

Denver Middle School

540 Lincoln Street

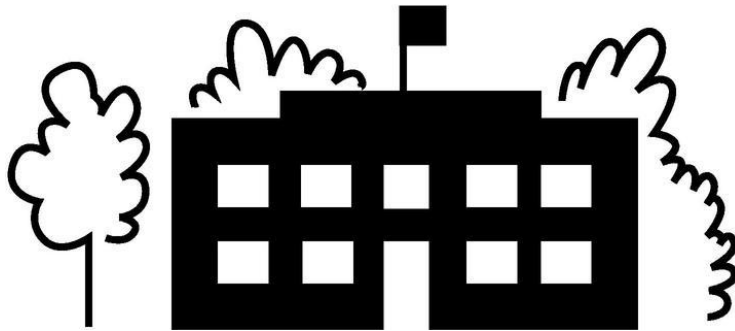
Denver, IA 50622

319-984-6041

www.denver.k12.ia.us

Student Handbook

2018-2019



Denver Community School Mission Statement:

The Denver Community School maintains a caring environment conducive to producing life-long learners and productive citizens in a changing society.

The Denver Community School Board of Education has approved this handbook.

August 2018

DENVER COMMUNITY SCHOOL LEARNER PERFORMANCE GOALS

Collaborative Worker

- Participates as a team member
- Assesses and adjusts behavior
- Applies conflict management strategies
- Demonstrates effective interpersonal skills
- Works toward and follows through with group goals

Problem Solver

- Identifies problems
- Gathers information from appropriate sources
- Generates a variety of options
- Applies strategies to make decisions
- Verifies and interprets results with respect to the original problem

Quality Producer

- Manages time
- Creates product that reflects quality
- Monitors and assesses progress
- Assumes responsibility for actions

Knowledgeable Person

- Possesses knowledge base, facts, resources and strategies
- Able and willing to learn

Effective Communicator

- Expresses ideas and demonstrates knowledge and ability to listen, speak, read, write and use non-verbal communication clearly and concisely
- Adapts messages to various audiences and purposes

Self-directed Learner

- Builds on previous knowledge
- Uses knowledge base to reflect aesthetically
- Sets realistic priorities and achievable goals
- Demonstrates planning and follow through

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WELCOME AND INTRODUCTION

Welcome to Denver Middle School. An important goal of our program is that your time spent with us will be an exciting learning experience. Our staff is dedicated to your academic, social/emotional, and physical development. Our school values RESPECT, RESPONSIBILITY, and RESULTS. We encourage you to become involved in all aspects of school life and to develop a work ethic that will serve you well for the rest of your life.

Please familiarize yourself with the contents of this handbook. It contains most of the information that will make your school experience a happy and successful one. Rules/ Guidelines have been referenced to Denver Community School Board Policy where relevant (B.P.#). Have a great year!

CLASSROOM GUIDELINES

- **Be on Time**
- **Be Prepared**
- **Be Respectful**
- **Be Responsible**

GENERAL GUIDELINES

1. Whenever a student is in or on school property, he/she is subject to the jurisdiction of all school officials.
2. Items not requested or deemed unnecessary have no place in school. They will be taken away and must be picked up by a parent/guardian.
3. Throwing snowballs is prohibited.
4. Displays of affection will not be condoned on school property. Holding hands and walking with arms around each other are examples of displays of affection.
5. The eating of candy or food is not allowed in classrooms unless teacher permission is granted. Pop is not permitted at school. Approved drinks are water, juice, and sports drinks. The above infractions may result in a written card detention.
6. Due to floor damage, shoes with wheels are not allowed.
7. Students need to carry a free reading book to each class.

SCHOOL HOURS

School is in session from 8:12 - 3:10. Students living in town are **NOT TO REPORT TO SCHOOL UNTIL 8:00, UNLESS THEY HAVE SPECIAL PERMISSION.** STUDENTS ARE NOT TO BE IN THE BUILDING AFTER 3:15 UNLESS UNDER THE DIRECT SUPERVISION OF A TEACHER OR COACH.

