ALL TIMES. THE SCHOOL DOES NOT ACCEPT RESPONSIBILITY FOR LOST OR STOLEN ITEMS. THEFT WILL BE TURNED OVER TO LAW ENFORCEMENT.

### **Locking of Entrances**

All doors will be locked after 8:15 a.m. All people entering the building are asked to enter through the double glass doors on the west side of the building and go to an administrative office to receive a visitor pass.

### **Entering the Building**

When a visitor (during school hours) enters the building they shall report to an administrative office to sign in and receive a visitors' pass. Entrances have been marked as follows:

- Entrance 1 – Main District/Elementary Office Entrance
- Entrance 3– Secondary Office Entrance

### **Parent-Teacher Conferences**

Parent-Teacher conferences will be held **for PK-12 students. School will dismiss at 1:00 p.m. on conference days.** In addition to these scheduled conferences, the principals, teachers and counselors are available for conferences at almost any time convenient to the parent. If a parent wishes to conference with a teacher or teachers, the parent should notify the building-level principal's office at least two days in advance in order to ensure maximum attendance at the meeting. Parents are always encouraged to visit or call when questions arise. Please contact the building level administrator one-day in advance of your visit. Please see current school year Google calendar for PK-5 Back to School Night, Orientation and Chromebook check out, and fall and spring conference dates and times.

### **Report Cards**

Students will receive progress reports in the form of report cards at the end of each semester with updates at conferences. Parents who have concerns about student progress should talk to the teacher as soon as possible to determine how improvements can be made.

Student report cards can be accessed via the parent portal in Infinite Campus at the semester break. If you wish to have your report card mailed, please provide a self-addressed envelope prior to school being dismissed for the summer.

### **Textbooks and Workbooks**

Every opportunity is taken to supply students with up-to-date textbooks, workbooks and other study materials. It is imperative that students treat their school books with respect. All books are signed out to the student and must be returned to the instructor by the student upon completion of the course. If a book has more than average wear, or has been defaced; the student is expected to pay a fine equal to the amount of the damage. If a book is lost or damaged beyond use, replacement will be at the current replacement value of that book or material.

### **Human Growth and Development**

The Dunkerton Community School District provides students with instruction in human growth and development as part of the curriculum. Parents may review the human growth and development curriculum prior to its use and

have their child excused from human growth and development instruction. A parent who wishes to review this curriculum or excuse their student from the human growth and development curriculum must contact the building level principal; Elementary at 822-4297 and Secondary at 822-4296.

### **Appropriate Use of Electronic Information Services**

Electronic information resources are available to students and teachers in the Dunkerton School District. Electronic information resources currently include: multimedia, on-line services, software, and email. We are very pleased to provide access for students and staff members of the Dunkerton School District and believe these resources offer vast, diverse, and unique opportunities. Our goal in providing these services to students, teachers, administrators, and staff is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Every effort should be made to ensure that electronic information resources are used only in support of education and research and in accordance with the educational objectives of the Dunkerton School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for those networks. Transmission or reception of any material in violation of any governmental regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected as a trade secret. Use for commercial activities and product advertisements is prohibited.

The Dunkerton School District is providing only a conduit to the information; users must be wary of the content. The Dunkerton School District cannot be held accountable for information that is retrieved via the network. In addition to the appropriateness of information, users need to consider the source of any information they obtain, and consider the validity of that information. No system is guaranteed to be operating perfectly all the time. The Dunkerton School District does not assume liability for any information that may be lost, damaged, or unavailable due to technical or other difficulties. The use of social networks is unacceptable in the school environment. The loss of their computer privileges can be the result of inappropriate use.

The electronic networking environment requires that school officials prescribe guidelines for proper use of electronic information resources. The Dunkerton School District has developed such guidelines. Prior to being provided access to electronic information resources through association with the Dunkerton School District, each user will be required to sign an agreement which delineates responsibilities, guidelines, and consequences regarding such resources. The parent(s)/guardian(s) of student users must also sign the agreement prior to the students being granted access. These guidelines address issues of privacy, ethical use of information with respect to intellectual property, or using the networks for illegal or inappropriate activities. The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. The privileges of a user who violates any of these provisions may be terminated and future access denied.

### **Cell Phone Use**

- For the purposes of this handbook, “Handheld Technology Devices” are defined to include portable two-way telecommunication devices including, but not limited to, cell phones with or without cameras, smart watches, laptops, netbooks, MP3 players, beepers, walkie talkies, other hand-held computing devices used as a communication device, any portable electronic device capable of storing and/or transmitting and/or receiving images, such as cameras, as well as any new technology developed for similar purposes.
- Dunkerton Community School extends to 6 – 12 students the privilege to possess, display and use Handheld Technology Devices during passing time between classes, during meal times, and before or after school, provided such Handheld Technology Devices are not displayed, activated or used during class time, unless the classroom teacher allows the use of Handheld Technology Devices for educational purposes; or to communicate with a student’s parent or guardian. PK – 5 students are not allowed to display, or use Handheld Technology Devices at any time during the instructional day

unless directly instructed and supervised by instructional staff. Classroom teachers are not authorized to give permission for students to use Handheld Technology Devices to communicate during class time with students outside of the teacher's class. Except as permitted by the classroom teacher, all such devices must be turned off and in a locker, backpack, pocket, or similar enclosure during class time. Exceptions will be made for students with specific needs that require such devices under a "504 Plan," pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; as per their Individualized Education Program "IEP"; and during a medical or security emergency, if a supervising school official is not in communication with emergency responders, or the student is unaware that a supervising school official is in communication with emergency responders.

- Handheld Technology Devices are to be turned off (powered off) or set on silent during class time. Students may have Handheld Technology Devices turned on vibrate during authorized times of use.
- **Incoming emergency calls from parents, guardians, or others, should be directed to the appropriate school office 319-822-4295 and the school secretary will get the message to the staff member or the student.**
- Such devices should be turned off at performances.
- If a student violates this policy while using another student's Handheld Technology Device ("Student Borrower"), school staff will return the device to the student who owns or whose relatives or guardians own the device ("Student Owner"), and give the Student Owner one warning. However, if the Student Owner knew that the Student Borrower was violating or intended to violate this policy, or the Student Owner previously received a warning regarding another student's use of his/her device, school staff will discipline the Student Owner under the appropriate Consequences section of this policy. School staff will discipline the Student Borrower under the Consequences section of these rules.
- Handheld Technology Devices may not be used in any manner that will cause disruption to the educational environment.
- The school district or administration will not be responsible for the loss, damage, destruction, or theft of any electronic device brought to school or a school field trip or extracurricular activity.
- The school district or administration will not be responsible for financial charges relating to student Handheld Technology Devices at any time including times of confiscation. Student use of personal Handheld Technology Devices for permitted educational purposes or to communicate with school staff or other students is optional.
- Use of Handheld Technology Devices for field trips and extracurricular activities will be at the discretion of the teacher/sponsor/coach.
- Students found to be using any Handheld Technology Device in any way to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to reasonable discipline, perhaps beyond that discipline referenced in the Consequences section of this policy, and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will not be allowed to possess any Handheld Technology Device following the incident on school property for a period of up to one year, unless otherwise permitted by a school administrator or a student's IEP or 504 Plan.
- Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator. Students violating this rule shall be subject to reasonable discipline, perhaps beyond that discipline referenced in the Consequences section of this policy, and the device shall be confiscated and not returned until a

parent conference has been held. Students violating this rule will not be allowed to possess any Handheld Technology Device following the incident on school property for a period of up to one year, unless otherwise permitted by a school administrator or a student's IEP or 504 Plan.

## **Consequences**

### **1<sup>st</sup> Offense**

Upon the first offense during any school semester, the student's Handheld Technology Device(s) will be confiscated by the student's teacher or other District personnel and taken to the principal's office. The student must pick up the Handheld Technology Device(s) after reviewing the policy with the principal or the principal's designee. PK – 5 students will be dealt with as deemed appropriate by school personnel.

### **2<sup>nd</sup> offense**

Upon the second offense during any school semester, the student's Handheld Technology Device(s) will be confiscated by the student's teacher or other District personnel and taken to the principal's office. The student's parent/guardian must pick up the Handheld Technology Device(s) from the principal's office following a conference. PK – 5 students will be dealt with as deemed appropriate by school personnel.

### **3<sup>rd</sup> Offense**

Upon the third offense during any school semester, the student's Handheld Technology Device(s) will be confiscated by the student's teacher or other District personnel and taken to the principal's office. The student's Handheld Technology Device will be checked in with the secondary principal or designee on a daily basis, prior to 8:10am for the remainder of the term. The handheld device will be returned to the student following their last academic class. PK – 5 students will be dealt with as deemed appropriate by school personnel.

### **Any further offenses**

Upon any further offenses during any school semester, the student's Handheld Technology Device(s) will be confiscated by the student's teacher or other District personnel and taken to the principal's office. Any further offenses could result in the student's loss of his/her Handheld Technology Device(s) privileges for up to one year. The student's parents/guardian must pick up the student's Handheld Technology Device(s) at the appropriate time. PK – 5 students will be dealt with as deemed appropriate by school personnel for his/her fourth or subsequent violation of this policy during any school year. Continued blatant disregard for this policy will result in the loss of all Handheld Devices privileges.

### **Change of Address**

Please inform the superintendent's office of a change in address and/or telephone number.

### **Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to transfer to another school district upon the parents' request. Students interested in open enrolling out of the school district may contact the superintendent's office at 822-4295 for information and forms.

### **Dual Enrollment Students**

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the District's Home School Liaison.

### **Abuse of Students by Employees**

The school district does not tolerate employees physically abusing students. Students who feel they are being abused by a school employee should notify their parents, teacher, principal, counselor, or another employee. The

Iowa Department of Education has established a two-step procedure for investigating allegations of physical abuse of students by school employees. Dan Fox, Superintendent, is the Level I investigator. Mr. Fox may be contacted at 822-4295. This procedure requires the school district to designate an independent investigator and alternate within the district and an independent investigator from outside the district to serve.

### **Accidents**

Any injury, regardless of the extent, should be reported immediately to the person in charge and to the appropriate office.

### **Lunch**

All students not on open campus must eat lunch at school. All food and drink must be consumed in the school lunchroom. This includes all items purchased during breakfast and lunch. Students may bring a sack lunch. Prepared food brought in from a restaurant is discouraged, unless it is for a specific class or for a school-sponsored organization. If bringing in prepared food becomes a problem each situation will be dealt with on an individual basis. Students in 6th grade and above may choose the regular hot lunch or the salad bar or some of each. All lunch accounts are the responsibility of the school lunch program, not the elementary or secondary principal's office. Students should bring juice, water, or milk with their sack lunches.. Pop/soda is not permitted for students during the school day.

Parents are to pay all lunch accounts to the person assigned to this account in the school cafeteria. When an account registers less than \$10.00, the student will be notified. If any lunch account registers a negative balance, the student may eat a regular lunch for one day. Students will be served an alternative meal until the account is settled. All students will be afforded lunch daily.

**Please Note:** Dunkerton CSD is a peanut-free campus.

### **Cafeteria Conduct**

Students are expected to abide by the following rules of conduct regarding the use of the school cafeteria:

- a) No cutting in line
- b) Walk at all times
- c) Keep the cafeteria clean
- d) Students are to clean up their own eating area and dispose of refuse properly
- e) No throwing food
- f) No food or beverages outside the cafeteria
- g) Remain in assigned areas
- h) Use good manners

Violation of any of the lunch room rules will result in consequences which could include returning to the end of the lunch line, helping to clean the lunch area, or losing cafeteria privileges.

Students who throw food or objects in the lunchroom or who deliberately make a mess in the lunchroom will be required to assist in the cleaning of the lunchroom.

### **Wednesday Night**

Student school activities will not be held after 6:00 p.m. except under circumstances beyond the school's control. In addition, no Sunday or holiday practices will be held unless the practice is approved by the Activities Director and the Superintendent of Schools.

**School Fees** A form listing all fees will be available at fall registration. Fees should be paid at the time of registration. A request for release from paying fees or for reduced fees based upon income is available. The request for release can be obtained from the District Office.

