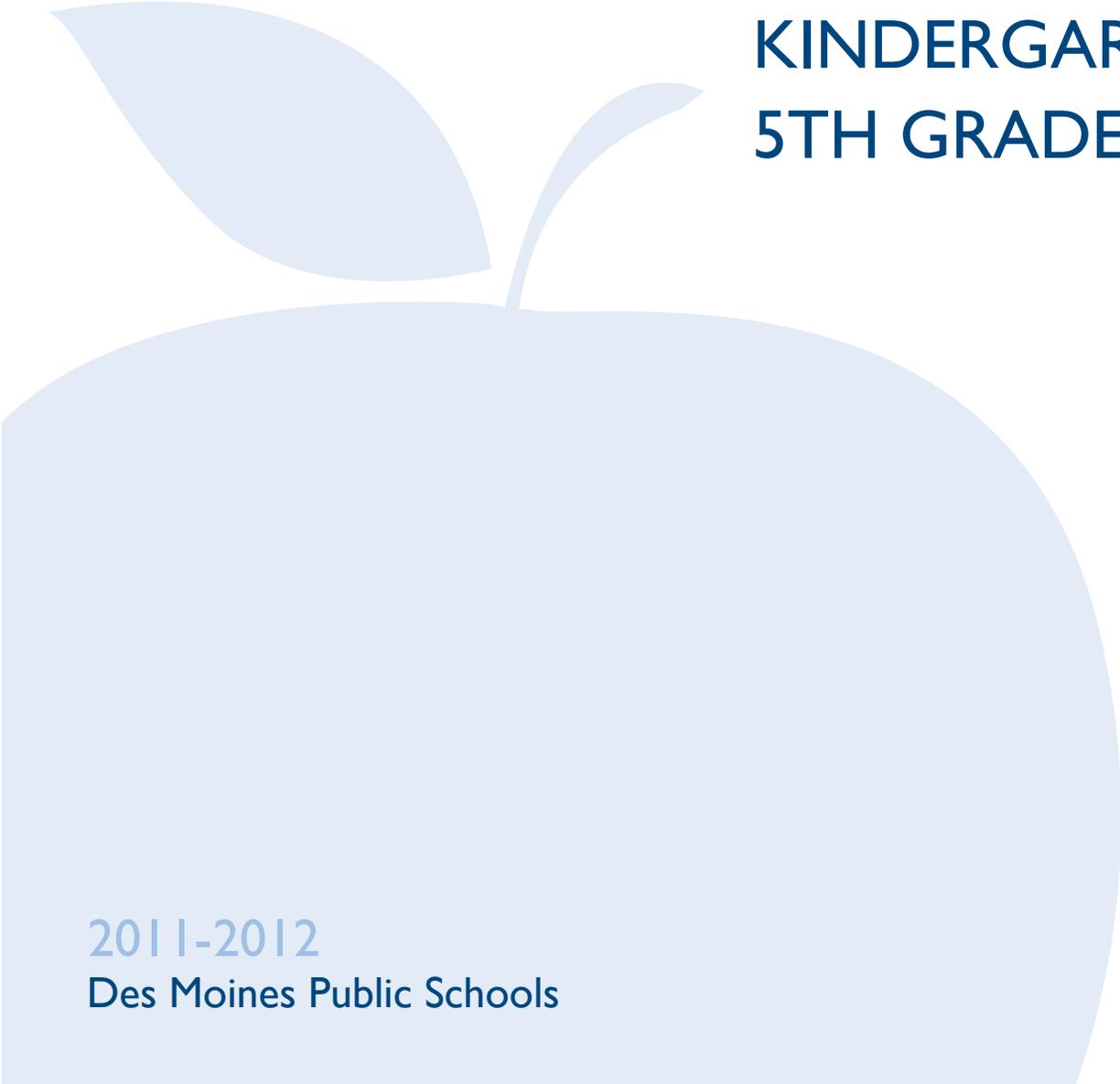




# PARENT HANDBOOK



KINDERGARTEN -  
5TH GRADE

2011-2012  
Des Moines Public Schools

## District Information

### District Mission and Beliefs

*"The Des Moines Public Schools equips students for life by challenging each one to achieve rigorous standards in academics, arts and career preparation."*

### ELEMENTARY AND EARLY CHILDHOOD PROGRAMS

901 Walnut Street  
Des Moines, IA 50309

Tina Jensen ..... K-8 Executive Director, Southeast Region  
Susan Tallman ..... Pre -K-8 Executive Director, Northwest Region

### FREQUENTLY USED PHONE NUMBERS

Bus Garage .....242-7887  
Community/Adult Education .....237-1690  
ELL Placement Center .....242-8102  
ELL Program .....242-7853  
Food & Nutrition .....242-7636  
Learning Supports .....242-7890  
Metro Kids Care.....242-7951  
Northeast Region.....242-7660  
Northwest Region.....242-7725  
Preschool .....242-7234  
South Region.....242-7871  
Special Education.....242-7714  
Welcome Center (Registration for new to the district families) ..242-7371

### DISTRICT WEBSITE

[www.dmps.k12.ia.us](http://www.dmps.k12.ia.us)

*This student handbook is intended to help acquaint families with our elementary school programs. This handbook is not a contract, and the rules and guidelines described in this handbook are subject to change anytime without notice. Parents are encouraged to contact their school with any specific questions or other concerns.*

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### **Absences and Tardiness**

Research has consistently shown that students who attend school regularly and on time usually experience more academic success. Please make every effort to ensure your child's prompt and regular attendance

There are times when children should not be in school because of illness, injury, or other reasons. It is the parent's responsibility to contact the school by 8:00 a.m. if a child will not be in school.

If your child needs to be excused from school for a doctor or dentist appointment, please let the office know in the morning. Please sign your child out when you leave and back in when you return.

Children may be excused from participation in any activity that is contrary to your religious beliefs. Simply send a note to the teacher listing activities in which your child should not participate. If your child must miss school for special religious instruction, services, or holidays, please send a note to the teacher at least one day prior to the absence.

For the complete Des Moines Public Schools attendance policy, please refer to Appendix A.

### **Adjusted Dismissal –(Every Wednesday) Special Instructions For Your Child**

Parents, please note the dates on the school calendar of scheduled early dismissals and make arrangements for your child/children for those days. We also would ask that you make prior arrangements for your children for those days that we might have early dismissal because of inclement weather. Please take the time now to discuss the exact procedure to follow so your child(ren) will know what to do when it is announced that we have early dismissal. Help us be prepared and send us notes so the teachers and office personnel know what you want your child(ren) to do.

### **Animals on the Playground**

Animals on the playground constitute a danger to youngsters. If we are unable to reach the owner of the animal on school property, we will contact the City Animal Control Department. We appreciate your cooperation in keeping any pets at home.

### **Bicycles**

The riding of bicycles to school is reserved by parents for students in grades 4 and 5. A consent note must be signed by the parent and provided to the school before a student rides their bike to school.

There shall be no riding of bicycles on the playground or school sidewalks during school hours. Bicycles are to be placed in the bicycle racks and locked until dismissal. The school is not responsible for lost, stolen or damaged bicycles. We strongly encourage students to wear helmets if they ride bikes to school. The school is not responsible for the safety of students who choose to ride bicycles to and from school.

### **Building Hours**

| <b>Early Start Schools</b> |  | <b>Late Start Schools</b> |                   |
|----------------------------|--|---------------------------|-------------------|
| Capitol View               | King                                     | Brubaker                  | Monroe            |
| Carver                     | McKinley                                 | Capitol Park              | Moulton           |
| Cowles                     | Park Avenue                              | Cattell                   | Oak Park          |
| Downtwoon School           | Phillips                                 | Findley                   | Perkins 8:30-3:15 |
| Edmunds                    | Smouse Every Wednesday<br>Early out 1:25 | Garton                    | Pleasant Hill     |
| Greenwood                  | South Union                              | Hillis                    | River Woods       |
| Hanawalt                   | Stowe                                    | Jackson                   | Samuelson         |
| Howe                       | Walnut Street                            | Lovejoy                   | Studebaker        |
| Hubbell                    | Willard                                  | Madison                   | Windsor           |
| Jefferson                  |  | Morris                    | Wright            |

### **Care of School Property**

Staff, students, parents, and community take great pride in schools and their appearance. We expect students to take care of school property including their desks, chairs, books, lockers, and school equipment. We do not tolerate vandalism. We require parents to reimburse the school district for any school property their child may have intentionally damaged or destroyed.

### **Cell Phones**

Students are not to have cell phones at school.