Do not enter the middle school or high school buildings before 8:07 each morning unless going to breakfast. Students may enter the door by the middle school office at 8:00 if they have business to take care of in the office, then return promptly to their assigned area until the 8:07 bell.

ATTENDANCE

Regular attendance is an important ingredient for successful education. Time lost from class can never be regained. Attendance is a major component of success.

ABSENCE FROM SCHOOL - PARENT'S RESPONSIBILITY: Parents/guardians are to call the middle school office by 9:00 a.m. Parents/guardians may leave a message on the secretary's voicemail (984-6041) or e-mail (dclinton@denver.k12.ia.us) when their student(s) is absent from school. If notification has not been received, the office will attempt to make contact with the parent/guardian both at home and at work. When an absence is known in advance, the parent/guardian should contact the middle school office by calling or sending a note before the absence.

ABSENCE FROM SCHOOL - STUDENT'S RESPONSIBILITY: Anytime a student leaves school or is returning from an absence, he/she is to report to the office. It is the student's responsibility to get assignments from teachers prior to lengthy absences.

Any absence resulting from a school-sponsored activity will be counted as a day of attendance.

Students must be in school the entire day in order to participate or practice in any activity or program. The only exception will be prearranged appointments.

When excessive absences occur, the parent/guardian, counselor, and principal will meet and plan a course of action. Some courses of action may include making up missed classes, taking an incomplete grade in related courses, or referral to truancy officials.

TRUANCY

Truancy is absence from school without the permission and/or knowledge of parents or guardians. Truancy is a serious offense and will not be tolerated. Truancy accrues annually. Penalties for truancy will be the following:

1st offense - 4 hours of in-school suspension and a conference with parent/guardian, principal, and student.

2nd and all subsequent offenses- 8 hours of in-school suspension and a conference with parent/guardian, principal, and student. (B.P. 501.10, 501.11)

TARDIES

Tardies to any class are unacceptable. Unexcused tardies result when a student reports to class late without a late arrival pass. On the fifth and all subsequent tardies to a class/study hall, the student will receive a one-half hour detention. Parents/Guardians will be notified by mail after the third tardy. Tardies accrue by quarters.

ASSIGNMENT COMPLETION

Any assigned homework is due on the specified due date given by the individual instructor in order to receive full credit. If any student fails to hand-in the assigned homework on the specified due date, then he/she will be expected to complete the assignment under the guidelines defined in the "NO ZERO" policy. All students will be required to complete ALL assignments.

ASSIGNMENT BOOKS

Each student will receive an assignment book as part of his/her school registration. The purposes of the assignment books are to help students establish organizational skills and to provide means of communication between teachers and parents/guardians. Students will record their assignments daily, and teachers will write messages, as needed in the assignment books. Parents/guardians are encouraged to review the comments at least once a week and use the assignment book for communication between home and school. Students will be expected to have their assignment books with them at all times. If an assignment book is lost, a replacement must be purchased from the middle school office for \$2.50.

CONFERENCES

Conferences will be held twice a year (fall and spring). During conferences, parents and students will have the opportunity to visit with staff members to discuss individual academic performances.

ACADEMIC PROGRESS REPORTS

Academic Progress Reports are emailed periodically to keep parents/guardians informed about their student's progress in one or more subjects. Assistance will be provided, if necessary.

REPORT CARDS

Students will receive report cards approximately one week after the end of each quarter. WHEN A BILL IS UNPAID BY A STUDENT, HIS/HER REPORT CARD WILL BE HELD UNTIL THE FEE IS PAID.

HONOR ROLL

All subjects will be considered to determine honor roll status. Grades assigned for all courses that do not meet on a daily basis will be weighted proportionately to the number of days per cycle the class meets.