### **Insurance**

All students participating in athletics are required to have accident insurance or sign a responsibility waiver. The Dunkerton Community School District is not liable for any injuries to students, nor can they pay the medical costs for accidents, which occur in athletic contests, on school premises, or on the way to and from school.

### **Messages**

Students and staff will be called from class for emergency messages only. All other messages should be left with the office staff so that the student or teacher can respond during study time or preparation time. Staff has voice mail and messages can also be left on a teacher's voice mail. The staff phone extensions are listed with their email addresses at the end of the handbook. If you need to speak to that person in an emergency situation please let the person who answers the phone know immediately that it is an emergency.

### **Withdrawal and Transfer**

Any student withdrawing or transferring from school must follow this procedure:

1. Secure authorization withdrawal or transfer note from parent, preferably two (2) days in advance.
2. Obtain proper forms from the secretary in the respective building office.
3. Follow a regular schedule on the day leaving and complete individual class withdrawal during each class period, return all books and property, secure teachers' signatures, and make certain all fees are paid.

### **Areas Off Limits**

The following areas are off limits to all students, unless they are under direct supervision of a teacher or other school personnel:

1. All motor vehicles during the school day
2. All classrooms
3. Media Center
4. Gymnasium
5. Custodian's rooms
6. Faculty work area and restrooms
9. Physical education offices
10. Elevator area
11. Outside the building during the school day unless passing to class, breaks or at lunch
12. Parking lot (during school hours)
13. All school telephones, including the phone near gym area from 8:15 to 3:10 (unless the student has a pass to use the phone)

If a student is in an off limits area, detention will be assigned for the first offense. Repeat offenders will receive more severe consequences, which could include suspension or possible expulsion.

### **Personnel Hours**

There is someone to answer phones from 6:30 a.m. until 3:30 p.m. each school day. The teachers' contract hours are from 7:45 a.m. until 3:28 p.m. The administration is usually available from 7:30 a.m. until 4:00 p.m. If you would like to speak with any of the school personnel, it is best to call and set an appointment time. Summer hours will be posted at the entrance to the building.

## **Bicycles**

When students ride bicycles to school, the bicycles should be placed in the racks located by a designated school entrance. Students are expected to follow the rules of the roadway and to be safe riders when they ride their bicycles.

Help your child develop safe bicycle habits.

### **Discuss these bike safety rules often:**

- Always ride in single file.
- Never ride two on a bike.
- Obey all traffic signals and signs.
- Give hand signals when turning.
- Ride on the right side with traffic.
- Wear protective headgear.
- Bicycles should be parked in the bike racks.

## **Discipline**

It is the belief of the Board of Education, administration, faculty, and staff that Dunkerton students are industrious, eager to learn and capable of self-discipline. However, we cannot permit unacceptable behavior to disrupt the educational process. Primarily, it is the responsibility of the parents to assist their child(ren) and the school in developing good habits of behavioral conduct and teaching respect for the law and authority. Through cooperation and understanding between the school and the parents, our goal is to prepare our students to become esteemed members of society.

### **Discipline procedures for Dunkerton students will follow three main principles:**

- School will be a safe and orderly environment for all.
- All students, staff, visitors, and facilities will be treated with dignity and respect.
- We will provide a learning environment that educates, elevates, and enlightens all learners so they can become empowered to make positive contributions to their educational environment.

## **Expectations of Dunkerton Students**

- Will attend school on a regular basis and arrive at classes on time.
- Will complete all work to the expectations of the instructor and hand it in on time.
- Will actively participate in class discussions, engage in meaningful dialogue with classmates and teachers and make a positive contribution to class.
- Will obey all rules listed in the student handbook and those that are posted.
- Will obey all requests and directions given by any school employee.
- Will cooperate with others and treat others with dignity and respect.

## **Expectations of School Personnel and the Community**

Students can expect:

- Teachers will be prepared to provide a meaningful and challenging curriculum that adequately prepares the student for a successful life beyond high school.
- All school employees and other students will treat everyone with dignity and respect.
- The Board of Education and the administration will provide the best facilities and resources possible to help all students experience success.
- Everyone will establish lines of communication so opinions can be heard and respected.
- The community of Dunkerton will be supportive in seeking ways to continually improve the quality of education in Dunkerton Community Schools.

## **Student Behavior**

These are the expected behaviors for students to follow:

- Students will follow oral and written directions the first time they are given and students will obey the rules of the student handbook.
- Students will treat others and property with dignity and respect.
- Any action, language or clothing that interferes with the learning, safety or well-being of others as determined by any school employee will not be tolerated.
- Possession, use and advertisement of tobacco products, alcohol, and non-prescription drugs are not allowed on school property.

Teachers and/or administration may add to these rules for the purpose of maintaining safety and order in their classrooms. Students will be expected to follow these classroom rules, and the staff will be responsible for the enforcement of these rules.

## **Discipline Terms Defined**

- **Insubordination** is defined as disrespectful behavior directed toward any school employee who has made a reasonable request of a student when the student does not comply or is rude in their language or treatment of that employee.
- **Vandalism** is defined as the damage or destruction of school or other's property. Vandalism can include writing on books, desks, walls, etc.
- **Behavior that distracts from the learning of others** could include a wide variety of activities. Any unwelcome activity, which demands the teacher or the class be interrupted from instructional time because of improper student behavior, would be an example.

## **Chain of Command to Resolve Parental Concerns**

If you have a concern about something that occurs at school, please discuss it with the staff member involved first. If a solution cannot be reached, contact the building level principal. If a solution is not reached at this level, the superintendent should be contacted. If the concern is still not resolved, a request should be made for the item to be placed on the board agenda for the next board meeting. We are all here to provide quality educational opportunities for students.

## **Due Process**

Before a student is subject to disciplinary action that would involve suspension of any form, the following minimum steps will be offered to the student:

- The student must have been informed of the conduct, which is expected or prohibited.
- Prior to the disciplinary action, the student will be informed of what she or he is accused of doing.
- The student will be provided an opportunity to respond to the charge.

## **Student/Parent Complaints**

Student/Parent may file a complaint regarding school district policies, rules and regulations, or other matters by complying with the following procedure:

- If an employee is involved, discuss the complaint first with the employee within one day of the incident.
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within three calendar days of the incident.
- If unsatisfied with the principal's response, talk to the superintendent within three calendar days of the principal's response.
- If unsatisfied with the superintendent's response, within five calendar days of the Superintendent's reply, students/parents may request to speak to the Board of Directors. The Board of Directors determines if it will address the complaint.

### **Substitute Teacher Expectations**

If a student misbehaves for a substitute teacher, that offense will be referred to the regular classroom teacher. The regular teacher upon recommendation of the substitute and the administrator will determine the level of the consequence. The administrator and regular classroom teacher will deal with elementary misbehaviors for a substitute teacher.

### **Detentions**

Any school employee may assign detentions. The employee who assigns the detention will supervise the detention and will contact the parents of the student to arrange the time when the student will be in detention. The staff member will determine the length of the detention, but it will be done in a fair and consistent manner. All detentions must be served within two school days of the violation or in a time frame that is mutually agreed upon between the school personnel and the parents. Students who do not abide by the rules in detention will be asked to leave. The time they served will not count, and their detention time will double. **Detentions take priority over practices for extracurricular activities and student employment.** Should a student skip a detention, the detention time will double, the teacher will contact the student and give the student two days to serve the doubled detention. The teacher will also contact the parent. If a student refuses to serve their detention time, they will be referred to the building administrator. Failure to serve detention time may result in more severe consequences such as in-school or out of school suspensions.

### **Suspensions**

Dunkerton Community School will use various types of suspension. On occasion, students who are sent out of a teacher's classroom for misbehavior or students who need a place to cool down for a period of time will be assigned to the opportunity rooms which are located in the secondary office and designated space in the elementary office. Extended day will be assigned as necessary. Out-of-school suspension may also be assigned. **While a student is under suspension (in-school or out-of-school suspension) or under expulsion, they may not attend school activities, including extra-curricular practice sessions until the student is reinstated.** Students suspended will need to complete class assignments provided by the teacher. The assignments may be modified from the regular class assignment.

### **Harassment and Bullying**

The school district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the school district has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment when they occur. Bullying and harassment of students by other students, school officials, faculty, staff, and volunteers who have direct contact with students will not be tolerated in the school district.

The board prohibits harassment, bullying, hazing, or any other victimization; of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, language, gender, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status and which creates an objectively hostile school environment. Harassment against employees based upon the employee's same actual or perceived traits listed above is also prohibited.

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

If after an investigation a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

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

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

Bullying and harassment may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

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

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

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

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

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

The district will promptly and reasonably investigate allegations of harassment. The building principal, Level I investigator(s), or designee will be responsible for handling all complaints by students alleging harassment. A form is available in the building level principal's office.

### **Administrative Procedures Concerning Students Suspected of Being Under the Influence of Alcohol or Other Controlled Substances When at School and/or School Functions**

Administrative procedures for all staff to use if there is a suspicion that a student is at school, or a school function under the influence of alcohol or controlled substances are:

- Report their suspicion to an administrator in charge.
- The administrator(s) will interview the student. If they believe the student may be under the influence of alcohol or controlled substance, parents will be notified and requested to come to school.
- If the student responds in a positive manner, and the student has consumed alcohol or an illegal controlled substance or non-prescribed medication, then the student shall be subject to the Good Conduct Policy. Law enforcement may still be notified, and the student may be issued a citation, or charge may be filed.
- If the student denies having consumed any alcohol or taken any controlled substance, then law enforcement officials shall be contacted. A PBT (preliminary breath test) will be administered by the law enforcement official to determine if alcohol has been consumed. If negative, the student shall be administered a drug test to determine whether any controlled substances are present.
- If the student tests positive for either substance then the student shall be subject to the Good Conduct Policy. The law enforcement officials may issue a citation and/or school officials may request charges be filed for any code violations.
- Should a student and/or parent/guardian refuse to have either the PBT or drug test administered, the student shall automatically be assumed to be in violation of the Good Conduct Policy and student discipline code.
- Depending upon the circumstances, school officials may suspend the student up to ten (10) days from school, recommending to the Board of Directors that the student be expelled for the remainder of the semester, or year.

### **Make-Up Work**

School work missed due to any absence must be completed to the satisfaction of the teacher. Students who have made arrangements to be absent may complete their assignments in advance. Make-up work should be completed and turned-in during the allotted time period (that is, the days equal to the absence plus one day). Work not completed in the allotted time will not receive credit unless arrangements have been made with the instructor before the deadline. Students or the parents of the student are responsible for contacting the teachers to get assignments.

### **Requests for Make-Up Work**

In the case of absences, assignments may be requested through the principal's office. Time to complete the assignments will need to be arranged with each individual teacher. The student or parent may call the office by 8:45 a.m. to request homework for the student. Teachers will turn in homework during the school day. Do not expect to pick up homework prior to 3:00 p.m. Requests made after 8:45 a.m. may not be completed until the following day.

## **Lost and Found**

Students who find lost articles are asked to take them to the office where the owners can claim them. Students who lose an item should check in the building office. Items not claimed are given to charity at the end of the year. Students who are given articles that do not belong to them should immediately return those articles to the office after use.

## **Arriving At School**

Students may be present on school grounds before **7:45 a.m. or after 3:25 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor**. When school is dismissed, students are expected to leave the school grounds within 15 minutes of dismissal. Any employee has the right and responsibility to question student conduct and activity in the building or on the grounds at any time.

When bringing students to school or picking them up, please do so only in areas designated by school personnel.

## **Buses and Other School District Vehicles**

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities, or any other destination must comply with school district policies, rules and regulations. Students are to be respectful and responsible to the driver while on the bus or in another school vehicle and while loading, unloading, or leaving the bus. The driver has the authority to discipline a student and will notify the principal or superintendent of a student's inappropriate bus conduct.

The parent must write a note of permission when a student is not going home on his or her regular bus or getting off at a different stop. This would include dropping off students at an alternate location on the same or different bus route. If a student is not taking a bus home and other arrangements have been made for transportation, a note must be given to the appropriate office for a signature.