### **Conferences**

Communication between home and school is very important. The teacher and the parent should not hesitate to contact each other about the progress of a student. By working together, the parent and teacher can help the student make maximum progress in school.

Des Moines Schools will hold scheduled conferences for every child in the fall and spring of each school year for kindergarten through grade 5. At these conferences, teachers and parents share important information about students. Parents, teachers, or other school staff may request additional conferences when anyone feels that more communication would benefit the student.

### **Contacting Your Child at School**

If you need to contact your child during the school day, you may telephone. If you visit the school, you must stop in the office first. To prevent disruption of the class, the office will deliver a message to your student.

### **Corporal Punishment, Restraint, and Physical Confinement and Detention**

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

State law also places limits on school employees' abilities to physically confine and detain and to physically restrain any student. The law limits why, how, where, and for how long a school employee may physically confine and detain and physically restrain a child. If a child is restrained, or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent as required by Iowa Administrative Code Chapter 103.

### Counseling Services

The Des Moines Public School System has an excellent counseling program. Counselors are on duty every school day. If you feel that your child needs to talk with a counselor, please let the teacher or principal know.

### Crossing Guards

The City of Des Moines Police Department provides adult crossing guards in some locations in the District. The establishment of an adult guard is based on factors determined in accordance with the rules as established by the City of Des Moines Planning and Zoning Commission.

### Curriculum Guides

Curriculum is currently being revised to align with the newly-adopted Iowa Core. When revision is complete, subject and grade level information will be found at the "Curriculum" tab on the district website at [www.dmps.k12.ia.us](http://www.dmps.k12.ia.us)

### Education and Employment Equity

We are committed to including people from all backgrounds in our school. For the complete district policy on education and employment equity, please see Des Moines Public Schools Policies: Appendix B Code(s) 402.1, 402.2, 454, and 601.

### Emergency Drills

To make sure that the children learn how to leave the building safely when they hear the fire alert signal, the school will conduct a fire drill once a month. In addition to monthly fire drills, the school will also conduct tornado drills. Each school has also designed a comprehensive evacuation plan in case of an emergency. Staff reviews the plan regularly.

### Emergency Information

Emergency Information is for your student's protection. **Please update the emergency information as needed.** We must have a way to contact you or someone you have designated in case of an emergency. Let us know immediately of any changes in information such as your job location, childcare provider, phone numbers, or addresses. If you have an unlisted number and do not wish it to be put on a class list, indicate that clearly by the number. Be sure to include all names of individuals authorized to pick your child up from school.

### Field Trips

Properly planned, well-conducted and carefully supervised field trips are a vital part of the curriculum. Field trips allow students to learn from first-hand experiences and observations. They help students view the whole world as their learning environment. Occasionally field trips may be scheduled. Parents will be notified of field trips.

It is district policy that pupils will not be permitted to leave school grounds for a field trip until a signed statement of permission from a parent is on file at school. Any exception to this would need to be approved by the principal. Children are responsible for getting the information home and returned to school. All school rules apply for field trips.

### Food/Treats

The risk of food borne illnesses is taken into account in the preparation and handling of food at school. The District uses guidelines that allow for school communities to enjoy food at school functions but to do so in a way that best minimizes the risks of spreading food borne illnesses. Copies of the district's food guidelines are available from the building principal or school nurse.

Homemade foods are not allowed at school functions in which students will be participating. This includes such activities as bake sales, classroom treats or fun nights. Only prepackaged, commercially prepared foods are to be used. Individually wrapped foods are preferred.

### **Fundraising**

Most schools conduct fund raising activities, often coordinated through PTA/PTO, which are expected to adhere to Des Moines Public Schools Policies:

|            |                            |
|------------|----------------------------|
| Code 547.1 | Fund-Raising               |
| Code 764   | Food Items Offered or Sold |

### **Handicapped Accessibility**

Persons with disabilities who need information about accessibility to the building or who need sign or language interpreters should contact the principal or the elementary department.

### **Head Lice (Pediculosis)**

The Des Moines Public Schools have adopted treatment guidelines for managing head lice developed by the Iowa Department of Education Public Health. Our district is sensitive to the hardship that managing head lice in families presents and weighs the risk of spreading head lice in schools (which with simple precautions is relatively low) against the sure detriment to student learning that results from school exclusion.

To keep the incidence of head lice from being transmitted, parents are asked to check all family members for head lice regularly and to treat those found to have live lice or new eggs. Children found to have head lice should be treated before returning to school. Parents are asked to notify the school nurse so that the incidence of lice in the school can be monitored and action taken if a rise in incidence is noted.

If you have questions about the district's Head Lice guidelines or need assistance in the treatment of lice, please contact your School Nurse.

### **Health Information**

The district respects your child's privacy and takes measures to assure the security of student health records. Information regarding health problems that may affect student performance should be communicated directly to the school nurse. Written parental permission is required before the school nurse can share educationally relevant health information (to include medical diagnosis) with school staff working with your child.

### **Homework**

There is a positive correlation between homework and student achievement. Homework may be assigned at all grade levels. Homework is assigned in order to:

- a) enable students to learn more about a topic that has been presented in class
- b) provide students with essential practice in needed skills
- c) enrich and extend school experiences
- d) allow the teacher to provide for individual differences
- e) help develop good work habits and responsibility
- f) assist students in learning to make wise use of time

### **Human Growth & Development**

Fourth grade girls receive instruction on physical changes that occur during adolescence to include an explanation of menstruation. Fifth grade boys and girls growth and development instruction includes information about the physical, emotional and social changes that occur during adolescence. An introduction into how germs are spread to include information about HIV/AIDS is also shared.

Parents may contact the school nurse if they wish to review the materials. A parent or guardian may write a note to the Principal requesting that their child be excused from any or all of these classes.

### Immunizations

For the safety of all, Iowa law requires that children have the required immunizations before entering school. Additionally, students applying for initial enrollment who have been in a country other than the United States within the calendar year preceding school enrollment must provide proof of negative tuberculosis status prior to attending school. A Mantoux skin test or chest x-ray is requested. A listing of current immunization requirements can be obtained from the school nurse. Please provide the school nurse with copies of these records as soon as possible so that the requirements to attend school can be met and loss of instruction can be avoided.

### Kindergarten Registration

A pupil shall not be admitted to kindergarten unless he/she is five years of age on or before the 15<sup>th</sup> day of September of the current school year, except those identified as needing special education services, who may enter the preschool Early Access program at age 0 through age 7. This policy is in the Iowa Code and is not negotiable.

All pupils, upon entering the Des Moines Independent Community School District shall present a birth certificate or other satisfactory evidence of birth date, proof of current immunization **and proof of address**. Families new to the district register at the Welcome Center. Call 242-7371 for an appointment.

### Library Use Permission

Students who are registered in the Des Moines Public Schools may check out the allotted number of books from their school's library. No fees will be charged for using the school library, and no fines will be charged for overdue books. However, only students who return their books will have the privilege of checking out books weekly. Schools will charge a reasonable fee for lost or damaged books and school property. Any parent who wishes to rescind the library privilege for a child may contact the principal in writing.

### Lunch and Breakfast Programs

All Des Moines Public Schools serve lunch and breakfast daily. Students are given a monthly menu, the menu is also posted on the district website ([www.dmps.k12.ia.us](http://www.dmps.k12.ia.us)) under food and nutrition.

Each student has a meal account with a number that is entered when food is purchased. Money may be deposited by cash or check made payable to (school name) cafeteria. Households will be notified weekly if an account falls below \$5.00. Students must have money in their account to purchase individual milk or extra entrée.

Schools will publish new lunch and breakfast prices each year and parents should annually consider completing an Iowa eligibility application. Children whose families complete an Iowa eligibility application annually may qualify for free or reduced price meals as well as a waiver of fees. Eligibility is based on household income.

Children who were approved for free or reduced meals during the previous school year will continue to be eligible for free or reduced meals for the first 30 days of the new school year. However, if an application is not completed by the end of the first 30 days they will be required to pay for meals until another application is completed and approved. Therefore, it is recommended that a new application be completed at the beginning of each school year. To qualify for the fee waiver the application must be signed indicating the information on the students free or reduced status may be shared with the school office staff.

An application may be completed at any time during the school year. If your household income declines you are encouraged to complete an application at that time. If a change is reported that will increase benefits that change will be made. An increase in income does not need to be reported until the following school year.

Students requiring special dietary accommodations should contact the school nurse. A special diet form (available on the district website) also needs to be completed and signed by a physician.

### **Metro Kids Child Care**

Metro Kids Care is a district program that offers on-site before-and-after school care. Program times are from 6:30 a.m. until school starts and then again after school until 5:45 p.m. If you are interested in this program, please contact the Metro Kids Care program at 242-7951.