Honor roll will be published at the end of every quarter grading period. Criteria include the following: (1) 3 point grade average; (2) no grade below a C-

High honor roll criteria include the following: (1) 3.67 average; (2) no grade below a C-

ON A ROLL

On A Roll will recognize students who raise their quarter average .333 from the preceding quarter.

CHEATING/PLAGIARISM

Cheating is not tolerated. If a student is caught cheating on a test, daily paper, quiz, or project, a zero will be recorded. The office and the parents will be notified. Continued cheating will be dealt with more severely. Any disciplinary action resultant from cheating will automatically remove a student from inclusion on Honor Roll, High Honor Roll or On A Roll for the grading period the cheating took place.

Plagiarism is defined as the use of someone else's work without proper citation and is a violation of Federal Copyright laws. In written works, five common words within a sentence without crediting the author or publication constitutes plagiarism. Submitting a plagiarized work will result in a zero for that assignment.

STUDENT RETENTION

Any student who demonstrates unacceptable academic progress (failing 2 or more classes) during any quarter will be considered for retention the following year. Parents of any student who is in danger of retention will be notified at the end of all grading periods that the student does not demonstrate acceptable growth. The retention of a student will be determined based upon the judgment of the licensed employee(s) and the principal. (B.P. 505.2)

PHYSICAL EDUCATION

Physical Education is required for all students unless excused by written request of the family physician. Students must participate in PE to participate in sports or practices. Please label all PE clothes with student's name. A locker and combination lock will also be provided. Lockers and/or combinations should not be shared. Students will be charged replacement costs for lost locks.

ELECTIVE COURSES

Band and chorus are the elective course offerings. Students in 7th and 8th grade will have the opportunity to participate in either or both of these courses. Students in 6th grade have the opportunity to participate in Band. Students who take advantage of this opportunity will be expected to participate for the entire year and also participate in concerts and contests outside the school day.

ELIGIBILITY GUIDELINES

ALL students at Denver Middle School choosing to participate in extracurricular activities are to follow all eligibility guidelines for these activities as approved by the Denver Community School Board. A copy of the guidelines is attached at the back of this student handbook (Appendix A). In addition, all rules set up by coaches/sponsors of each activity shall automatically become part of administrative policy. (B.P. 503.4)

ACADEMIC ELIGIBILITY GUIDELINES

To be academically eligible for participation in an activity, students participating must:

- Be earning passing grades in all classes.
- Eligibility will be determined at each midpoint of each quarter and at the end of each quarter grading period.
- If a student is not passing all coursework at the progress report check and/or end of grading periods then the student will be reevaluated on a weekly basis by the principal and athletic director to determine eligibility status.

HANDHELD TECHNOLOGY DEVICE USE (Cell Phone/iPod Use)

Handheld technology devices are to be turned off or set on silent and kept in assigned locker, backpack, pocket, or similar enclosure, and are to be totally out of view during the regular school day and are not to be used during the instructional hours of the school day from 8:12 a.m. until 3:10 p.m. Exception: students may use their devices at lunch if not prohibited by the lunchroom supervisor.

Incoming emergency calls from parents, guardians, or others should be directed to the school office, and the school secretary will get the message to the student.

The school district or administration will not be responsible for the loss, damage, destruction, or theft of any electronic device brought to school or a school field trip or extracurricular activity.

If a student is using a handheld technology device or if the device makes a noise during prohibited times, the device will be taken to the office and returned to the student at the end of the school day. A 30-minute detention will be issued for the first offense. One hour detention will be issued for the second and repeat offenses.

ACTIVITY OR FIELD TRIPS

Students on activity/field trips must go and return in the designated school vehicle, chaperoned by appropriate school employees. An exception may exist when a student may ride home with his/her own parent/guardian at the written request of the parent/guardian. The principal must approve all field trips. Field trips are a privilege. Students with late work, incomplete work, or owing detentions may not be allowed to go on the field trip. "Permission for Treatment" forms must be completed before a student will be allowed on a field trip. (B.P. 606.5, 904.1)

TEXTBOOKS

Students will be furnished textbooks on a rental basis. These books are signed out to the student until completion of the particular subject/class. The books are the property of the school and should be handled with care. Students are required to have book covers on all textbooks. Book covers need not be purchased. Brown paper grocery sacks or freezer paper may be used.