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

Successful students shall adhere to the following rules:

### **Responsible**

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to board the bus.
- Riders should keep all body parts inside the bus when the bus is in motion.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are to remain in their seats during the entire ride. Students are not allowed to change seats during the trip. Students are to remain seated even when the bus is stopped, except in the case of an emergency.
- Riders who must cross the roadway to board or to depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Throwing of any item in or out of the vehicle is not permitted.
- The use or possession of alcohol, tobacco, or look-alike substances is prohibited in the vehicle.
- Riders are not permitted to eat or drink in vehicles.
- Waste containers are provided on all vehicles for riders' use.

### **Cooperative**

- The driver, sponsor and chaperones are to follow district policies, rules and regulations for student violations.
- Riders will depart from the vehicle at the designated point unless **written** permission to get off at a different location is given to the driver.
- The driver may assign riders a seat.
- Classroom conduct is to be observed by students while riding the vehicles except for ordinary conversation.
- Rough behavior in the vehicle is prohibited.

### **Respectful**

- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and respectfully.
- Riders must keep their feet off the seats and out of the aisles. Riders must refrain from crowding or pushing.

### **Organized**

- Aisles must be kept clear at all times.

### **Consequences**

#### **1st offense:**

- Student and parent notified of misconduct by a school official and/or bus driver. Driver also notifies the principal's office of the offense.

#### **2nd offense:**

- Parents and students notified of misconduct and student's riding privilege may be suspended from 1 - 10 days by administration.

#### **3rd offense:**

- Parents notified of misconduct and the student's riding privilege may be revoked by administration.
- Consequences may include cleaning of the inside or outside of the bus when this is appropriate.

### **Policy of Extra-Curricular Transportation**

Students participating in extra-curricular activities away from Dunkerton are provided transportation to and from those activities in school district vehicles. Students must ride to the activity in transportation provided by the school. In case of conflicting scheduled events, students must notify the school the day prior to their activity. Approval to ride other transportation is needed. The building level Principal and Activities Director shall grant that approval.

Parents or guardians in attendance at an activity may take responsibility for their own children under the following guidelines:

- The parent or guardian must personally contact the coach, supervisor or the chaperone in charge of the trip and indicate that they will be taking responsibility for their own children following completion of their activity.
- Written verification of this contact is needed with a copy retained by the coach, supervisor or the chaperone and a copy given to the parent or guardian.

Students shall be allowed to leave an activity with an adult relative or another student's parents when the following guidelines are met:

- Written notes from both sets of parents (or adult relatives) are to be approved by the administration prior to the day of the activity.
- If concerned, the administration may check on the validity of the notes.

- The administration may obtain permission electronically when the administration determines circumstances warrant it. The students then give these notes to the coach, supervisor, sponsor, or chaperone.

### **Volunteer Policy**

The Dunkerton Community School District would like to encourage anyone who would like to volunteer with our extracurricular activity programs or other school programs. You will be asked to adhere to the following criteria:

- Complete an application form.
- Complete a background check.

Volunteer coaches must hold the proper coaching authorization where applicable. Administration, activities director, teacher and coach must approve applications where applicable. The volunteer forms are available in the Business Office. The Dunkerton Community School District has the right to refuse the services of any volunteer applicant.

As a parent, you can play a very special role if you choose to become a school volunteer. More volunteers mean more people to help students and teachers. That makes for better schools. Grandparents, college students and community members can also volunteer in our school. Let your friends and neighbors know that we could use their help, too. Volunteers work with students or assist the staff with a wide variety of interesting jobs. The job and hours are up to you. If you can share some time with us, please contact the school 822-4295.

### **Support Services**

#### **AEA Support Teams**

Central Rivers Area Education Agency located in Cedar Falls, has many support teams which are available if and/or when special situations, crises, and/or problems arise. Consultants, who come into the building on a weekly basis, are available for appointments. Appointments are arranged through the principal's offices.

#### **School Counselor**

The School Counselor is available to all students. Students may schedule appointments with the School Counselor. Appointments can also be made before or after school. Students should feel free to contact the counselor whenever problems, academic or personal, present themselves.

#### **School Social Worker**

Dunkerton CSD has a licensed social worker on staff five days a week. This person will be available for all students and families. Students and/or families can contact the school to set up an appointment.

#### **Special Education**

The district recognizes some students have different educational needs than other students. The district shall provide an appropriate educational program and related services to students identified in need of special education. Students requiring special education shall attend regular education classes, participate in extracurricular activities and receive services in a regular education setting to the maximum extent possible. The appropriate education program for each student shall be written in the student's Individualized Education Program (IEP). Special education students shall be required to meet the requirements stated in board policy or in their IEPs for graduation. An overview of the Special Education Services provided by Dunkerton CSD can be found in the District Developed Special Education Plan. Please contact the Special Education Coordinator for more information.

## **English Language Learners**

Parents of a child who is placed in a Limited English Proficient program will be notified of this placement within 4 weeks of placement.

## **Problem Solving Team**

The Dunkerton Problem Solving Team is composed of teachers, Guidance Counselors, administration, certified and non-certified staff members. The purpose is to provide assistance to students who are having difficulty. Teachers, fellow students, or the student himself/herself can approach a Problem Solving Team member in confidence to discuss problems and gain help in preparing an improvement plan. If you wish for more information about the Problem Solving Team process, feel free to contact the principal's office.

## **Health Information**

The primary purpose of the school health program is the optimal maintenance, promotion, protection, and improvement of student, staff, and community health.

The program is designed to ensure a safe, healthy environment that is conducive to learning, and to provide professional care for those who become ill or injured while at school. The school employs a registered nurse who is available two days/week. On subsequent days, health concerns will be addressed by a trained health assistant.

All medication that is to be given during school time must be accompanied by written consent of the parent. Medications are to be administered by the registered nurse or certified health assistant or certified administrator. The medication must be maintained in the original prescription container, which will be labeled with the following: name of pupil, name of medication, directions for use, name of physician, and date of prescription. All medication should be transported by the guardian to the school. **Medication is NOT to be sent on the bus or with students to school.**

**No over-the-counter medication will be provided by the Health Office without parental permission. The district will administer parent-provided non-aspirin pain relievers with a signed permission form on file.** Dispensing of over the counter medication will be up to the discretion of school personnel. There is a specific permission form to be used when a student must take daily medication on a long-term (over 14 days) basis.

### **Students may be sent home with any of the following:**

- Elevated temperatures without medication
- Vomiting
- Diarrhea
- Unexplained body rash
- Scabies
- Lethargic behavior
- Pink Eye with drainage
- The discretion of the nurse, health assistant, and/or administrator

Parents or guardians will be notified prior to the student being sent home.

Please notify the school health office as soon as diagnosis of a communicable disease is made. The school will then notify the families of all exposed students. If a child is too ill to remain in school, it is the responsibility of the parents to provide the transportation home.

If the parents are unable to contact the school by phone or e-mail, a written note explaining the absence is required within 48 hours of the student's return to school.

Parents will be notified of any injury in apparent need of immediate care by a physician. When unable to contact parents or the emergency-contact person, the student shall be transported by ambulance to the nearest medical facility.

A physical is required for all children entering kindergarten, unless one was completed for preschool at the age of four. Students who are entering preschool must have a physical prior to entering preschool. It is also law (2009) that children have a dental exam for kindergarten, 9<sup>th</sup> graders and any transfer students who come in from out of state. This is to verify that the child is in good health and free from any condition that could interfere with school progress.

### **Immunization Requirements for the State of Iowa**

#### **Preschoolers: less than 4 years old:**

- **Polio:** Minimum requirement - at least three doses of polio vaccine.
- **HIB:** Minimum requirement - at least three doses of haemophilus influenza type B vaccine (HI) or one dose of HIB after 15 months of age.
- **MMR:** Minimum requirement: at least one dose of measles, mumps, rubella (MMR) vaccine received after 12 months of age.
- **Varicella:** one dose after 12 months of age or a reliable history of natural disease.
- **Four Years old - Twelfth Grade:**
- **TDAP:** Minimum requirement - at least five doses of diphtheria, tetanus, and pertussis (PDT) vaccine with at least one dose received after the child's 4th birthday and one prior to their 7<sup>th</sup> grade year.
- **Polio:** Minimum requirement - at least four doses of polio vaccine; at least one dose shall have been received after the 4th birthday.
- **MMR:** Minimum requirement: two doses of measles, mumps, rubella (MMR). The first dose received on or after 12 months of age and second dose shall have been received no less than 28 days after the first dose.
- **Hepatitis B:** Minimum requirement: at least three doses of Hepatitis B.
- **Varicella:** >12 months of age if born on or after September 15, 2003; or 1 dose received > 12 months of age if born on or after September 15, 1997, but born before September 15, 2003, unless the applicant has a reliable history of natural disease.

### **Health Screening**

Throughout the year, the school district sponsors screening for vision, height, weight, and hearing. Students are automatically screened unless the parents submit a note asking the student to be excused from the screening. The grade levels included in the screening are determined annually.

### **Healthy Habits**

Prevention really is the best medicine. There are lots of ways you can help keep your child feeling well and working well. What health habits will help your child in school?

- Getting plenty of sleep
- Eating a balanced diet
- Bathing regularly
- Brushing teeth on a regular basis
- Washing hair regularly.

Head lice can be a problem affecting many children since it is easily transferable. All children should know it is not a good idea to share combs, hats, coats, and brushes with classmates. Please check your child's hair regularly.

Should you suspect anything, treat with an over the counter head lice treatment, and/or see your doctor and notify the school.

Washing hands before and after meals and after using the restroom is the single most important factor in controlling colds and other contagious diseases.

Students who have had a fever of 100 or more should remain out of school until their temperature is normal for 24 hours without the use of medication. For younger children please consider temperatures of less than 100 as they often are unable to cope with any fever.

### **COVID-19**

Symptoms for COVID-19 include cough, fever, body aches, and/or loss of taste and smell. If your child is showing these symptoms or has been exposed to someone who has COVID-19, please call the school for guidance on attendance restrictions.

### **Newsletter and Official School Paper**

Periodically announcements are sent home with students to keep families informed of school activities. The Waterloo Courier is the official newspaper of the district. We hope that you will read and use these sources to keep informed of upcoming school events. We also publish information in the Dunkerton News and on our website.

### **Multicultural/Gender Fair Policy**

It is the policy of the Dunkerton Community School District not to discriminate on the basis of race, origin, creed, age, sexual orientation, marital status, or physical disability in its educational programs, activities, or employment policies as required by Title VI and Title VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum teaching strategies is to reduce stereotyping and to eliminate bias of gender, race, ethnicity, religion, and physical disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and for an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, gender fair society.

### **Directory Information**

The following information about any individual student of the school district may be released to the public: name, address, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awarded received, photography/image/likeness, and the recent previous school or institution attended by the student. Any student, parent, or guardian not wanting this information released to the public must make objection in writing to the principal in charge of the school which the student is attending. It is necessary to renew this objection at the beginning of each school year. This objection shall be filed with the building level administrator by the first day of school for the current school year.

### **Recording of Students**

Students may be recorded with either video or audio, or a combination of both, without the consent of the parent for the following reasons. This may include projects, yearbook taping, athletic events, fine arts activities, commercial photographs, and staff training purposes. Videotaping by television and/or radio stations, etc. may occur as a result of a story that the television and/or radio station is doing. The district may tape in classrooms for teacher evaluation purposes or for the purpose of showing parents a child's conduct. These tapes may also be

used in a due process hearing. The buses are equipped with video cameras and these are included as part of this policy.

Video and/or audio taping may be used when school personnel are discussing situations with students. When taping occurs for this reason, the student shall be informed that they are being taped. This notification will be part of the tape. If a parent does **not** want their child to have the video and/or audio taping done, they must make objection in writing to the principal in charge of the building in which the student attends. It is necessary to renew this objection at the beginning of each school year. The objection shall be in writing and submitted to the building level administrator by the first day of school for the current school year

### **Release of Photos**

Photos (still, digitized, and videotaped) of students may be distributed to local news agencies. Photos may also appear on the district's website. Students or commercial photographers may take pictures of students for such things as the yearbook, student newspaper or school activities. If a parent or guardian does **not** want their child's picture or image released to the public, they must make objection in writing to the principal in charge of the school which the student attends. It is necessary to renew this objection at the beginning of each school year. The objection shall be in writing and submitted to the building level administrator by the first day of school for the current school year

Parents will be notified prior to the taking of pictures by a commercial photographer for student "portraits." All students will be required to have their picture taken for school purposes; however, no one will be required to purchase pictures.