### **Open Enrollment**

As a resident of Des Moines and Iowa, you have several open enrollment options for your child. Your child may attend the neighborhood school, attend another school within the district (*Within District Open Enrollment*), or seek to attend school in another district (*Between District Open Enrollment*). Parents seeking to open enroll their student to a school other than their neighborhood school must complete an application form. Approvals are not automatic, and some restrictions may apply. The District may reject a within-district application if the number of students in that grade level is too high. Within District and Between District applications may also be denied if the enrollment or release of a student will adversely affect implementation of the district's diversity plan.

Students and their parents who have planned to attend a school other than their home school should begin to consider the implications of open enrollment denials. We encourage students to become familiar with their home school, its students, and its activities.

Applications for open enrollment must be made between July 1 and March 1 of the preceding school year. Applications may be obtained at the student's home school or the district's main offices, 901 Walnut Street, Des Moines, IA 50309. For a copy of this year's open enrollment policy and deadlines, talk to your building principal or call the Open Enrollment Department 242-7707.

### **Parent-Teacher Association (Organization) Information**

Most schools have a parent-teacher organization. Each school's parent group has the option of belonging to the local, state, and national PTA. Most organizations meet monthly and offer a variety of activities and services that are supportive to schools. Everyone can be a member of PTA, which brings together home, school, and community interests serving as a voice for children. Contact your local school for information about their parent-teacher organization.

### **Personal Items from Home**

For your child's protection, please only allow money to be brought to school for lunch tickets, or when you have a specific note from your school for books, or supplies. In these cases, put the money, preferably in check form, in a sealed envelope marked with your child's name, room number, and teacher's name.

To avoid damage, loss, theft, or disruption of learning, please do not allow your children to bring personal items including gum, candy, toys, beepers, or other items that are not needed at school.

Please put your child's name on all items brought from home.

### **Playground Safety**

Playground safety rules are taught and reviewed with all students. Children are instructed how to use playground equipment safely. Parents should also review these rules with their children.

### **Registration**

Prior to the start of the school year, your neighborhood school will have registration. Information will be provided about school procedures and fees will be collected for textbooks and lunch. Please bring a proof of address (driver's license, power bill, rental agreement, etc) to the registration.

### **Rollerblades/Skateboards/Scooters/Roller shoes**

Scooters, roller shoes, rollerblades, and skateboards are not allowed on school playgrounds or sidewalks during school hours.

### **Safety Patrol**

Some schools provide student safety patrols under the supervision of a staff member. The privilege of serving on safety patrol is offered to 5<sup>th</sup> graders to help them develop their leadership skills.

### **School Bus Rules**

The Des Moines Public School District intends to provide safe transportation for all students eligible for bus service. It is imperative that students' conduct themselves so that the bus driver's attention is on driving. Students who do not obey bus rules will be subject to disciplinary action.

Please explain these to your children and be sure they understand and follow these rules.

1. Obey the driver at all times.
2. Be on time for the bus, both morning and afternoon.
3. Wait for the bus a safe distance from the curb.
4. Stay seated until time to get off the bus.
5. Store all carry-on items out of the aisle.
6. Keep your hands, arms, and head inside the bus at all times.
7. Keep noise at a reasonable level. Conversations should be in normal tones. Silence must be observed while crossing railroad tracks.
8. Refrain from using profanity (by word or gesture).
9. Wrestling among students or throwing objects is prohibited.
10. Do not damage the bus or seat covers.
11. Smoking, igniting any item, or use of a controlled substance is prohibited.
12. Maintain a tidy bus; no littering.
13. Eating on the bus is allowed, if permitted by the driver.
14. Enter and leave the bus in an orderly manner; no pushing, shoving, or running.

Students violating the rules governing students riding school buses or the District Discipline Policy may be subject to disciplinary action:

### **School Closing or Early Dismissal**

The Des Moines School District provides a recorded message that is updated if there are cancellations or delays.

If school is delayed or canceled due to severe weather or some other emergency, the decision will be announced to Des Moines radio and television stations.

When a decision is made by the Superintendent to dismiss early, each school receives instructions by telephone. This is why it is so important that parents tune to a news station when there is a question about school dismissing early, instead of calling the school. The school telephone lines need to be clear for directions from the superintendent. Parents may consult the district's website at [www.dmps.k12.ia.us](http://www.dmps.k12.ia.us).

To prepare your children for such events, teach them what you want them to do if school is dismissed early. Please write these arrangements clearly on the school emergency sheet kept in the school office so your wishes can be followed. Please list options other than "call home" or "call me at work" since emergencies require quick action and open phone lines.

### **School Medication Guidelines/Drug Policy**

Written parent/guardian consent is required for medications to be given at school. Medications must be in the original pharmacy container appropriately labeled with the students name and details for medication administration.

The school nurse will confer with the parent and the child's doctor to determine the appropriate use of medications at school. Only appropriately trained school staff, under the direction of the school nurse, will be allowed to give medication at school.

Unless authorized by the school nurse, students may not be in possession of drugs of any kind while they are on school property. If students disobey this policy, they may be subject to disciplinary action.

### **Sex Offender Registry**

Please access the following web site: [www.iowasexoffenders.com](http://www.iowasexoffenders.com) for a complete listing of sex offenders.

### **Sick or injured Child at School**

The school nurse or other school representative will contact you if your child becomes ill or seriously injured at school. If a parent cannot be reached, other individuals listed on the emergency form will be contacted. For the child's safety, students will be released only to adults whose names appear on the emergency form. It is very important that you notify school when there are changes to emergency contacts of health care providers. Children should not attend school if they have had diarrhea or vomiting the past 24 hours, or have and an undiagnosed rash, or have an uncontrolled cough. Your child's temperature should be maintained without the benefit of medication under 100 degrees for 24 hours before returning to school.

To minimize the spread of illness among students, report communicable diseases such as influenza, measles, whooping cough, hepatitis A, tuberculosis, chickenpox etc. to the school nurse immediately.

### **Smoking Policy**

All Des Moines Public Schools' facilities are completely smoke free.

### **Staff/Parent E-Mail Guidelines**

#### ***Privacy Statement, Information Sharing and Disclosure, & Conditions for the Use of E-mail***

Des Moines Public Schools will use reasonable means to protect the security and confidentiality of e-mail information sent and received. However we cannot guarantee the security and confidentiality of e-mail communication, and will not be liable for improper disclosure of confidential information that is not caused by an employee's intentional misconduct. Thus, consent to the use of e-mail is implied when the e-mail address is provided.

It is our policy to treat all information that you provide to us as confidential. We will not disclose information about you to any third parties. By providing your e-mail information to us you consent to the limited use of your personal information to contact you.

### **Student Accident Insurance**

Parents are responsible for their children's medical costs even if the child is injured while at school. The school does not carry individual accident insurance on students. If you are interested in information regarding how you can personally obtain student accident insurance, please call the Health Services department at the DMPS Administrative Offices at 242-7618.

### **Student Physicals/Health Screenings**

Health physicals are recommended for students entering preschool and grades kindergarten, 3<sup>rd</sup>, 6<sup>th</sup> and 9<sup>th</sup>. Students wishing to participate in athletics must have a current physical examination (within 13 months of participating in the sport) by an approved health care provider. Physical forms can be obtained from and should be returned to the school nurse.

Hearing, vision, dental and height/weight screenings are regularly provided, (contact the school nurse for a screening schedule). Parents will be notified about the results of these screenings only if problems requiring follow-up are noted. If you do not want your child to participate in the screening programs, please notify the school nurse.

## Student Records

### Right to Review Records

Parents or guardians have the right to inspect and review the educational records of their child upon request. Non-custodial parents have the same right to inspect and review student records as custodial parents unless there is a specific court order to the contrary. The district will obey all court orders relating to custody issues and parental rights. Therefore, the rights afforded parents under this policy may be limited in any individual situation. **It shall be the responsibility of a parent requesting any action by the school district relative to the rights of custodial and non-custodial parents to provide the school district with a copy of a current court order, decree or other documentation supporting the action requested.**

If you have questions, call your principal for an appointment. For a copy of the District's complete records policy, please call the Records Department at 242-7833.

### Visitors

We believe the most successful education of children depends on effective parent involvement and we welcome your visit. Before visiting any classrooms, we ask that you please stop in the office to sign-in. The sign-in process allows us to know who is in the building and helps protect everyone in school from strangers.

If you would like to have a special conference, please call in advance for an appointment.

Please note that other children visiting school, with or without parents can be a distracting influence in the classroom. If possible, please make arrangements for younger children to be cared for when you are making a planned visit.