If a book is lost or damaged, including writing in book, the student will be charged according to its current value. (B.P. 503.3)

LOCKERS

A locker will be assigned to every student at Denver Middle School. Padlocks will be provided for student lockers if the student requests one. If a padlock is lost, a replacement must be purchased from the middle school office for \$5.00. Lockers are provided for student convenience. Absolutely no valuables should be kept in lockers. The school is not responsible for lost articles. Students should use only their assigned locker. Periodic locker inspections may be made by the administration if deemed necessary. Please see Search and Seizure section of this handbook. There should be no writing on the lockers, and any decorations should be removable, in good taste, and not offensive. No tobacco, drug, or alcohol products should be advertised in or on lockers. Fines will be charged for damage done to lockers. (B.P. 502.5, 502.8)

LUNCH AND BREAKFAST

All students must eat lunch at school. Students are required to remain in the lunchroom until the lunch period has ended. Students in the lunchroom are expected to follow the rules set forth by the supervisors. Violations of lunchroom rules will result in disciplinary action.

Students are responsible for keeping money in their lunch accounts. Students will receive a 5-day grace period if they have a negative balance in their account. Following the grace period, students will be given a sandwich and milk to eat. Charging on another student's account will not be allowed. Absolutely no food or drink is to be taken from the lunchroom.

Breakfast will be served from 7:45 a.m. - 8:07 a.m. Rules of behavior for lunch also apply to breakfast. No late passes will be given to students from breakfast to their first period classes. Any individual student who eats breakfast should remain in the the lunchroom until 8:07 or report directly back outside after eating breakfast. No exceptions. Assigned consequences will be given to students who fail to follow these specified guidelines.

MEDICATION

1. Medication will be administered by the nurse or a staff member who has successfully completed a medication administration course.
2. Students who have demonstrated competency in administering their own medication may self-administer their medication with written parental consent. This refers to medications such as inhalers used for asthma.
3. No prescription or non-prescription medication will be administered without written authorization from the parent and/or guardian.
4. All prescription medication must be in the ORIGINAL LABELED CONTAINER as dispensed by the pharmacist. Please estimate the necessary amount needed at school or have the pharmacist put the medication in two containers.
5. Non-prescription medication must be administered from the office, in the original manufacturer's container.
6. An authorization sheet is available in each school office and online at www.denver.k12.ia.us.
7. Use good judgment when making requests. Use medication only in time of definite need.
8. At the end of the school year, or at the end of dispensing time, any remaining medication will be returned to the student's parents/guardians or destroyed. This will be noted on the student's medication record. B. P. 507.2 and IA Dept of EDUCATION POLICY, CODE 281-12.3 (9)

ILLNESS AND INJURY

If a student becomes ill or is injured at school, the student's parents/guardians will be notified as soon as possible. Emergency or minor first aid will be administered if qualified staff is available. In any event, ill or injured students will be turned over to the care of the student's parents/guardians or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. All injuries will be reported to the principal, and within 48 hours an "Accident Report Form" will be filed in the superintendent's office. (B.P. 507.4)

COMMUNICABLE DISEASES

The term "communicable disease" means an infectious or contagious disease spread from person to person, animal to person, or as defined by the State Department of Health. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents are asked to use their good judgment in keeping sick children home from school. Students may return to school when they have had a normal temperature, no vomiting or diarrhea for 24 hours. When antibiotics are required, they must be given to the student for a full 24 hours before returning to school. The State Department of Health will be notified when the administration has knowledge of a reported communicable disease. (B.P. 507.3)

GUIDANCE AND COUNSELING SERVICES

Counseling is available for middle school students. If you would like to visit with the counseling personnel, please contact the middle school office.