Parents are welcome to take pictures of their own students at school events, however they must receive permission from the parents of any other students that may appear in those pictures. Do not share photos of any students, other than your own, on social media sites.

### **Yearbook and Senior Composite**

The yearbook advisor and, if necessary the administration, will edit all pictures for content and appropriateness. Pictures deemed inappropriate will not be included in the yearbook or senior composite. Senior student's submitting their senior picture for the yearbook and the senior class composite will be allowed to submit only a head and shoulders picture.

### **Student Promotion/Retention/Acceleration**

A student will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The retention of a student will be based upon the judgment of the licensed employee and the principal. When it becomes evident that a student in grades kindergarten through eight may be retained at that grade level for an additional year, the parents will be informed. The administration and the parents will work together to determine whether to retain their student in their current grade level.

A middle school student will take four (4) core subjects. If a student fails two or more core subject areas, he/she could be retained upon the recommendation of the principal. Students in grades nine through twelve will be informed of the required coursework necessary to be promoted each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for the year, the student and parents will be informed. The Board of Directors shall have the sole discretion to retain students in their current grade level and to deny promotion to a student. The district has a Talented and Gifted Program for students in grades three through twelve. If you want more information please contact the Principal's office.

Students with exceptional talents in grades kindergarten through twelve may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.

### **Sportsmanship**

All students are strongly urged to participate in or attend school activities. Good sportsmanship dictates that visiting teams be treated as guests. The student body is the most important group in leading Dunkerton towards positive sportsmanship; however, the behavior of alumni, parents, and community members also speaks loudly about who we are as a community. Therefore, it is important that all sports fans conduct themselves with proper decorum when attending a sporting event.

### **Attendance/Participation at Extra-Curricular Activities**

Students are expected to display good sportsmanship at all home and away activities. Students seen displaying inappropriate behavior will be asked to leave and may be denied the privilege of attending future activities. Appropriate disciplinary action may be addressed the next school day. Students may not leave the school during an activity and be readmitted later. Paying a second admission price is not acceptable. **Students are required to be in attendance that full day of school to attend/participate in any extra-curricular activity.** Exceptions for extenuating circumstances will be made by the principal with prior approval

### **Activity Passes**

Activity passes are available. They are sold throughout the school year. Passes can be purchased for individuals or as a family.

### **Elementary Attendance at Activities**

Any elementary student (PK-5th) needs to be accompanied by an adult when attending any secondary extra-curricular event. The adult is responsible for the student and their following of the expectations for behavior at events.

### **Custody**

In most cases, divorced parents continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with the school, we must provide equal rights to both parents.

### **Student Records**

As a parent you have access to your child's school records. The Board of Directors also has policies, which make the records of students 18 years old and older available to them.

School employees respect the privacy of student records and recognize that only important factual information should be in the permanent record.

In addition, board policies limit information that can be given to people outside the district without the permission of parents of emancipated students. Dunkerton policies about access to student records and other parent and student rights comply with the Family Education Rights and Privacy Act of 1974. Procedures for reviewing records and a summary of other parents' rights are available in the superintendent's office.

If both parents request information from the school, please notify the building level office of the child(ren) for which multiple copies of information are requested.

### **Asbestos Notification**

In compliance with the Asbestos Hazard Emergency Response Act of 1986 and the local asbestos removal plan, all asbestos materials have been removed from Dunkerton Community Schools.

### **Deliveries**

When items are delivered to the school for a student, the student will be allowed to pick up the item **at the end of the day**. If a senior is leaving for their open block, they may pick up the item when they are signing out. This causes less disruption of the learning environment.

### **Wellness Policy**

In 2016 the Board of Directors adopted a wellness policy to help curb the growing concern of childhood obesity. As a result of this policy we would encourage students to bring birthday treats that are nutritious and healthy. Examples could include: fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, etc. In 2009 the Healthy Kids Act was enacted to help curb the growing concern for childhood obesity,

### **Iowa Youth Survey and Purpose of the Survey**

The Iowa Youth Survey is directed by the Iowa Department of Public Health, Division of Behavioral Health and Professional Licensure (IDPH) in collaboration with the Iowa Departments of Education and Human Rights (CJJP), and Iowa State University. This survey is done every 3 years.

The purpose of these surveys is to collect information about Iowa youth, so we can better understand their beliefs, values and decisions about what makes them feel secure, strong, and safe in their communities, schools, and families. In addition, information is collected about their ideas on alcohol, tobacco, drugs, sexual values, bullying and harassment, and violence prevention. The information collected will help the state planning agencies, schools, and local task forces put together future programming. It is important to ask children to tell us what is good and working about their life in Iowa, and what needs improvement, in their eyes.

### **Plagiarism and/or Cheating**

Plagiarism is stealing someone else's work and presenting it as your own. If a student uses the ideas, words, or statements of another person or source to support their ideas, the student must always give credit to the person or source. If a course instructor detects plagiarism in an assignment or exam, the instructor may recommend the student receives (depending on the severity of the plagiarism):

- a reduced grade for the lesson or exam.
- no credit for the lesson or exam.
- a reduced grade for the course.
- a failing grade for the entire course.
- the student may be required to re-do the assignment/assessment.

## **SECONDARY INFORMATION**

### **ACADEMICS**

#### **Grade Reports**

Student report cards can be accessed via the parent portal in Infinite Campus at the semester break. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Students who receive an incomplete in a class must make arrangements with the instructor to determine the extended time necessary to complete the course requirements. Failure to complete an incomplete within the extended time frame will result in a failing grade for the course.

Parents are encouraged to use the parent link of Infinite Campus to stay current on their students' progress.

### **Schedule Changes**

Pre-registration is done in the spring to enable the faculty and administration to order supplies and to arrange a class schedule. If a schedule absolutely must be changed, permission must be obtained from the teacher involved, the high school principal or counselor, and the parents. Changes in the schedule will be considered only in those instances where sufficient need has been established.

### **Academic Letters**

Letters are awarded to students in grades 9-12 who have a 3.25 GPA or above after the first two quarters of the school year. This grade point is determined in the same manner as the honor roll. If a student qualifies for an additional academic letter, he/she will receive a bar rather than a letter.

### **Honor Roll and Improved Student Recognition**

Dunkerton Middle School will recognize academic achievement in the following manner: An honor roll will be published on a quarterly basis. Students receiving a grade point of 3.0 are included in the honor roll.

### **Midterm Grade Reports**

Approximately every 4.5 weeks through each quarter, students whose progress indicates the need for improvement will receive notification. It is hoped that students, with proper encouragement, can bring their work to at least a passing level. Students earning less than a 2.0 GPA are encouraged to set up an intervention plan with their teacher(s).

### **Student Classification**

Students will be classified as freshmen until they have completed one year of high school, sophomores until they have completed two years of high school, and juniors until they have completed three years of high school based upon high school having four grades. In addition, students must attain at least the following numbers of credits before being classified at each grade level: Sophomore - 13 credits; Junior - 26 credits; Senior - 39 credits.

### **Graduation Requirements**

Students must earn 50 credits for graduation and to participate in the graduation ceremony.

### **Early Graduation**

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to the superintendent for early graduation. In order to graduate early, students must have the approval of the superintendent and principal and submit a written request to the Board of Directors prior to October 1<sup>st</sup> for its approval.

Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for Prom and graduation ceremonies.

### **Concurrent Classes**

Students in grades 9-12 may receive class or vocational-technical credits that count toward graduation requirements if they successfully complete courses at community colleges, private colleges or state universities.

The school district may pay up to \$300 of the cost of a course taken by 9th or 10th grade talented and gifted students and any 11th or 12th grade student in good academic standing. The school counselor must approve all courses. The school district pays only for courses, which are not offered by the high school. The student must

have passed the Accuplacer Test and have a qualifying score. Book fees and any other fees associated with the course are the student's responsibility.

By signing a required form, both the student and parent understand and accept the fact that if the student does not pass the course, the parent(s) is responsible for the course fee billed to the school, up to \$300. This bill will be added to the student's account and will need to be paid before any report cards are given to the parent and/or before the student graduates.

In addition, concurrent courses fall under the Academic Eligibility Rule as established by the Iowa Department of Education, Iowa Girls High School Athletic Union, Iowa High School Athletic Association, and the Dunkerton Community School District. Students who fail the course or drop the course must reimburse the school district \$300 for the cost of the course. Failure to pay will revoke the student's concurrent class privileges. Students interested in this option must make application through the counseling office.

### **Driving to School, Student Parking and Search of Vehicles**

**Parking on school grounds is a privilege.** Students must park in neat and orderly rows. All students must turn in a description of their car and the license number to the high school office. Students must sign a form giving the school permission to move their vehicle in case of emergencies. Students are to park only in the student parking lot. No student is to park in the west parking lot behind the school, in the high school circle drive, or in the north parking lot at any time.

In order to provide for the safety of all students and their vehicles, no reckless or irresponsible operation of a motor vehicle will be tolerated. Any violators will be reported to the police for traffic violation.

The parking lot is off limits to students to go out to during the school day. Only students with pre-authorization may be in the parking lot during school hours.

All cars parked on school grounds may be searched at any time on a routine or random basis. Such searches may involve legal authorities and their canine partners.

### **Discipline Procedures**

All teacher/student discipline situations will be categorized into issues of Respect or Failure to Work. In all cases, the student will be warned by the teacher and have the opportunity to correct the behavior.

- The student and teacher work out a solution to the problem.
- For all teacher/student discipline problems that continue, the teacher may request a meeting with the parents, the student, and the Principal to improve the situation.
- If the problem does not improve, a suspension may be assigned and a behavior contract may be developed and signed by all parties. A suspension could include an Extended Day, an in-school suspension, an out-of-school suspension or an alternative educational setting which would involve the AEA special education representative.

In the area of Failure to Work, we will require students to come to school to use time effectively. If a student is not using school time for their benefit, they will be reminded of the expectation that they are in school to show an effort in class. After warnings are given and the student has been given the opportunity to correct the behavior, consequences will be given by the classroom teacher.

- The teacher will direct the student to begin working.
- If the student does not comply, the teacher will direct the student a second time with a warning that a third warning will result in the student being removed from class to the main office which may result in the student being placed in the opportunity room for the rest of the day. Any student who has had three

Failure to Work violations in a quarter may be placed in in-school for a day. The parent(s) will be notified for each offense.

- Multiple Failure to Work violations may result in out-of-school suspension periods.

### **Student Attendance**

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program.

Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Most teachers assign a percentage of their grade for class participation. Therefore, if a student is absent or tardy, they may not receive credit for that percentage of the grade.

### **Absences**

A student's absence needs to be verified (by a parent phone call, parent note or parent e-mail) prior to the student's return to school.

If the absence is determined to be truancy, the student will be given an unexcused absence slip, disciplined, and is to be admitted into class.

If the student's absence needs verification, the student will be given a temporary admit slip and is to be admitted into class.

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the high school office prior to 10:00 a.m. at 822-4295 on the day of the absence. If notification is not received, the office will attempt to contact the parents at their emergency number. For an absence to be excused, the parent must call the secondary office within 48 hours. If no call is received, the absence will be recorded as unexcused.

The school will determine whether an absence is excused or unexcused. Excused absences include, but are not limited to, illness, family emergency, recognized religious observances and attendance at activities sponsored or approved by the school. It is best to check with the high school principal to see if any other absence would be excused.

Unexcused absences include, but are not limited to: tardiness, shopping, hunting, concerts, preparation for and/or participation in parties, and student employment.

### **Attendance Notification**

- a) Student attendance/tardy records are calculated on a quarter basis.
- b) All students who are late to school, or who must leave school early, must check in or out with the office secretary. Failure to follow this procedure will result in the student being assigned an unexcused absence. Students with doctor appointments will be asked to bring an excuse from the doctor.