### Volunteers

Volunteers are an important component of a successful school program. We welcome parents and other adults who are willing to give their time and talents to others. Students and staff appreciate the effort and sacrifice from our special friends, our school volunteers. Please call your local school to receive more information. Each school establishes guidelines for the effective use of volunteers.

## APPENDICES

### ELEMENTARY STUDENT CONDUCT POLICY MANUAL

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Student Last Name, First Initial: \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE PAGE**

Please read the supporting documents in the student handbook. A copy of this form will be provided for you at your child's school and on the school website. This signed form will be kept on file in the school office.

I, the undersigned parent/guardian of the named student acknowledge that I have received a copy of the following notices, and that I have read and understand them. I have the parental/guardianship authority to execute this form, and I provide my consent or I decline as indicated below:

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_

Contact Information:

Parent/guardian name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Other adult or agency having parental right: (please also provide documentation)

Name \_\_\_\_\_ Relationship to student \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

***Discipline Code and Procedures***

I am aware of the Des Moines Independent Community School District's Discipline Code and Procedures:

\_\_\_\_\_ (signature of parent/guardian)

***Network Acceptable Use Guidelines***

As the parent/guardian of this student, I have read the DMPS Acceptable Use Guidelines that are attached to this document and I understand that access to the network is intended for educational purposes. I understand that DMPS has taken precautions to eliminate inappropriate material; however, I also recognize it is impossible for DMPS to restrict access to all inappropriate materials and I will not hold DMPS responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to DMPS to provide network access for my child and certify that the information contained on this form is correct. I understand that my student must also sign a network agreement consent form.

\_\_\_\_\_ (signature of parent/guardian)

**Please turn page over to complete this form**

***Video and Media Consent***

I consent to allowing my student to be videotaped while at school and their photo taken by district employees to be used for district related purposes.

\_\_\_\_\_ (signature of parent/guardian)

I consent to allowing my child to be interviewed or photographed by media representatives (such as the Des Moines Register) who are not employees of the district for possible publication in the form of interviews, video, or photographs related to programs or events in which my child may be participating at school.

\_\_\_\_\_ (signature of parent/guardian)

***Field Trip Permission***

I understand that as part of the educational process, DMPS students are often transported by bus or other means to attend educationally related field trips. Teachers will advise parents/guardians of specific trips, but as parent/guardian of \_\_\_\_\_ I provide my consent for my student to be transported in a school bus or other district approved vehicle to attend class field trips.

\_\_\_\_\_ (signature of parent/guardian)

**Court Orders:** Parent/guardian, please remember that if a parent or guardian has evidence of a court order which denies the non-custodial parent, or anyone else, from having access to school records, from visiting the student at school, or from removing the student from school, such evidence **MUST** be provided to the building administrator.

**PLEASE SIGN ONLY IF YOU REFUSE**

***Directory Information***

The Family Educational Right and Privacy Act requires that DMPS designate certain personally identifiable information taken from students' educational records as "directory information." Information designated as "directory information" may be made available to the public *unless* you as the parent/guardian or eligible student refuse the release of such information.

The Des Moines Independent Community School District has designated the following information as directory information:

Student's name, address, telephone number, and e-mail address, parent's name, address and telephone number, date and place of student's birth, curriculum (major field of study), year in school, participation in recognized organizations, activities and sports, weight and height of members of athletic teams, degrees, awards and honors received, the most recent educational institution attended by the student, photographs of the student, date of attendance at the school district (general periods of time during which an individual attended or was enrolled in an educational agency or institution).

As parent/guardian of \_\_\_\_\_ (student), I **refuse** the designation and release of any or all categories of personally identifiable information as directory information.

\_\_\_\_\_ (signature of parent/guardian **only if refusing** the designation and release of directory information)



## Appendix A

### Student Discipline Code

#### Philosophy for Discipline

Discipline in the Des Moines Public Schools is a joint responsibility that should be shared by school staff, students, and their families. It is designed to promote behavior that will enable students to function successfully in their educational and social environments. The *District Discipline Code* is to be applied consistently and uniformly throughout the District so that students are treated fairly and equitably. The *District Discipline Code* is developed to help students understand their obligations to others in the school setting, and is reflective of the concern for the dignity and growth potential of each student as well as the commitment to the safety interests of all students, staff and the community.

#### Student Misconduct

The *District Discipline Code* provides a description of a broad range of behavior considered to be student misconduct. The behavior described should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process.

The acts of misconduct listed in Levels I, II, III are not inclusive. The student who commits an act of misconduct that may be classified into any of the three levels will be subject to disciplinary action by the classroom teacher, dean of students, vice principal, or principal. Des Moines Public Schools administration reserves the right to make final decisions regarding disciplinary consequences.

#### General Discipline Guidelines for Assessing Penalties

The District may impose disciplinary consequences for conduct that interferes with the educational environment. When administering discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of circumstances of each case. Factors that will be considered in the administration of student discipline and factors that will be considered in determining the length of any suspension or alternate education placement, or expulsion may include but is not limited to:
  - a. Seriousness of offense
  - b. Student's age and intent or lack of intent at the time the student engaged in the conduct
  - c. Student's disciplinary history
  - d. Student's attitude
  - e. Potential effect of the misconduct on the school environment
  - f. State law requirements for certain disciplinary consequences
  - g. Whether the facts of the case warrant consideration of self-defense as a mitigating factor in the assessment of the punishment
  - h. Whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

3. Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, DMPS transportation, the school, or any school-related activity and may include persistent misbehavior of Level II or higher misconduct. An administrator may find, on the basis of the facts and circumstances of the case, that a Level III offense constitutes a serious offense. Finally, a finding that a student has engaged in any offense listed as an offense under Level III or constitutes a finding that the student has engaged in serious misbehavior.

### Definitions

1. AEP (Alternate Educational Placement): Students are placed in an educational setting determined by the District for a period not to exceed two academic semesters. However, if it is determined that the student is a threat to the safety of other students or a threat to District employees and it is determined that placement is in the best interest of the student, then the student's placement may be for a longer duration. In that situation, there is no limitation on the length of placement of a student in an AEP. Students are placed on a behavior improvement contract during their period of alternate educational placement. Serious violations of the discipline policy by students during the period of placement may result in a recommendation for expulsion. AEP placements are monitored by the Learning Services Department.
2. Expulsion: The Board of Directors for the District may, by a majority vote, expel a student from school for a violation of the regulations or rules established by the Board, or when the presence of the student is detrimental to the best interest of the school. When a student is expelled he or she is not eligible to receive educational services from the District. The period of expulsion will not exceed two academic semesters.
3. Persistent: More than one instance of similar type misconduct.
4. Possession: Actual care, custody, control, or management. A student shall be considered to be in possession of any substance or object prohibited or regulated by the Discipline Policy if the substance or object is (1) on the student's person or in the student's personal property, such as the student's clothing, purse, book bag, or backpack; (2) in any private vehicle used by the student for transportation to or from school or school-related activities, such as an automobile, truck, motorcycle, or bicycle; or (3) in any school property used by the student, such as a locker or desk.
5. Serious Offenses: Substantial disruption or material interference with the orderly process in the classroom or school building.

### General Procedures for Resolving School Problems

School problems can best be resolved at the campus level, where problems start. In order to resolve problems, parents, guardians, or students can meet with a teacher at appropriate times to discuss existing problems. If the parents, guardians, or students are dissatisfied with the teacher's decision or explanation, they can meet with the building administrator to review the area of concern.

If further assistance is needed, then parents, guardians, or students can meet with the executive director and/or regional superintendent. Parents, guardians, and students who wish to appeal the Alternate Educational Placement, or who wish to appeal an expulsion, should refer to the section of the *Code* relating to procedures for appropriate guidance.

## **Rights and Responsibilities in Discipline**

Parents/Guardians

### **Have a responsibility to:**

1. Assist school staff by sharing ideas for improving your child's learning and preventing or resolving student discipline problems.
2. Provide supervision for the child's health, physical and emotional well-being, and ensure prompt and regular attendance.
3. Provide the school with documentation for absences or tardiness.
4. Help enforce student compliance with school rules and expectations.
5. Attend parent conferences.
6. Provide appropriate supervision of students before and after school.
7. Review and discuss this document with students, as well as other similar materials such as school handbooks.

### **Have a right to:**

1. Receive regular official reports of the child's academic progress and attendance.
2. Make recommendations and give ideas for educational planning.
3. Participate in conferences with teachers and/or the administration.
4. Receive explanations from teachers for child's grades.
5. Read all school records pertaining to their child, within appropriate guidelines.
6. Obtain further clarification, upon request, on any rights referred to in this handbook.
7. Whenever possible, receive information in a language they can understand.