Students who need to leave school during the school day must receive permission from the high school office. The parents must make a phone call or the parents may come to the high school office to pick up the student. If a student arrives after the school day has begun, the parent must call the high school office within 48 hours or that absence will be counted as unexcused.

Once the school day has begun, no student will be allowed to leave or to return home for materials, unless permitted by parents. If the student must leave school for an appointment, the student must come to the office

before leaving to verify that the absence is excused and then sign out. Upon returning to school before the school day ends, the student must come to the office and sign in. Students participating or observing in school activities or practice must be in school the full day of the practice or event in order to participate. Exceptions may be granted with approval of the administration.

### **Truancy**

The following situations will be considered as truancy:

- Being absent without confirmation from parent/guardian prior to, on, or within two school days of the student's return to school.
- Leaving school or classroom without receiving parental and school consent prior to leaving. Unexcused tardies and absences could result in detentions, suspensions, parent/teacher conference to establish a plan, contacting of the County Attorney, Department of Human Services, or expulsion.

### **Tardy Policy**

The following steps will begin **after** a student has received a **3rd unexcused tardy**:

#### **1st tardy**

- Teacher warning/consequence issued to student
- Notification sent home
- 1 lunch detention

#### **2nd tardy**

- Teacher warning/consequence issued to student
- Notification sent home
- 2 lunch detentions

#### **3rd tardy**

- Teacher warning/consequence issued to student
- Notification sent home
- 3 lunch detentions
- Possible suspension of extracurricular activities

#### **4th tardy**

- Teacher warning/consequence issued to student
- Parent meeting
- 5 lunch detentions
- Possible suspension of extracurricular activities

#### **5th tardy**

- Teacher warning/consequence issued to student
- 1 day ISS
- Possible suspension of extracurricular activities

### **Secondary School Day**

6th through 12th grade classes will begin at 8:10 a.m. Classes will end each day at 3:22 p.m. When dismissed early, the time that is announced will be the district dismissal time.

### **PE Attendance**

All students are required to complete a physical education credit according to the provisions and exceptions of the Healthy Kids Act during each year they are enrolled as a student. Exceptions would be for medical or religious reasons. Failing physical education for a quarter may require a student to enroll in two physical education courses the following quarter.

## **Open Campus**

Open Campus is for seniors only. Open periods will be determined by the administration as it relates to the student's schedule. Seniors will not be allowed to have open campus if their grade for a class is below a C-.

## **Activity Awards**

Students are selected for certificates and awards for extra-curricular activities according to rules and regulations of the activity in which they are involved. The club or activity sponsor will inform students of requirements for the awards. The coach and school officials determine athletic awards. Participants will be informed about requirements by the specific coaches.

## **Dances**

High school dances are for DHS students (9-12) and their guests 9th grade and above. Students who have an unexcused absence or are serving a suspension from school on the day of or the day before a dance will be denied admission. Students must also have all detention time served prior to attending a school dance.

- Students who leave the building or the dance will not be readmitted and must leave the school premises.
- Dress should be appropriate for school.
- Non-Dunkerton students must sign a dance permission slip by 10am on the day prior to the dance.

## **Eligibility State Rule**

(Adopted 4/3/08; Effective 7/1/08) DOE

- ✓ A student must receive credit in at least 4 subjects at all times.
- ✓ Pass all and make adequate progress toward graduation to remain eligible.
- ✓ If not passing all at end of a final grading period, student is ineligible for first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously.
- ✓ Students in baseball or softball have the same penalty as all other students.
- ✓ If not passing all at any check point (**if** school checks at any time other than the end of a grading period), period of ineligibility and conditions of reinstatement are left to the school.
- ✓ The complete rule, with interpretations, is listed on the Department of Education, IGHS AU, and IHSAA websites.

## **District Eligibility Standards**

- On Wednesday morning by 8:00 AM, teachers are required to post grades to Infinite Campus and by noon a report will be given to the Activities Director of students that have been deemed ineligible. A student may not fail any class or have a D grade in two or more classes or have a GPA below a 2.0. A student who does not meet these requirements will be considered ineligible to participate in events, but will be allowed to practice for the probationary period of two weeks. At the end of two weeks, grades will be re-checked. If the student is not failing any classes, has a D grade in 1 class or less, and their GPA is above the 2.0 mark eligibility will be reinstated. Grades will continue to be re-checked every two weeks to determine eligibility for the next two week period.

<http://www.state.ia.us/educate>

<http://www.ighsau.org>

<http://www.iahsaa.org>

## **Dress Guidelines**

The Dunkerton school staff believes that our dress code can help prepare our students to be successful in the "real world" of work. We realize that attire acceptable outside the school setting may not be considered appropriate for the school building and as such should not be worn to school. Student attire may not unreasonably infringe on the

rights of others to benefit from a productive educational environment. The major responsibility for appropriate dress, grooming and accessories rests with the student and his or her family. Students are expected to wear clothing that is appropriate for school.

The following guidelines are expected for school:

- Unacceptable attire is clothing, adornment or accessories that are considered disruptive to the educational process.
- Inappropriate attire for school includes, but is not limited to, items that display drugs, alcohol or tobacco, is considered harmful, sexual or obscene, promotes violence, racism, or gang affiliation.
- Students must be covered from shoulders to mid-thigh. All visible shirts, blouses or tops must have 1 “straps, covering both shoulders. No revealing or overly tight clothing (examples: midriff-baring tops, tube tops, halter tops, see-through clothing, spaghetti straps, short-shorts or skirts, exposed undergarments, cleavage, or back- side.) Shoes or sandals are required to be worn.
- Sunglasses may not be worn at school. Headphones or other electronic devices are not permitted without teacher permission. Hats worn must be worn with the bill facing forward. Students shall remove any headwear at teacher discretion when asked.
- Roller skate shoes, skate boards, spikes, heavy chains, and similar items are a safety hazard and as such are not allowed at school.

Students not in compliance with our dress code policy will be alerted by a teacher, administrator or other staff member and asked to correct the situation. Students will be expected to make the appropriate changes (i.e. turning clothes inside out or putting on clothing provided by the school) with classroom time to be made up and parents notified. Repeat offenders will face additional consequences. The administration may take further steps to ensure that no attire, grooming or adornment causes a disruption to the educational process.

### **Good Conduct Policy**

One goal of the Dunkerton Community School is to provide the student with as many constructive experiences as possible. An important part of this goal is student participation in extra-curricular and/or co-curricular programs. These programs provide the student with the opportunity to learn lessons, which are difficult to learn in the regular classroom setting. Teamwork, responsibility, discipline, sacrifice, working for the common good, and development of social skills are just some of the benefits a student may derive from participation.

Dunkerton Community Schools recognizes that rules and regulations relating to student conduct may vary with the times and customs of the community. The individual family should be the guiding influence and determinant of student behavior. However, we believe participation in any extra-curricular or co-curricular activity is a privilege; and, since the participants are seen as ambassadors of our school, the school has the right to expect the highest behavioral standards that reflect citizenship and sportsmanship of which the Dunkerton Community Schools can always be proud.

Dunkerton High School will enforce the following policies and procedures relative to standards of participation in extra-curricular and co-curricular activities throughout the calendar year, both in and out of school. These activities include all athletics, all performing art productions including contests, National Honor Society, Student Senate, FFA, and other school-sponsored activities, clubs, or events including Junior/Senior Prom.

Any student declared ineligible under the prior school district’s Good Conduct Rule, without having completed the full period of ineligibility at that school, and then transfers to Dunkerton High School, will not be eligible for interscholastic competition at Dunkerton High School until the full period of ineligibility has been completed.

Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at Dunkerton High School as far as any Good Conduct Rule is concerned. **Any student transferring into Dunkerton Schools, may appeal their ineligibility period being applied at Dunkerton from the prior schools to the Dunkerton Administration.**

## **Rules of Conduct**

Any student who is observed by a school employee or law enforcement official, or admits to or at a judicial or administrative proceeding is found by reasonable suspicion to have:

1. Verbally or physically threatened, harassed or hazed a school employee or another student directly or by the use of social media.
2. Not immediately left an event where alcoholic beverages and/or drugs were being served and/or consumed by minors
3. Used or have in possession alcohol or tobacco in any form. Including e-cigarettes or look-alikes.
4. Possessed or used controlled substances as they are defined by the Code of Iowa, without legal prescription, and with knowledge, intent, and control thereof
5. Committed theft, vandalism, or other serious offenses, as to make the student, as determined by a school administrator, unworthy to represent the ideals and standards of Dunkerton Community Schools are in violation of the Good Conduct Policy.

Any student found in violation of the Good Conduct Policy shall be ineligible to represent the school in any performance, scheduled contests, dances, programs or trips during the time of their suspension. Activities also covered would be FFA, National Honor Society, and all co-curricular clubs, all honorary and elected offices (e. g., Homecoming King/Queen/court, class officer, student senate, or other school-sponsored activities where the student represents the school outside of the classroom. Students will be permitted to practice until reinstated by the Principal or Activities Director.

## **Consequences for Individuals who participate in Extra-Curricular and Co-Curricular Activities**

- **First Offense:** Six weeks suspension, beginning with the date the student was determined to be in violation and lasting for six consecutive weeks.
- **Second Offense:** Twelve weeks suspension, beginning with the date the student was determined to be in violation and lasting for twelve consecutive weeks.
- **Third Offense:** Six months suspension, beginning with the date the student was determined to be in violation and lasting for six consecutive months.
- **Fourth Offense:** One calendar year suspension, beginning with the date the student was determined to be in violation and lasting for twelve consecutive months.

The time-line of the suspension will be in effect even if the suspension is under appeal. Suspensions for multiple offenses cannot be served concurrently.

## **Honesty Provision**

Students who violate the Good Conduct Policy and report voluntarily (within 24 hours) such violations to a school official (coach, athletic director, teacher, or administrator), prior to an administrative investigation will reduce their suspension by 1/2. Students who fail to cooperate (such as not answering an activities director/administrator's questions) shall be ineligible for a period of time as specified under consequences section or until such time that cooperation is forthcoming, whichever comes first.

## **Consequences for Individuals who Do Not Participate in Extra-Curricular and Co-Curricular Activities**

See rules of conduct. A student under suspension for not following the good conduct policy will not attend any home or away school-sponsored activities scheduled during the length of suspension for each offense. Attendance by the student would increase the suspension by two additional weeks. Continued violation would be treated as insubordination.

## **Junior/Senior Prom**

Students who are below the 9th grade level are not to be invited as dates. Prom is a formal occasion, and students are expected to dress appropriately.

## **Sports Code**

All prospective candidates for Dunkerton athletic teams must abide by the eligibility rules of Dunkerton Community Jr./Sr. High School, the Girl's Athletic Union, and the Iowa High School Athletic Association.

## **Field Trips**

The Principal and/or Superintendent must approve all off-campus field trips. All persons must travel by school vehicle and return by school vehicle, unless permission is granted by the administration. The Board of Directors must approve all out-of-state field trips. All students must have a field trip consent form signed by a parent/guardian to go on a school sponsored field trip. See example on page 46 of this handbook.

## **STUDENT ORGANIZATIONS**

### **Student Senate**

The Student Senate is the representative group of the student body. The members are elected by their classes. The council functions as a liaison between the school administration and the students. Social functions, student traditions, and student issues take up most of the business at their regular meetings. Students having any questions about student senate functions are urged to contact their representatives.

### **Raider Honor Society**

This organization promotes and recognizes outstanding student achievement. Membership is open to grades 10-12 and is based on excellence in four areas: scholarship, leadership, service, and character. Students who are academically eligible for membership will be notified that they must complete the Student Activity Information Form to be considered for selection. After students become members, they must maintain a minimum scholastic average of 3.00 G.P.A. and live up to the character, leadership, and service ideals of this society. A five-member faculty committee will make selections to and dismissal from the RHS.

### **Student Educational Services (S.E.S.)**

Students may volunteer to help teachers with a wide variety of tasks. Students can earn 1 credit during their 9-12 grade program for S.E.S. Interested students may contact the sponsor who will assist them in finding a teacher with whom to work. Students are not to use their cell phone while serving as an SES student.

### **Announcements**

Announcements are distributed daily. In addition, copies of the student announcements are posted on the bulletin board outside the secondary office. Any school-related announcement intended for the student body will be allowed.

### **College Representatives**

Juniors and seniors are encouraged to visit college representatives when they visit our school. Students may sign up in the secondary counselor's office after the visit has been announced. Juniors will be limited to two (2) days and seniors may use up to three (3) days for on-campus visits. All on-campus visits are subject to the approval of the principal. Students must contact the secondary counselor's office, and the counselor will make all the arrangements for the student. Visits made without school knowledge will count as unexcused absences.

### **Student Lockers**

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. Students will be responsible for keeping their assigned lockers clean and undamaged. The expenses to repair locker damage are charged to the student.

A student's locker can be searched whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense has been committed or that a school district policy, rule or regulation bearing on school order or safety has been violated. If reasonable suspicion exists lockers may be searched randomly by the administration or designee. This search may include law enforcement agents including dogs. When police dogs are used, students will be retained in the classrooms until the search is completed.

No locker will be searched unless an administrator or designee and one other adult witness are present. If the student whose locker is being searched is available, the student will also be present. A twenty-four hour notice is no longer required.

### **Locker Information**

Because of the congestion in the halls, and the distance between classes, it is recommended students plan their day so they go to their lockers as few times as possible.

**DO NOT KEEP ANYTHING THAT YOU VALUE IN YOUR LOCKER.** The best idea is to always lock your locker. The school cannot take responsibility for the personal property of any student. Lockers are to be kept clean: no writing, stickers, etc. are to be on or in student lockers. Students are responsible for any damage done to their locker. Students will be assigned a locker and may not change that assignment without permission from the secondary office. Students should never leave valuables unattended in school locker rooms. Always put valuables under lock, turn into secondary office, or leave them with the staff member in charge. If you choose to use your own padlock, it must be a combination lock and the combination must be on file in the secondary office.

### **Passes**

6th through 12th grade students will be required to use a digital hall pass if needing to leave the classroom. Only in cases of dire emergency should a student be excused from a class to use the restroom. If a student asks to use the restroom on a regular basis, the teacher or health care provider will contact the parent of that student and see if there is any medical reason why the student needs to use the restroom so frequently. Repeated use of the restroom will be reported to the office.

Teachers will dismiss the class at the end of each period. Students are not to leave the classroom before the teacher gives permission. Under no circumstances should students be in doorways or out in the hall before the dismissal bell has rung.

### **Visitors**

As a courtesy, we request that parents notify the secondary office and the teachers one (1) day before visiting. All other visitors are discouraged because their presence often distracts from the normal academic routine. All parents and visitors must receive principal approval, sign in at the office, and receive a visitors' pass.

### **Gum Chewing**

Chewing gum will be at the discretion of the teachers. This privilege may be revoked due to gum and gum wrappers being left around the building.

### **Public Displays of Affection**

Public displays of affection are not allowed in school and are subject to disciplinary action.

# ELEMENTARY INFORMATION

## Student-School-Home Compact Dunkerton Elementary School Expectations

### Student

Students are to behave in accordance with the Dunkerton Elementary Standards. Students should respect ALL school property and equipment. All areas of the school are to be kept clean and neat.

- We will treat all children and adults with respect.
- We will be responsible for our work at school.
- We will do all class work and homework to the best of our ability.
- We will keep hands, feet and objects to ourselves.
- We will always let an adult know where we are.
- We will follow line basics in the halls and follow the teacher's direction.
- We will talk quietly and remain seated in the cafeteria.

### School

Dunkerton Community School promotes the belief that all students can learn and experience success. The staff of Dunkerton Community School and parents will build a partnership to help all students achieve high academic standards, develop self-esteem, self-discipline, respect, pride, and compassion. The staff will work together to educate the children at Dunkerton Community School, by implementing the following:

- high-quality curriculum and instruction in a supportive and effective learning environment that enables children served under Title I to meet the State's student academic achievement standards
- academic programming that is rigorous and challenging.
- communication with parents on an on-going basis regarding their child's academic and social progress in an open and respectful way.
- firm and fair safety, discipline, and drug enforcement policies.
- parent involvement in school activities.
- school and community service learning opportunities.

Parents of students who attend a public school district receiving Title I funds have the right to inquire and receive information about the qualifications of their child's teachers. Should a child be taught by a non-highly qualified teacher for a period of four or more consecutive weeks, parents will be notified.

### Home

Parents are the children's first and most important teachers and will continue to be extremely important for their children's success while in school. The staff and parents of Dunkerton Community School District recognize the necessity of strengthening communication and commitment between the home and the school. It is further recognized that the school's purpose is to reach out as partners and support parents' expectations for their children's education. Likewise parents have a responsibility to support their children and the school community.

- Parents at Dunkerton Community School will send their children to school.
- Parents at Dunkerton Community School are encouraged to attend parent/teacher conferences three times a year to discuss the academic progress of their children.
- Parents at Dunkerton Community School will assist their children with their homework assignments on a regular basis to ensure completeness and accuracy.
- Parents at Dunkerton Community School will talk to their children about the importance of good character and respect for others.
- Parents at Dunkerton Community School will support school and district discipline codes.

## **Parental Support**

Parents are the key to education and are encouraged to participate in the educational process. We need the support and cooperation of parents to effectively help each student reach his/her fullest potential. The major role of parents in assisting us with school discipline and responsibility is to consistently demonstrate interest and support in how their child is doing in school. When students see that parents support their best efforts, they are given a real incentive to strive for excellence. We will keep parents informed of student responsibility and efforts through conferences, report cards, phone calls, e-mail, and notes.

Parents may be asked to help teach their child specific skills such as remembering to complete and return their homework, learning to be more independent and responsible, or managing anger in a mature way. If parents are asked to assist staff, specific information will be provided on ways to help the student.

If there is a severe or recurring problem, parents will be asked to help staff teach the student an alternative set of behaviors. In such a case, everyone must recognize that teaching a student to get along in the school environment will make it possible for the student to be successful in life. By working together, parents and staff can help the student learn behaviors that will increase opportunities for success and improve self-concept.

Parents are asked to discuss the handbook information and the Guidelines to Success with their children.

## **Discipline**

Children are individual people and must be accepted as such. As an individual, each child is expected to perform both academically and behaviorally within a reasonable range, according to his/her ability. Unacceptable behavior will be discussed with the student. Included in this discussion will be the reason the behavior is unacceptable. A telephone call or conference between teacher and parent may take place. Extreme or continued unacceptable behaviors will result in serious consequences, which include but are not limited to suspension in the school office, or suspension from school. Discipline is important to the learning climate and disruptive behavior that infringes on the learning right of others will not be condoned.

## **PTO**

PTO (Parent Teacher Organization) members work together to better our school. The purpose of the PTO is to improve the education and welfare of children through the cooperative efforts of parents and teachers. Examples of PTO projects include the playground, preschool room toys, sand pile toys, book program, and supporting other school-wide projects. All district patrons are encouraged to participate in the organization. You may participate in PTO in many ways. The meetings are held monthly and are listed on the school calendar. Stop in and see how you can become involved. If you have questions about PTO, please contact the elementary office or the PTO president.

## **Attendance/Signing In and Out Procedure**

It is important that children develop a good attitude toward school attendance. When a child is absent, the teacher will help the child "make up" his/her work when he/she returns. If your child is going to be absent or tardy, **please notify the school between 6:30 a.m. and 8:00 a.m.** by calling 319-822-4295. If parents do not have a phone, special arrangements need to be made with the elementary office.

Students who arrive after 8:10 a.m. are to sign in at the elementary office. The adult who is bringing the student to school needs to take her/him to the office. The student will be issued a pass and the adult will sign in the student. All adults must report to the elementary office when picking up elementary children prior to the regular dismissal time to sign out the child(ren). Office personnel will issue a pass stating the time the student is to be dismissed. Students who arrive after 8:10 a.m., but before 9:20 a.m., will be counted tardy. After 9:20 a.m. they will be counted 1/2 day absent. Students who leave before 2:00 p.m. will be counted 1/2 day absent. Students

leaving after 2:00 p.m. will be counted tardy. Notification of absences will be sent home for students with extended absences (after 5 unexcused absences and for each 5 days unexcused thereafter per quarter). The letter is designed to communicate absences and to reinforce the importance of attendance.

Upon returning to school, please send a note with the following information: name of child, date of absence(s), reason for absence, and parent signature. If we do not receive a call or note the absence will be “unexcused”. In all cases of absences, whether excused or unexcused, students shall be expected to make up work on all assignments missed. When returning to school after missing three or more days, a doctor’s excuse may be required.

### **Unexcused Absences**

Any absence by a student, which was not approved by the school district will be considered unexcused. An appropriate consequence as determined by school officials will occur for unexcused absences. After five days of unexcused absences, per quarter the principal, school health aide, teacher or the building administrator will contact parents. This contact will be to discuss the concern about the student’s attendance. The teacher will notify the elementary office when five days of unexcused absences have occurred.

### **Tardiness**

Students need to arrive on time and stay through dismissal so they can receive important learning, class instructions, and avoid disrupting other students who are working.

Parents can set a good example by encouraging students to follow the school’s time schedule and to follow the procedures.

### **Truancy**

Truancy is defined as missing or being late for school without a good reason. The school nurse, teacher or the building administrator will contact parents if a student is absent or tardy without sufficient cause. Classroom teachers will contact the office with the names of the students who need to have parent contacts. Unexcused tardies and absences could result in detentions, suspensions, parent/teacher conferences to establish a plan, contacting the County Attorney, Department of Human Services, or expulsion.

### **Performance and Activity Attendance**

A student needs to be in school for the entire school day to participate in any type of school performance. This would include all vocal and instrumental concerts, performances at the half-time of any high school activity, or any other school presentation that the student may have after the regular school ends. Students also need to be in school for the entire day to attend any other school sponsored activity. Exceptions to this would be scheduled doctor’s appointments or funerals.

### **Elementary School Counseling Program**

The role of the elementary school counselor is to help all students grow through developmental challenges and to help each student reach his or her potential academically, personally, and socially. The school counselor counsels students individually, in small groups, and teaches classroom guidance lessons. The school counselor also provides access to community resources to students, parents, and families. Referrals can be made by students, teachers, school staff, and families. - The counselor is also responsible for the “Take Charge of Your Body Program” from the Family and Children Council.

### **School Social Worker**

Dunkerton CSD has a licensed social worker on staff one day a week. This person will be available for all students and families. Students and/or families can contact the school to set up an appointment

## Elementary School Day

The elementary classes will begin at 8:10 a.m. Classes will end each day at 3:22 p.m. When dismissed early, the time that is announced will be the district dismissal time. Students may enter the commons for breakfast at 7:45.

## Dress Code Guidelines

The Dunkerton school staff believes that a dress code helps prepare our students to be successful in school. We realize attire acceptable outside the school setting may not be considered appropriate for the school and as such, should not be worn to school. Student attire may not unreasonably infringe on the rights of anyone to benefit from a productive educational environment. The major responsibility for appropriate dress, grooming and accessories rests with the student and his or her family. **Students are expected to wear clothing that is appropriate for school.**

The following guidelines are expected for school:

- Unacceptable attire is clothing, adornment or accessories that are considered disruptive to the educational process or item that is potentially unsafe for school activities.
- Inappropriate attire for school includes, but is not limited to, items that display drugs, alcohol or tobacco, is considered harmful, sexual or obscene, promotes violence, racism, or gang affiliation or innuendoes.
- Students must be covered from shoulders to mid-thigh. All visible shirts, blouses or tops must have straps, at least **one inch** in width, covering **both** shoulders. No revealing or overly tight clothing (examples: midriff-baring tops, tube tops, halter tops, see-through clothing, spaghetti straps, short-shorts or skirts, exposed undergarments, cleavage, or back side.) Shoes or sandals are required to be worn and must be safe.\*\*\*
- Hats or other headgear, as well as sunglasses may not be worn in the school building.
- Roller skate shoes, spikes, heavy chains, and similar items are a safety hazard and as such are NOT allowed at school.