## **Students**

### **Have a responsibility to:**

1. **Attend school regularly, arrive on time, bring appropriate materials and be prepared to participate in class.**
2. **Do homework.**
3. Strive for academic growth.
4. Respect the rights, feelings, and property of fellow students, parents/guardians, school personnel, visitors, guests and school neighbors.
5. Conduct themselves properly on school grounds, school buses, at bus stops, at any school-related activities, and in the classroom so as not to interfere with the rights of others.
6. Follow discipline guidelines adopted by the school and the District.
7. Read and understand the *District Discipline Code and Procedures*.
8. Report violations of school rules.
9. Report any incidents of verbal or physical threats, bullying, or abuse.

### **Have a right to:**

1. **Discuss educational concerns with teachers and other school staff.**
2. Receive a copy of the *District Discipline Code and Procedures*.
3. Receive fair discipline without discrimination.
4. Access their own records within appropriate guidelines.
5. Receive information in a language they can understand.

## Schools

### Have a responsibility to:

1. Educate all students.
2. Treat all students with respect.
3. Provide a safe and orderly environment for learning.
4. Administer the discipline procedures when student behavior prohibits learning or causes an unsafe and/or disorderly environment.
5. Provide due process to students and families in the administration of the discipline procedures.
6. Invite and welcome community members into the school.

### Have a right to:

1. Take the necessary steps to ensure a safe, orderly and supportive environment.
2. Assign students to particular school programs and activities.
3. Engage parents in problem solving throughout the three stages (preventive, supportive instruction, corrective action) of student discipline.

### Levels of Offense/Overview

Acts of misconduct are categorized into the following three levels of offense:

#### Level I — Violation of Classroom Rules:

Offenses that generally occur in the classroom and can be corrected by the teacher.

#### Level II — Administrative Intervention:

Offenses that are more serious in nature or a continuance of Level I misconduct.

#### Level III — Suspension and/or Optional Recommendation for Alternate Educational Placement (AEP):

Offenses that seriously disrupt the educational process in the classroom, in the school, or at school-related activities, or a continuance of repeated Level I or II misconduct. A finding that a student has engaged in a Level III offense may result in the student being assigned to an alternate educational placement.

### Levels of Student Misconduct and Intervention Options

#### Level I

##### Violation of Classroom or Transportation Rules

Each teacher or staff member establishes the rules for the classroom and for school-related activities. Much behavior can be managed by the classroom teacher. The teacher may use any of the disciplinary options listed below in maintaining classroom discipline.

##### Level I Acts of Misconduct May Include but Are Not Limited to:

1. **Violations of rules** or procedures established by the teacher
2. **Refusal to participate** in classroom activities
3. **Unexcused tardiness** to class
4. **Failure to be prepared** by bringing required classroom materials or assigned work to class or failure to return written communications between home and school
5. **Cheating, plagiarism**, or copying the work of other students
6. **General misbehavior**, such as eating in class, horseplay, making excessive noise, or violating campus dress codes
7. **Disruptive or noncompliant behavior** on a school bus or at a school bus stop
8. **Failure to protect or use of other student's passwords** regarding computer accounts
9. **Any other act that disrupts** the classroom or interrupts the operation of the class

### Intervention Options/Responses:

- Verbal correction
- Teacher-student conference
- In-class time-out
- Out-of-room time-out
- Parent contact: confirm contact has been made with parent via conference/phone call/e-mail
- Student-counselor conference
- Detention (maintained by teacher) before or after school
- Other appropriate in-class disciplinary actions
- Restriction of school-bus privileges by the bus operator

### Procedures:

1. Any staff member who observes a student violating class rules may correct the student.
2. A record of the offenses and disciplinary actions should be maintained by the teacher or staff member on the appropriate form.
3. The teacher should discuss the misbehavior with the parent, an administrator, or support personnel.
4. Level I behavior violations and intervention options/responses are not limited to those provided. Serious or repeated violations may result in a more severe response or referral to Level II.
5. A Level I appeal may be made to the building administrator. The decision of the building administrator is final regarding Level I appeals.

### Level II

#### Administrator Intervention

Some infractions will result in a referral to an administrator. The disciplinary response depends on the offense committed, the student's previous actions, and the seriousness of the misbehavior. Level II acts of misconduct include those student acts that interfere with the orderly educational process in the classroom, on school property, or at a school sponsored event. A teacher who observes a student engaged in Level II misconduct will complete a discipline/referral form for the principal or other appropriate administrator. The principal or appropriate administrator will forward report to the parent or guardian (conference/phone call preferred mode of contact.)

#### Level II Acts of Misconduct May Include but Are Not Limited to:

1. **Repeated Level I violations**
2. **Fighting**, which is defined as two or more students mutually engaging in offensive physical contact
3. **Physical contact** intended to result in bodily injury
4. **Profanity**, vulgar language, or obscene gestures
5. **Forgery** — changing school records or documents or signing a parent's name on school documents
6. **Leaving without permission** including classroom or school grounds
7. **Unexcused absences** including cutting class
8. **Cafeteria disturbance**
9. **Loitering** in unauthorized areas
10. **Inappropriate display of affection**

11. **Intimidation, extortion or bullying**, which includes any communication toward a student including electronic (such as e-mails, texting, or instant messages), telephonic, written or verbal communication, or any physical act or conduct that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment.
12. **Harassment/Indecent exposure/unsolicited sexual proposal**. Harassment includes threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct or causing unwanted sexual advances, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health such that it has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile or offensive educational environment.
13. **Vandalism** resulting in the destruction or defacing of any district property such as graffiti. This includes but is not limited to rendering computers or related equipment inoperable or damaging them by erasing data with magnets; intentionally introducing viruses, worms, or Trojans; or tampering with programs or data without authority.
14. **Stealing/theft** of property in an amount under \$500
15. **Gambling**
16. **Selling or soliciting unauthorized merchandise** on school campus without the authorization of the building principal
17. **Possessing alcohol or a controlled substance or drug paraphernalia**
18. **Under the influence of alcohol or a controlled substance**
19. **Possession of matches or other flammable materials**
20. **Smoking/Tobacco** — using, or possessing tobacco or tobacco products
21. **Weapons/Ammunition possession\*** including but not limited to:
  - a. knife, which includes razor blades, utility knives, X-ACTO knives, or other objects that are designed to cut
  - b. fireworks, "poppers," smoke or stink bombs, or any other pyrotechnic device that may be used to disrupt the educational process
  - c. live ammunition or bullets
  - d. BB guns, pellet guns, or air rifles, electric stun guns or other protective devices designed to administer an electric shock
  - e. replica of a gun that is sufficiently similar in appearance to a real gun such that, if pointed or shown to another person, a reasonable person may believe the student to be in possession of a firearm
22. **Posting or distributing unauthorized materials** on school grounds
23. **Use or operation of electronic communication systems** (i.e., cell phones, or any other type of electronic communication system) or iPods, Mp3 players, personal radios or personal music devices on school campuses or at functions during school hours with the final determination of the limits made at the individual campus level
24. **Violation of the District's Acceptable Use policy**
25. **Sending or forwarding inappropriate e-mail**, including e-mail containing offensive language, untruthful statements, junk e-mail, chain letters, or jokes that results in a disruption to the educational environment
26. **Failure to abide by rules and regulations** at extracurricular activities or at co-curricular activities such as field trips
27. **Disruptive behavior** on a school bus or at a school bus stop
28. **Refusal to comply with a school's mandatory dress code policy**

29. **False report against a staff member** knowingly made and which is later determined to be unsubstantiated at the conclusion of any investigation initiated as a result of the report
30. **False alarm or report, or terroristic threat.** Terroristic threat is defined as threatening to commit violence or harm to any person or property with intent to cause an emergency response or that places any person in fear of imminent serious bodily injury; or interrupting the occupation or use of a building, room, place of assembly, or place to which the public has access by threats of violence or other means, or causing impairment or interruption of public communications, public transportation, the public water, gas, or power supply, or other public service.
31. **Other acts interfering with the orderly educational process** in the classroom or the school.

**\* Possession of a firearm is discussed below and constitutes grounds for recommendation for expulsion to the Board of Directors.**

**Intervention Options/Responses:**

- Parental contact by phone and written or oral notification to parent or guardian
- Required administrator/student/parental conference
- Detention or in-school suspension
- Exclusion from extracurricular activities, such as field trips
- "Behavior" or "conduct" plans/contracts
- Revocation of within district open enrollment status if available
- Any other appropriate disciplinary actions determined by the administration
- Suspension of transportation privileges
- Out-of-School suspension:
  - a. Level I Suspension
    1. Description — Suspension from school for the remainder of the school day.
    2. Conditions: Student's behavior constitutes a breach of the district discipline code, and in-school procedures have failed to remediate the problem or seem inadequate to resolve the problem, and the behavior does not constitute a serious threat to the student's or others' physical safety which would merit a more serious sanction.
  - b. Level II Suspension
    1. Description — Suspension from school for one or more days, but not to exceed three (3) school days.
    2. Conditions: Level I suspension(s) have been utilized in the past, and/or the student's behavior is so disruptive to the school's purpose that a Level I suspension is not appropriate, and the behavior does not constitute a serious threat to the student's or others' physical safety which would merit a more serious sanction.

NOTE: Level I and II suspensions should be used except in more extreme cases.

c. Level III Suspension

1. Description — Suspension from school for four days not to exceed five days.
2. Conditions: The student's behavior represents a chronic and/or severe breach of discipline, which has not been remediated through use of Level I or II suspension, and/or the student's behavior has caused a major disruption of the educational setting, posed a serious physical threat to his/her or others' safety and/or the student's behavior may be severe enough to cause building staff and/or parents to review the appropriateness of the student's current educational placement/program.

*SPECIAL NOTE: This suspension level is the last option and is reserved for the student who is a persistent violator of the district discipline code or when the appropriateness of his/her educational program is in question.*

d. Level IV Suspension

1. Description — Suspension from school for six (6) days or more but not to exceed ten (10) days.
2. Conditions: Student's behavior is of such a chronic and severe nature that district personnel and/or parent(s) seriously question the appropriateness of an educational program in a traditional or "regular" public school setting, or the student's behavior represents serious breach(es) of discipline or places the student and/or another in immediate and serious physical danger. Required parent/administrator re-entry conference; student placed on a behavior improvement contract at end of suspension period.

**Procedures:**

1. Referral to administrator by way of written report
2. Administrator confers with student and/or teacher to establish appropriate action.
3. Oral notification of action is sent to parent. Notification is sent to the teacher indicating action taken.
4. Discipline Referral Form is retained by the administrator.
5. Level II behavior violations and intervention options/responses are not limited to those provided.
6. Repeated violations shall result in a more severe response and/or referral to Level III.
7. A Level II appeal may be made to the building principal. The decision of the building principal is final regarding Level II appeals.

**Level III**

**Suspension and /or Optional Recommendation for Alternate Educational Placement (AEP)**

Administrator determines whether the student engaged in misconduct that is serious in nature, or in repeated violations, and warrants a referral for district level alternate educational placement. If the administrator makes that determination, then the administrator contacts the regional superintendent or executive director to start the referral process. When the student is recommended for alternated educational placement, the parent shall be given a letter stating the reasons for the placement.

1. Administrative representatives from sending and receiving schools meet with parent or guardian to review circumstances of change of placement.
2. Within five days of the placement meeting, the parent/guardian must request a meeting to appeal decision, in writing, with the appropriate regional superintendent/executive director or the decision shall be final.

3. A Level III appeal may be made to the regional superintendent. Placement appeal hearing will be conducted by Learning Services Department. Parent/Guardian and sending school administration will present information on placement decision. Each party will have 10 minutes to present information. The length of the presentation may be increased by the regional administration. Parent/Guardian will receive decision of regional administration within three business days of appeals hearing. The decision of the regional superintendent is final regarding Level III appeals.

\* **Expulsion for possession of firearm.** A student shall be recommended for expulsion in the event a student is found to be in possession of a firearm on school premises or at a school sponsored event.

**Expulsion Procedures:**

1. Referral to administrator by way of discipline card, with report sent to the parent.
2. Administrator confers with student and parent about the misconduct. The student is given an opportunity to explain the incident.
3. The administrator determines misconduct. If administrator determines that the student was in possession of a firearm, then administrator contacts regional superintendent and/or executive director and Learning Services Department to start the expulsion referral process. When the student is recommended for expulsion, the student and his or her parent/guardian shall be given the packet of information that contains the supporting documentation as to why the administration is recommending the student be expelled.
4. A panel comprised of at least four members of the Board of Directors shall make the determination whether or not to expel a student from school.
5. The panel of Board of Directors shall meet to conduct a hearing regarding the recommendation for expulsion and the hearing shall occur within ten (10) school days after the student's suspension from school. If it is not possible to schedule a hearing within ten (10) school days, alternate educational plans will be made.
6. The student and his or her parent/guardian will be notified of the time and place of the hearing.
7. The Board of Directors is provided with the same packet of information regarding the documentation supporting the administration's recommendation for expulsion as the student and his or her parent/guardian.
8. When a student is recommended for expulsion, a social worker from the school will be assigned to assist the student and his or her family throughout the expulsion process and will also be present at the expulsion hearing.
9. At the hearing, an administrator will present the information to the board that supports the administration's recommendation for expulsion
10. The student's family or representative will have a chance to provide information that rebuts the information provided by the administration or to present new information that either demonstrates the student did not engage in the conduct for which he or she is accused, or any mitigating information. Student witnesses are not allowed to be present at the hearing on behalf of either the student or the District.
11. After the panel of the Board of Directors receives information on behalf of the district administration and on behalf of the student, the panel will meet in an executive closed session to discuss the evidence. The panel will then reconvene in open session to act on the recommendation of expulsion.
12. The student and his or her family will be notified of the decision in a timely manner.
13. If the Board acts to deny the expulsion, the student will be placed in a school by District administration.

14. If the Board acts to expel the student, it is up to the discretion of the District administration as to whether or not the student receives the district's educational services in an alternate setting during the period of expulsion. There will also be conditions of reinstatement which must be met by the student prior to the end of the expulsion period.
15. At the conclusion of the expulsion period, the Learning Services Department will meet with the student and his or her family to ensure the conditions of reinstatement have been met and for the administration to determine appropriate school placement.
16. Iowa law provides for the appeal of a school board determination to expel a student to the Iowa State Department of Education. The phone number is (515) 281-8661.

**Series 500, Code 520, Title: School Discipline, IV: Restraint and Physical Force**

Restraint is the act of physically controlling or directing the actions of a student. Teachers and administrators and other staff are authorized to use reasonable and appropriate means of restraint as may be necessary to prevent a student from harming himself or herself or another, or to prevent a breach of discipline, to compel compliance with the discipline policy. Restraint should not cause serious or permanent harm.

Intentional physical punishment of a student is specifically prohibited. Teachers, administrators and other staff are authorized to use reasonable force, however, in self defense, defense of another, to quell a disturbance, to prevent an act that threatens harm, to compel compliance with the discipline policy or to remove a disruptive student.

An employee of the Des Moines Independent Community School District shall not inflict, or cause to be inflicted, corporal punishment upon a student. "Corporal punishment" is the intentional physical punishment of a student. "Corporal punishment" includes the use of unreasonable and unnecessary physical force, or physical contact made with the intent to harm or cause pain.

August 7, 2001

## Appendix B

### Directory Information

#### Directory Information

The Family Educational Rights and Privacy Act (FERPA) requires that the Des Moines Independent Community School District designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

The Des Moines Independent Community School District has designated the following information as directory information:

1. Student's name, address, telephone number, and e-mail address
2. Parent's name, address and telephone number
3. Date and place of student's birth
4. Curriculum (major field of study)
5. Year in school
6. Participation in recognized organizations, activities and sports
7. Weight and height of members of athletic teams
8. Degrees, awards and honors received
9. The most recent educational institution attended by the student
10. Photographs of the student
11. Date of attendance at the school district (general periods of time during which an individual attended or was enrolled in an educational agency or institution)

You as a parent, or eligible student, have the right to refuse the designation or release of any or all of the categories of personally identifiable information as directory information provided that you notify the School District in writing no later than September 10 of the current school year (or within two weeks of the date of enrollment in the District if such enrollment occurs after September 10). If no timely objection or refusal is received by the district, the District will presume that consent is given for the designation and release of the student's directory information. For example, if a reporter takes pictures of student groups and identifies names, this would be permitted if a parent has not filed a refusal letter with the principal.

Note: Any information not designated by the District as directory information will be considered record under FERPA and may not be released to the public without prior parental or eligible student consent.

## Appendix C

### Network Agreement

#### Introduction

These procedures are applicable to all student use of Network and Internet systems while using school district property at any location or during school activities at any location.

All use of educational technology must be in support of education and research and be consistent with the mission of the district. In addition, educational technology may only be used in a manner consistent with federal and state law, license agreements and district policy.