Students not in compliance with our dress code policy will be alerted by a teacher, administrator or other staff member and asked to correct the situation. Students will be expected to make the appropriate change (i.e. turning clothes inside out or putting on clothing provided by the school) with classroom time to be made up and parents notified. Students will NOT be allowed to leave school to correct the situation. Repeat offenders will face additional consequences. The administration may take further steps to ensure that no attire, grooming or adornment causes a disruption to the educational process. The administration may make reasonable exceptions in rare situations.

**\*\*\*Shoes or sandals that have no back strap and/or are of a height that causes a student to stumble or be unstable are not appropriate for school. Elementary students have recess daily and must be able to walk and run safely.\*\*\***

**Note:** Students shall have a pair of tennis shoes for use only in the gym during physical education class and inside recess.

## School Supplies

Copies of the supply lists are available at registration. All students need physical education shoes and a bag to carry their materials to and from school. Any item that is brought to school **must** be labeled with the child's first and last name. During the winter months the students need the appropriate winter attire. Students will need to wear a bike helmet for any school sponsored bike ride.

### **Marking Clothing and Other Possessions**

Please be sure that your child's possessions are marked in such a way that he/she will be able to recognize his/her things. Without name tags, many sweatshirts, jackets, hats, mittens, and boots are never claimed.

### **Visitors**

Parents are welcome and encouraged to visit our school. Please contact the elementary principal's office and the teacher for approval at least **one (1) day in advance** of your visit. Student visitors will be allowed only upon prior approval by the principal. Student guests will be allowed to eat lunch and to attend the recess around lunchtime.

It is recommended there be no visits during the first two weeks of the school year and the last two weeks of the school year. In the case of kindergarten and preschool, it is recommended that no visits be made during the first six weeks of school, unless discussed with the student's teacher.

### **Grade Reports**

Student report cards can be accessed via the parent portal in Infinite Campus at the semester break. Parents who have concerns about their child's grades should talk to their teachers to determine how they can improve their performance.

### **Elementary Parent-Teacher Conferences and Back to School Night**

Please refer to the current year's Google calendar on the district website for the days and times for Parent/Teacher Conferences and Back to School Night.

### **Standardized Tests**

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, and for the school district.

### **Breakfast**

Breakfast is available to all students through the district's nutrition plan (please refer to district's fees schedule for cost) and is served from 7:45-8:05 a.m. No food or drink shall be taken from the commons during the breakfast or lunch times.

### **Field Trips**

Field trips and excursions are authorized and may be taken as an extension of the classroom that will contribute to the achievement of the district educational goals. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip, students must return a permission slip signed by the student's parents. (See example in the back of this handbook.) If parents or grandparents go as chaperones other siblings are not permitted to go along.

Consequences for misbehavior while on a field trip may include, but are not limited to, not attending other field trips, detentions, being removed from the field trip, lost recess time, or suspension.

### **Age For Entering Kindergarten and First Grade**

A child must be five years of age on or before September 15 to enter kindergarten and must be six years of age by this date to enter first grade.

### **Trading Objects**

No objects are to be traded during school, on the way to or from school, or during school activities.

### **Invitations to Parties**

If invitations to parties are sent to school to be passed out, **all students in that classroom must be included**. The teacher will distribute the invitations. If any classmates are excluded, invitations must be distributed outside of the school setting.

### **Communications to and from School**

When sending a note or money to school, parents should clearly address the note to the intended person. Please send all money in an envelope with the recipient's name. Please do not send cash to school without being in an addressed envelope. The school regularly sends notes and papers home with students via students' red take-home folders. Parents should check these folders on a regular basis.

### **Elementary Student Gifts**

The district would prefer no gifts be exchanged between individual students at school. This should be done outside school hours.

### **School Parties**

The school observes holidays throughout the school year including, but not limited to, Halloween, Christmas and Valentine's Day. Students who do not wish to participate in these holiday celebrations or activities may be excused by their teacher.

### **Pets**

Children enjoy sharing their pets; however, a child should not bring a pet to school unless he/she has advanced permission from his/her teacher and makes proper provisions for care. This includes having a proper cage or container for the pet. With permission, pets may be brought by parents for a short stay and then taken home. If your child is allergic to any animals, please notify your child's teacher to avoid any allergic reactions.

### **Birthday Treats**

Please notify your child's teacher of your intent to bring or send treats. Please refrain from delivering balloons or flowers to school. All balloons or flowers delivered to students at school, will be kept in the office and delivered to the students after 3:00. This creates as little disruption of the day as possible. Please be advised that Dunkerton CSD is a peanut-free campus.

### **Gum and Candy**

Gum chewing and candy in elementary grades are not permitted during school hours or at recess. This can be a distraction for fellow students. For parties and classroom rewards, it is permitted under the teacher's direction.

### **Band Lessons**

Band is offered to students starting at the fifth grade level.

### **Sending Money to School**

Whenever it is necessary for a student to bring money to school for payment of school lunch, etc., it is recommended the following precautions be taken

- Place the money in a sealed envelope.
- Write the child's name, grade, money amount and purpose on the outside of the envelope.
- Large dollar amounts should be sent in the form of a check whenever possible.

### **Elementary Student Cell Phone Use**

Cell phones are to be turned off and put away during the school day. Students using them during the school day will have the phone taken away. Cell phones with photographic capabilities are not allowed to be used in the restrooms or locker rooms. Phones may be confiscated and turned over to local law enforcement authorities.

### **Recess Attire**

Children should come dressed to play outside. During cold weather months, students in grades PK - 5 will need to have boots, coats, hats, and mittens available to wear at recess. **Snow pants** are appropriate for students in grades PK - 5 who intend to play in the snow and also for warmth. If a student doesn't have boots or snow pants, they will be required to stay in areas where there is little or no snow. Following a snow event, the entire playground can be covered, including the blacktop, having boots available is highly recommended. Parents may be notified if their student does not have adequate outside attire. The district may provide cold weather gear to families with demonstrated need.

### **Playground Rules**

Students have the responsibility to play on the playground in a safe and courteous manner. Following are some rules the children must adhere to in order to insure a safe playground atmosphere:

- Be respectful and considerate of others
- Follow directions given by adults
- Use equipment correctly (for example, go down, not up, the slide)
- Keep body parts to yourself including hands and feet
- Stay within the boundaries of the playground
- Use appropriate language
- Shoes/boots shall be worn during recess
- All sticks, rocks, ice, snow, etc., stay on the ground
- All students are responsible to the playground supervisors. They have the final decision regarding implementation of the rules.

With adequate supervision and strict adherence to the playground "rules," children can engage in activities that stimulate their development, the exploration of their surroundings and learning through play.

Students are asked to use the equipment we have at school and **not** to bring items from home. The playground is supervised only during specific recess times. At other times when students use the equipment, the school is not liable for the actions of the students.

### **Possible Consequences for infractions:**

- Verbal reprimand and rule clarification
- Positive practice (have the student do it correctly)
- Have the student stay with supervisor for-designated time
- Time out for designated time
- Restriction from equipment or certain activities for a specified period of time
- Time out isolation for remainder of recess

It is up to the discretion of the playground supervisor which consequence is given. Supervisors choose the consequence that is appropriate. Severe, numerous, or chronic violations can result in a student being sent to the principal's office immediately. Student infractions may result in an office referral.

### **Teacher Request**

Parents wishing to request a teacher for their child may submit a teacher request by emailing the elementary principal by April 15, of the current year for consideration for the next school year. Submitting the request does not guarantee placement.

### **Activity Classes**

Elementary students (kindergarten through fifth) attend music, art, P.E., and computer/library classes. These classes help children develop into well-rounded individuals and each have specific curricular standards that are addressed. A pair of tennis shoes that are only for physical education class need to be worn in the gyms for physical education classes and inside recess.

### **Fund-raiser Projects**

Students will only be allowed to sell fund-raiser items to the adults in the building before and after school. Elementary-age students are not permitted to sell items to other elementary students.

### **Elementary Student Managers**

A student requesting to be a manager for a junior high or high school activity will need to go through the following procedure:

- Be in 4<sup>th</sup> grade or higher
- Maintain a 2.0 GPA
- Follow the rules as established in the student handbook
- Follow the rules of head coach

### **Preschool Eligibility**

A child must be three years of age on or before September 15th to enter the 3-year-old preschool program and four years of age on the same date to enter the 4-year-old preschool program.

### **Preschool Head Start Approved**

Since the fall of 2002, the Dunkerton Preschool Program is eligible to include students who qualify under the guidelines for Head Start. This program will serve students who are three to five years of age and their families. This is a child-focused program, and has the overall goal of increasing social competence of children in low-income families. "Social competence" means the child's everyday effectiveness in dealing with his or her present environment and later responsibilities in school and life. Social competence takes into account the interrelatedness of social, emotional, cognitive, and physical development.

Students who qualify for this program will be enrolled in the four day program. The families will meet with the family service representative from Head Start to complete the paperwork and to meet the qualifications as outlined by the Head Start guidelines. You may contact the school with questions or to make contact with the Head Start Program. The phone number for Head Start is 319-235-0383.

### **Car Rider Pick Up Safety**

Please pick up your child(ren) on the west (Entrance 1) side of the school in an orderly fashion. Parking in straight rows and being courteous will help ensure the safety of the students. Always look around your vehicle prior to moving, as many young students are still learning the safety rules. Discuss parking lot safety with your child(ren). All vehicles must have a numbered car tag. Information regarding car tags will be sent home at the beginning of the school year.

## School Safety

Student safety is of extreme concern for the Dunkerton Community School District. We would like our families to reinforce these expectations with your elementary age child.

### Student

- If your child gets separated from their class, they need to come to the elementary office. Students should never leave the inside of the building without an adult.
- If they see an unidentified person in the building, they need to let an adult know immediately.

### Taking Students Early or if a Student is Tardy

- If you take your child out of school early or they are tardy to school, please go to the elementary office with them and sign them in or out with the office personnel. If an authorized adult or a sibling is picking them up or bringing them to school they need to sign them in or out in the elementary office.
- If you need to change where your child goes at the end of the day, please **contact the school before 2:30**.
- Talk with your child about what to do after school **and make sure you send notes or call before 2:30 if the normal routine is changed**. Also make sure they know where to go in the case of emergency dismissals.

### Injured/Ill Student

- If a student is injured, or becomes ill while at school, either in the classroom, or on the playground:
  - Minor injuries and illnesses can be dealt with by the recess staff, or by the classroom teacher.
  - More significant injuries and illnesses need to be reported to the appropriate office as soon as possible and medical attention should be administered by health office staff.
  - Serious injuries or illnesses that require immediate medical attention should be handled by calling 911 and requesting an ambulance.
- Parent/Guardian Notification
  - Parent/Guardian notification is the responsibility of the person(s) responsible for the child's care while at school.
    - All attempts (whether successful or unsuccessful) at parent notification should be directly documented by the person attempting such notification.
  - Ill or injured students may only be released to those that appear on the child's release information, or to authorized emergency medical responders.

### General Dismissal Procedure

- Car Riders: please follow car rider's pick procedures sent home at the beginning of the school year.
- Bus riders: Students will be accompanied by school personnel to designated buses.
- Walkers: Students will be dismissed to walk home from the designated location and will exit the building most appropriate for direct route to home.
- Siblings who need to meet each other will meet in a designated area and be dismissed from there.
- We are requesting **NO ONE** comes into the building at the end of the day to meet their student(s).

### Visitors

- All visitors need to report to the office when entering the building where you will be issued a visitor pass to wear while in the building.
- Parents will be permitted to take their child(ren) to classrooms at the beginning of the day during the first two weeks of school. After that time, parents must sign in at the office and receive a visitor pass to walk their child to their classroom.

**Emergency Dismissal**

- All students and staff will be in a safe and secured area. Those parents picking up students are asked to report to their appropriate office where they may sign out their student(s). School personnel will bring the students to the office for pick up. The emergency release form has a listing of people that may pick up your child(ren).