#### Access

Network and Internet access is a privilege which requires a high level of personal responsibility and may be denied due to inappropriate use. Inappropriate use shall include but not be limited to:

1. Using the district system for commercial and/or personal downloaded purposes.
2. Using the system to transmit inaccurate information.
3. Using the system to send, receive or view objectionable material.
4. Damaging the security system.
5. Using another individual's system account.
6. Forging or attempting to forge electronic mail messages.
7. Attempting to read, delete, copy or modify electronic mail of other system users.
8. Misusing electronic mail retention guidelines.
9. Exceeding resource quotas or disk usage quotas.
10. Failing to conduct virus checks on material.
11. Vandalizing the system.
12. Violating the copyright laws.
13. Failing to follow the network etiquette procedures.
14. Submitting false or misleading information to obtain or retain access to the system.
15. Accessing the system in any manner inconsistent with the mission of the school district.
16. Interfering with official school district communications.

The network administrators may withdraw access at any time as required. The administration, faculty and staff of the district may request the network administrator to deny, revoke or suspend specific system user access.

Students under the age of 18 must have the written approval of a parent or guardian. A signed Individual System User Release Form must be on file with the district. Student privileges will be granted only for one academic year. Access privileges will be indicated on the student's ID card. A signature on the Individual System User Release Form indicates that the person signing the permission form has read and understood any supplemental information which may be provided with the permission form.

#### Security and Usage Guidelines

Appropriate language will be used in electronic mail and other electronic communications.

System users will be respectful of others' opinions.

System users will not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other system users, or misrepresent other system users, or attempt to gain unauthorized access to the system. Communications may not be encrypted so as to avoid security review.

Personal information such as addresses and telephone numbers will remain confidential when communicating on the system. Students will never reveal such information without permission from their teacher or other adult.

Students will never make appointments to meet people in person that they have contacted on the system without district and parent permission.

Students will notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

A system user guide will be published and available for student distribution.

All Internet account holders are responsible to notify a system administrator or building administrator promptly upon discovery of any suspected security breach.

The district unconditionally reserves the right for authorized personnel to review system use and file content. The district reserves the right to remove a system user account on the system or to disconnect any system user to prevent unauthorized activity.

### **Copyright**

One of the most important issues to be addressed and taught to students is the issue of copyright and the related areas of trademark and licensing.

System users may download material for their own use in accordance with applicable copyright laws, district policy and administrative regulations.

The Fair Use doctrine allows an individual to reproduce portions of copyrighted work for non-commercial purposes, in some instances. Reproduction beyond fair use requires the permission of the copyright holder or authorized person. The permission must be specified in the document or must be obtained directly from the author in accordance with applicable copyright laws, district policy and administrative regulations. Violations of copyright law could lead to civil liability with excessive penalties.

System users may upload public domain programs to the system. System users may also download public domain programs for their own use or non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.

### **Liability**

Access by the district to the system will be through the establishment of individual accounts. The use of the accounts constitutes acceptance of the account and agreement by the system user to abide by the rules of conduct and to assume responsibility for the content of that account.

The district does not warrant that the functions and services performed by or the information or software contained in the educational technology resources will meet the system user's requirements or that the system will be uninterrupted or error-free, or that defects will be corrected. The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether expressed or implied including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.

Student permission forms shall include a provision that the student and his/her parents or guardians will hold the district harmless from student violations of copyright laws, software licensing requirements, student access of inappropriate materials, violations by the student of others' rights to confidentiality, free speech and privacy, and damage to systems accessed by the student.

### Discipline

Appropriate discipline for student violations will be determined by the building principal or the principal's designee. Violations of the acceptable use guidelines, any district policy or procedure, or any federal or state law, rule or regulation may result in disciplinary action up to and including expulsion. Disciplinary action will be taken in a manner consistent with the student discipline policy. Violations which may be criminal will be referred to appropriate law enforcement officials. Any violation of the guidelines is unethical and may constitute a criminal offense

## Appendix D

### Attendance Policy Series 500, Code 503, Abridged (Approved July 13, 2010)

#### ELEMENTARY AND MIDDLE SCHOOL

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. Students are expected to attend classes regularly and to be on time.

There is a strong correlation between good attendance and academic success. Students who receive excessive excused absences can expect that their learning will be affected even though work may be made up. Anytime students, parents/guardians, teachers and/or administrators are concerned about a student's attendance, they are encouraged to contact the appropriate party.

Certain absences may be excused under this policy, but students will still be required to make up work missed due to an absence regardless of whether it is excused or unexcused.

**Subject to the provisions of this policy and any corresponding administrative procedures, students shall not be absent more than five days due to an unexcused absence per semester or more than three days due to an unexcused absence per trimester. Buildings shall establish and implement a notification and support plan regarding unexcused absences beginning with the student's second unexcused absence. Excessive absences are defined as more than five unexcused absences per semester or three unexcused absences per trimester. Excessive absences in a class may result in a review by the school's Building Attendance Team and may result in a supportive intervention or disciplinary action under this policy.**

This policy shall apply to all students including special education students except in those cases where decisions involve a special education student's evaluation or placement. Such cases shall be referred to the special education department for disposition through established hearing procedures.

**A. Attendance** In accordance with Iowa law, it is the parent's responsibility to cause the child to attend school (Code of Iowa, Chapter 299). **Excessive loss of instruction time due to late arrivals or early withdrawals may result in the student being referred to the Building Attendance Team.**

#### **B. Absence**

Parent(s)/guardian(s) are expected to notify the school regarding a student's absence on the day of the absence. An absence must be reported within 24 hours of the date of absence. Failure to report the absence within 24 hours of the date of absence will result in the absence being recorded as unexcused unless the parent(s)/guardian(s) demonstrates there was a hardship that prevented him or her from reporting. If requested, the parent(s)/guardian(s) of students who are absent from school shall submit in writing the specific reasons for their absence. Such notice shall include the specific days or times they were absent, verification by a health care provider (when appropriate), and a signature of a parent/guardian.

#### **C. Excused Absence**

Students are encouraged to attend school daily. However, students may not be subject to disciplinary action for failure to attend school if lack of attendance is beyond the control of the student. A student may be excused by a parent for one of the following reasons:

1. Illness;
2. Medically documented chronic or extended illness, hospitalization, or doctor's care, or nurse's approval;

3. Medical or dental care;
4. Death or serious illness in the immediate family or household;
5. Suspension from school;
6. Religious holidays requiring absence from school;
7. Court appearances or other legal proceedings beyond the control of the family;
8. Classes missed because of attendance at a school-sponsored trip or activity;

#### **D. Unexcused Absence**

An absent student not meeting the provisions required to have an excused absence will have an unexcused absence. An unexcused absence is a student's absence from school or class that does not fall within the above stated reasons. Students may have five unexcused absences per semester or three unexcused absences per trimester. The sixth unexcused absence of the semester or the fourth unexcused absence of the trimester will be considered excessive and an intervention will occur. However, buildings shall establish and implement a notification and support plan regarding unexcused absences beginning with the student's second unexcused absence.

#### **E. Make-up Work**

School work missed because of absence must be made up. Students will be given two days for each day missed to make up work. Make up time may not exceed six school days following the student's return. The time allowed for makeup work may be extended at the discretion of the classroom teacher. Full credit will be given for school work made up because of absences.

#### **F. Excessive Absences**

1. Excessive absence is any unexcused absence beyond the district limit of **five allowable unexcused absences per semester or three unexcused absences per trimester**.
2. If a student's excused absences become excessive each student's case will be reviewed for consideration of a supportive intervention. Absences will be recorded as part of a student's attendance record.
3. Interventions include but are not limited to the following:
  - a. A student may be referred to, the SUCCESS case manager, nurse, a social worker, a counselor, and/or a teacher advocate for assistance;
  - b. The student may be referred to the school's support team for a targeted intervention;
  - c. The student may be allowed to make up absences through an agreement whereby the student agrees to perform specified school assignments outside the student's regular school day;
  - d. The student's schedule may be modified and an adult mentor assigned;
  - e. The student may be assigned to an in-building alternative educational program to receive additional academic support; or
  - f. A recommendation for retention may be made to the Building Attendance Team.
4. The principal or designee may refer the student to the Polk County Attorney Mediation Center.
5. Class work missed because of excessive absences can be made up and will be treated the same as make-up work for all other absences.

#### **G. Tardiness**

Excessive tardies shall be dealt with pursuant to the district's Discipline Code and Procedures.