DUNKERTON COMMUNITY SCHOOL DISTRICT

STUDENT FIELD/ACTIVITY TRIP  
PARENT/GUARDIAN CONSENT FORM

Student Name: \_\_\_\_\_

Student Grade: \_\_\_\_\_

I, \_\_\_\_\_ (name of parent/guardian), am the parent/guardian of the above-named student. I have been informed about the student field/activity trip offered by the Dunkerton Community School District which will take place on \_\_\_\_\_, 20\_\_\_\_, at the following location:\_\_\_\_\_. The transportation for the student field/activity trip will be provided by:\_\_\_\_\_.

I understand that my child’s participation in the student field/activity trip is completely voluntary. I further understand that participation in the student field/activity trip may expose my child to some risks in addition to the intended benefits. Understanding that certain dangers and risks are associated with participation in the student field/activity trip, and in consideration of my desire for my child to participate as well as my child’s desire to participate, I grant consent for my child to participate fully in the student field/activity trip.

I authorize designated student field/activity trip personnel to exercise authority to protect, discipline, and control my child as they may deem necessary. I understand that I am responsible for any property loss or damage which may result from my child’s participation in the student field/activity trip.

I also authorize designated student field/activity trip personnel to render and/or obtain emergency medical attention for my child in case of injury or illness. I understand that I am responsible for any medical expenses not otherwise covered by my student’s health insurance policy.

This consent form is valid upon my signature and will remain in effect unless it is withdrawn by me by written notification to the Dunkerton Community School District and designated student field/activity trip personnel. I agree that if any portion of this consent form is held invalid under the laws of the State of Iowa, the balance of the consent form will, notwithstanding, continue in full force and effect.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent/Guardian

**Dunkerton Community School District**  
**Dunkerton Information Services**  
**Electronic User Agreement**

**Acceptable Uses.** I understand and agree as follows:

The Dunkerton Community School District provides students and employees with access to information systems and educational technology resources consisting of: stand-alone computers and peripheral equipment, computer workstations connected to local area networks, server and networked peripheral equipment, a wide area network which includes access to the Internet, voice communication system, and electronic communication systems which include audio and video capability. The Dunkerton Information Services (DIS) System may only be used for educational purposes. The term "educational purposes" includes classroom activities, career or professional development, limited high-quality personal research and other work related purposes. I may not use the system for entertainment purposes, commercial purposes or political lobbying. I am expected to follow the rules set forth in the District's Board Policy and the law. In addition to this Agreement, my use of the DIS System is governed by Board Policy copies of which are available in the school offices.

The DIS System has not been established as a public access service or a public forum. Therefore, the District has the right to place reasonable restrictions on the material accessed or posted through the system. I am expected to follow the rules set forth in the District's Policies and Administrative Regulations and the law. I realize that information accessed, created, sent, received or stored on the network is not private. It is subject to review by network system administrators and system administrators may investigate complaints regarding inappropriate or illegal material.

**Unacceptable Uses.** To prevent against unacceptable use of the DIS System, I understand and agree as follows:

1) **Personal safety or the safety of others.** (Applicable to students only.)

- a) I will not post personal contact information about myself or others (i.e. names, addresses, telephone numbers, school address, etc.) unless I have prior written permission from my teacher and/or parent to do so.
- b) I will not meet with someone I meet online without my parent's approval and involvement.
- c) I will promptly tell my teacher or school principal if I receive any message that is inappropriate or makes me feel uncomfortable.

2) **Illegal Activities.**

- a) I will not attempt to gain unauthorized access to the DIS System or any other computer system through the DIS System or go beyond my authorized access. I will not attempt to log in through another person's account or access their files without their express written permission.
- b) I will not attempt to disrupt the DIS System or destroy data by spreading viruses or by any other means.
- c) I will not use the DIS System to engage in any other illegal or inappropriate acts (drug or alcohol purchase, distribution or sale, criminal gang activity, threatening conduct, etc.).

3) **Plagiarism and Copyright Infringement.**

- a) I will not plagiarize works I find on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were mine.
- b) I will respect the rights of copyright owners. Copyright infringement would occur if I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate uses of that work, I will follow those requirements. If I am unsure of whether I may use a work, I will request permission from the copyright owner. I will ask a teacher or DIS System administrator if I have questions.

4) **Language.**

- a) I will not use obscene, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- b) I will not post information that could cause damage or danger of disruption to the educational environment or operations of the District.
- c) I will not engage in personal attacks, including prejudicial or discriminatory attacks on individuals or groups. I will not harass others. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by someone to stop sending them messages, I will immediately stop.
- d) I will not knowingly or recklessly post false or defamatory information about a person or organization.
- e) I will not post chain letters or engage in "spamming" (sending unnecessary messages to a large number of people).

5) **System security.**

- a) I am responsible for my email and/or network account. I will not provide my password to another person or use another person's password unless I have obtained prior written permission to do so from my teacher (for a student) or a DIS System administrator (for an employee).
- b) I will not permit another person to use my account or use another person's account unless I have obtained prior written permission to do so from my teacher (for a student) and a DIS System administrator (for an employee).
- c) I will immediately notify my teacher or the DIS System administrator if I have identified a possible security problem.
- d) I will not download software or load software on the network or hard drive of any computer without written authorization from the DIS Administrator to do so.
- e) I will follow the virus protection precautions when downloading software that I have been given prior written permission to download, to protect against the inadvertent spread of computer viruses
- f) I will not attempt to harm or destroy data of another user or any other agencies or networks connected to the DIS System. This includes, but is not limited to, uploading or creating computer viruses.
- g) I will not move, harm, destroy or deface any District owned hardware.
- h) I will not attempt to repair District owned Technology Resources without prior written approval. All requests for repair or service will be channeled through the Superintendent's Office.
- i) I will have all portable information systems and educational technology resources assigned to me (such as notebook computers and peripheral or companion devices) at allocated sites during school hours unless prior written approval has been received.
- j) I will notify a DIS system administrator if a password is lost or stolen, or if there is a reason to believe that someone has obtained unauthorized access to the system.
- k) I will not attempt to use any personal electronic devices (i.e. PDAs, Blackberries, cell phones, etc.) to disrupt or damage our network services.
- l) Wireless networks will not be permitted without the express written authorization of the DIS System administrator.

6) **Inappropriate Transmission Of and Access to Material.**

- a) I will not transmit or access material that is profane or obscene (i.e. pornography), that advocates illegal acts, or that advocates violence or discrimination towards others (i.e. hate literature). A special exception may be made for teachers or high school students who wish to access literature if the purpose of the access is to conduct research. In this situation, a student must obtain both teacher and parental written consent.
- b) If I mistakenly access inappropriate information, I will immediately tell a teacher (for a student) or my supervisor (for an employee) so they know I did not intentionally access the information.
- c) I will transmit communications using only District approved and District managed communication systems. I will not use free, web-based mail, instant messaging, and video conferencing or chat services which are not permitted on school networks unless expressly authorized. I will only use my web-based email for educational research purposes and communication only.
- d) The development and posting of all web pages must be in a manner specified by the webmaster. Material placed on web pages must relate to school and career preparation activities and be used to inform, communicate, and educate.
- e) I understand that many services are available for a fee and I know that I am responsible for paying for those services, if used.

7) **General Network Etiquette.**

- a) I will be brief. Few people will bother to read a long message.
- b) I will minimize spelling errors and make sure my message is easy to understand and read.
- c) I will use accurate and descriptive titles in my communications, so people will know what it is about before they read it.
- d) I will address the most appropriate audience for my message, not the widest.
- e) I will remember that humor and satire is very often misinterpreted.
- f) I will remember that if I post to multiple groups, I will specify all groups in a single message.
- g) I will cite references for any facts that I present.
- h) I will not attack correspondents; I will persuade them with facts.
- i) I will exercise good judgment and care to ensure that I do not use the DIS system in a manner that will embarrass, hurt or harm others.

**My Rights:.**

I understand that the District may restrict my speech for valid educational or business reasons. I understand and agree that:

- 1) My use of the district's DIS System is not private. My parents can request to see the contents of my E-mail files at any time (applies to students under 18 years).
- 2) Routine maintenance and monitoring of the DIS System may lead to discovery that I have violated District Policies, Administrative Regulations, this Agreement or the law. This monitoring may include school personnel requiring you to open all files including email.

- 3) An individual search will be conducted if there is a reasonable suspicion that I have violated this Agreement, District Policy, Administrative Regulation or the law. The investigation will be reasonable and related to the suspected violation.
- 4) The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted using the DIS System.
- 5) If I am alleged to have violated this Agreement, student handbook discipline policy or the law in my use of the DIS System, I will be provided with notice of the suspected violation and an opportunity to present an explanation of what occurred. If the alleged violation also involves a violation of other provisions of the District's disciplinary code, it will be handled in a manner described in the disciplinary code.
- 6) The District reserves the right to restrict or revoke my use of the DIS System at any time, if deemed within the District's best interest. **Disclaimer of Liability.**

The District makes no warranties of any kind, expressed or implied, for the services provided. The District shall not be liable for damages I suffer caused by my inappropriate use of the DIS system, copyright violations, mistakes or negligence. The District shall not be responsible for any costs I incur without the District's prior written permission. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The District shall not be responsible for any damages I suffer while using its DIS system, such as loss of data, malfunctions, delays, non-deliveries, mis-deliveries or service interruptions caused by the service or by my errors or omissions. Use of any information obtained via the information service is at my own risk. Parents, adult students and employees can be held financially responsible for any harm to the system as a result of intentional misuse.

**Dunkerton Community School District  
Dunkerton Information Services  
Electronic User Agreement and Signature Page**

**This Agreement must be signed before the student may receive an Access Account.  
When signed, it becomes a legally binding contract.**

**Student Section:**

Student name: \_\_\_\_\_ Grade: \_\_\_\_\_

I have read a copy of the District's User Agreement and agree to abide by it. I understand that if I violate these terms and conditions, my account can be terminated and I may face other disciplinary and/or legal consequences.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent or Guardian Section (must be signed if student is under 18 years of age):**

- I have read the District's User Agreement and have discussed it with my child. I give the District permission to issue an account for my child and for my child to use the DIS System.
- I release the District and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use, the DIS System, including but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services.
- I have instructed my child regarding any restrictions I wish to impose against accessing materials that are in addition to the restrictions set forth in the District's User Agreement. I have emphasized to my child the importance of following the rules for personal safety. I accept full responsibility for supervision if and when my child's use of the DIS System is not in a school setting.
- I understand that the information service may occasionally require new registration and account information for my child to continue the service. I will notify the Teacher or Director of Technology Services of any changes in his/her account information.

I (Do \_\_\_\_\_, Do Not \_\_\_\_\_) authorize my child to use the Internet.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

**Sponsoring Teacher**

I have read the DIS Electronic User Agreement and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student use of the network. As the sponsoring teacher I do agree to instruct the student use of the network and proper network etiquette.

**Parent and student acknowledgement of the 2022-2023 student handbook. I have read and discussed with my child the 2021-2022 student handbook which contains the rules and regulations pertaining to my child. Student signature indicates parent(s) have discussed the handbook with them. This includes the Elementary Guidelines for Success.**

I (Do \_\_\_\_\_, Do Not \_\_\_\_\_) authorize the release of my child's picture to be used for in-district use – web pages, yearbook, etc

I (Do \_\_\_\_\_, Do Not \_\_\_\_\_) authorize the release of my child's picture to be used for out of district use – media sources

I (Do \_\_\_\_\_, Do Not \_\_\_\_\_) authorize the release of my child's intellectual property such as artwork, poetry, essays, performances, etc. to be used on district web pages.

I (Do \_\_\_\_\_, Do Not \_\_\_\_\_) authorize the use of audio and video taping of my student for in-district purposes – sports, classroom, fine arts performances, etc.

I (Do \_\_\_\_\_, Do Not \_\_\_\_\_) authorize the use of audio and video taping of my student for out of district use – media sources

I (Do \_\_\_\_\_, Do Not \_\_\_\_\_) authorize my student to participate in the Iowa Youth Survey and the **Signature indicates that the student and parent have read and understand the 2021-2022 Student/Parent Handbook.**

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_