## Appendix E

### Educational Equity and Employment Statement

It is the policy of the Des Moines Public School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) 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:

Director of Human Resources  
901 Walnut Street  
Des Moines, Iowa 50309  
515.242.7911  
[equitycoordinator@dmps.k12.ia.us](mailto:equitycoordinator@dmps.k12.ia.us)

In addition, the District prohibits hostile work and learning environment harassment toward employees or students that are not allegations of discrimination. Complaints of hostile work or learning environment harassment may be filed with Amanda Easton, General Counsel Department, Investigations Specialist at 901 Walnut Street, Des Moines, Iowa 50309, (515) 242-7841.

The district is committed to maintaining a learning and working environment free of any form of sexual harassment toward personnel and students on school grounds, on school time, at a school-sponsored activity or in a school-related context. Complaints of sexual harassment filed against students, employees or adults may be filed with Amanda Easton at 242-7841.

### COMPLAINT PROCEDURE

This complaint procedure has been developed to handle complaints of discrimination, harassment, or sexual harassment. Employees, applicants for employment, parents, students, and volunteers can file a complaint. Briefly, the complaint procedure includes the following steps:

1. Complainants may talk to their building principal or immediate supervisor to try to resolve the problem informally. If the complaint is based upon the conduct of the Complainant's principal or immediate supervisor, the Complainant may contact that person's immediate supervisor. Complaints should be reported as soon as possible after the event giving rise to the complaint.
2. If the Complainant prefers to proceed with a formal complaint, or if the matter has not been informally resolved, he or she may file a complaint with the District Compliance Officer or the Human Resources Investigations Specialist based on the allegation. Formal complaints should be filed by the Complainant within 30 days after the event giving rise to the complaint or it is determined the complaint cannot be informally resolved.
3. Within 10 working days, the appropriate investigator will begin the investigation. An investigation will include taking a written statement from the Complainant, the Respondent(s) named in the complaint, and those witnesses who have been identified who have relevant information pertaining to the complaint. Relevant documentation will also be collected and considered. During the investigation, a Respondent may elect to have a union representative, friend, counsel or any other individual present during interviews and subsequent meetings.

4. Within 30 working days, the investigator shall complete the investigation and issue a written report making findings with respect to the individual allegations set out in the complaint and rendering an ultimate finding as to whether the greater weight of the evidence, based on the entire record, indicates the District's policies have been violated. Under some circumstances, when many individuals are involved in the investigation or an extensive legal review must be done, the investigator will inform the Complainant of the expected date of completion beyond the 30 working days.
5. The District prohibits retaliation against an individual for filing a complaint. Any individual intentionally providing false information in a complaint investigation may be subject to disciplinary action.

In the event the investigator finds:

- A. No violation of District policy, the findings will be shared by the investigator with the Complainant and the Respondent.
- B. A violation of the District's policies or no violation of the District's policies but other inappropriate behavior on the part of the Respondent, the findings will be provided:
  - 1) By the investigator to the Complainant and the Respondent; and
  - 2) By the investigator to Respondent's principal or the immediate supervisor, the director responsible for Respondent, and a representative of Human Resources Management. The Human Resources representative will inform the Respondent of any decision regarding disciplinary action.
  - 3) If disciplinary action is warranted, documentation of the disciplinary action will be placed in the employee's file or the student's file. All other information regarding the case will be kept in confidential files.
  - 4) The District has no jurisdiction to take disciplinary action over parents and volunteers. However, steps will be taken to ensure individuals do not continue to violate nondiscrimination policies on district property, school-related activities.

The complaint will be closed after the investigator has provided the information to the Complainant and the Respondent unless, within ten days of receipt of the final investigative report, either side files a written appeal to the superintendent setting out the reason(s) why they believe the decision should not stand.

In the event of an appeal, the Superintendent/designee shall review the written record and may meet with the appealing party. The Superintendent/designee may affirm, reverse, modify or remand the matter for further proceedings and shall, within twenty (20) days of the written appeal, provide the decision in writing to the appealing party.

Except in the event of a termination of a certified employee, the Superintendent's/designee's decision shall be final. A parent or guardian who disagrees with the school district's decision regarding a student's identification, evaluation or educational placement of program accommodations under Section 504 of the Rehabilitation Act of 1973 has a right to an impartial, third party hearing. They may contact Student and Family Services, Des Moines Public Schools, 901 Walnut Street, Des Moines, Iowa 50309 or call 242-7714 to make the arrangements.

The District encourages individuals to use the internal complaint procedure. However the Complainant may seek legal advice of his or her choosing or file a formal complaint with the Des Moines Human Rights Commission, Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, or other agencies. If the Complainant seeks other avenues of redress, the District may choose not to conduct its internal complaint procedures.

References : Board Policies  
Series 400 Code 402, 402.1, 406 and 407  
Series 600 Code 601

Legislation  
Title IX of the 1972 Education Amendments  
Section 504 of the Rehabilitation Act of 1973  
American Disabilities Act of 1990  
Iowa Civil Rights Act

## Appendix F

### **Allegations of Abuse of Student by School Employees Level I and Level II Investigators 2010-2011**

The district will respond promptly to allegations of abuse of students by school employees by investigation or arranging for investigation of any allegation. The district will take appropriate disciplinary action when abuse is found. (Chapter 102, Rules Department of Education)

Allegations of abuse of students by school employees will be referred directly to the Director of Human Resources Management.

**All investigations must begin with the District General Counsel Department Investigations Specialist Amanda Easton.**

**Please contact the District General Counsel Department, Investigations Specialist with concerns – 242-7841.**

## Appendix G

### **Section 504 of The Rehabilitation Act of 1973**

#### **Parent Notice**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Des Moines School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Des Moines Independent Community School District has the responsibilities under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

A parent or guardian who disagrees with the school district's decision regarding a student's identification, evaluation or educational placement of program accommodations under Section 504 of the Rehabilitation Act of 1973 has a right to an impartial, third party hearing. They may contact Mary Lynne Jones, 504 Coordinator, 901 Walnut Street, Des Moines, Iowa 50309 or call 242-7781 to make the arrangements.

## Appendix H

### Search and Seizure

May 2009

#### Code 519

#### Title: Search by School Staff Relating to Students, Protected Student Areas, Lockers, Desks, and Other School Facilities or Spaces

- I. Searches of a student or protected student area.
  - A. A school official may search an individual student and a protected student area if:
    1. The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law, or a school rule or regulation, or any other reasonable expectation of student conduct, and
    2. The search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and the nature of the infraction.
  - B. All searches of students or protected student areas must be reasonably related in scope to the circumstances which gave rise to the need for the search and based upon consideration of relevant factors which include, but are not limited to, the following:
    1. The nature of the violation for which the search is being instituted.
    2. The age and gender of the student who may be searched, and
    3. The objectives to be accomplished by the search.
  - C. If a student is not or will not be present at the time a search of a protected student area is conducted, the student shall be informed of the search either prior to or as soon as is reasonably practicable after the search is conducted.
- II. Inspections of lockers, school desks and other provided spaces.
  - A. School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to students. Periodic inspections of school lockers, desks, or other facilities or spaces owned by the school and provided as a courtesy to a student may be conducted by a drug/contraband sniffing animal.
  - B. The furnishing of a school locker, desk, or other facility or space owned by the school and provided as a courtesy to a student shall not create a protected student area, and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space. Allowing a student to use a separate lock on a locker, desk, or other facility or space owned by the school and provided to the student shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space.
  - C. Students are permitted to park on school premises as a matter of privilege, not a right and parking provided as a courtesy to students. The interior of a student's automobile on the school premises may be searched without a search warrant if there is reasonable suspicion that a student has violated or is violating the law, or has illegal, unauthorized, or contraband items contained inside.
  - D. Each year when school begins, all district schools shall provide written notice to all students and the students' parents, guardians, or legal custodians, informing them that school officials may conduct periodic inspections of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to students without prior notice. An inspection under this policy shall either occur in the presence of the student whose locker is being inspected or in the presence of at least one other person.

III. Prohibited Searches.

- A. School officials shall not conduct a search which involves:
1. A strip search.
  2. A body cavity search.
  3. The use of a drug/contraband sniffing animal to search a student's body
  4. The search of a student by a school official not of the same sex as the student.

IV. Definitions.

- A. "Protected student area" includes, but is not limited to:
1. A student's body.
  2. Clothing worn or carried by a student.
  3. A student's pocketbook, briefcase, duffel bag, book bag, backpack, knapsack, or any other container used by a student for holding or carrying personal belongings of any kind and in the possession or immediate proximity of the student.
- B. "School official" means licensed school employees, including but not limited to principals, vice principals, deans of students, teachers, counselors and social workers, and also means unlicensed school employees employed for security or supervision purposes such as campus monitors.

## Appendix I

### Homeless Definition

March, 2010

Definition *"Homeless child or youth"* is defined as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.