GENERAL EDUCATION INTERVENTION (G.E.I.)

Denver Community School's G.E.I. is coordinated by a problem solving team. This trained team of professionals takes referrals from students, parents/guardians, and/or school district staff. In a confidential manner, the G.E.I. team endeavors to get "a closer look" at what is happening in a referred student's life. This includes communication with the student, parents/guardians, the school staff, and possibly with outside community agencies. The G.E.I. team will then make an accommodation plan for the student, utilizing school and/or community resources.

FREEDOM OF EXPRESSION

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since student expression made on school premises or as part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, or contain obscenity or indecency. Modes of expression include, but are not limited to, written publications, oral communication, or video materials. The administration has the right to determine the time, place, and manner in which the expression is to be allowed so as not to disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary action as described in this handbook. (B.P. 502.3, 503.1, 503.2, 503.4, 503.5, 504.3)

D.A.R.E.

D.A.R.E. (Drug Abuse Resistance Education) brings drug education into the middle school classrooms through courses taught by the Bremer County Sheriff Deputy. The program teaches students to develop positive attitudes and behavior, and it gives them the self-confidence, sense of self-worth, and the willpower to resist drugs and alcohol. A 10-lesson course is incorporated into both the sixth and eighth grade curricula.

ATTIRE AND GROOMING

The school is your workplace. This means dress appropriately and modestly, wearing clothing that is neat, clean, and not offensive to other people and not a danger to health and safety. Students will be asked to change inappropriate clothes and may be restricted from attending school or activities. If you have no other clothes here, extra T-shirts will be available in the office. You will NOT be allowed to go home and change clothes. Shirts and shoes will be required at all times. Dress that will be deemed inappropriate will include, but not be limited to:

1. Clothing that displays or promotes:
 - a. References to tobacco, alcohol, drugs or other illegal substances.
 - b. Anything that could be considered to be sexually or violently suggestive or obscene in any way.
 - c. Demeaning and harassing statements specifically about/towards any individual, or group.
2. Excessively soiled, torn or ragged clothing.
3. Excessively revealing clothing that fails to appropriately cover the body or is continually exposing undergarments. Excessively revealing clothing includes, but is not limited to:
 - a. Shirts/tops that expose the back or midriff (shirts must reach the tops of the pants when standing).
 - b. Necklines that drop below the level of the armpits, as to expose any cleavage.
 - c. Strapless or single strap tops.
 - d. Saggy, low pants/shorts that expose undergarments or buttocks when sitting or reaching.
 - e. Shorts that do not reach beyond straight thumbs, with arms straight down your side.
 - f. Skirts that do not extend to the fingertips, with arms straight down your side.
4. Headgear of any kind, including hats, caps, bandanas, or scarves covering the head.
5. Written, drawn, tattoo decorations or piercings on the body that are distracting or inappropriate. (B.P. 502.1)

First violation - student will be given a verbal warning

Subsequent violations - student will be assigned a 30-minute detention for each violation.

VISITORS

Parents/guardians are encouraged to visit the school at any time. All visitors must stop in the Middle School Office upon entering the building. Occasionally a student may have a student from another district visit them at school for one day. All student visits must be approved at least one day prior to the visit. A student visitor must be of middle school age and enrolled, in good standing, in another school district. No student visitor may be in the building more than one day per school year. No student may have more than one student visitor during a school year. Visitors will not be allowed to disrupt the school day nor deviate from the original schedule established in the office. Any violation of the above guidelines will be cause for the visiting student to be sent home. No visitors will be allowed the last two weeks of a quarter. (B.P. 903.3)

REMOVAL FROM CLASS, STUDY HALL, OR HOMEROOM

If a student is removed from class, study hall, or homeroom, he/she is to report to the middle school office immediately. The student will meet with the district's at-risk director or secondary principal to discuss the given situation and determine the next steps of action. The student may also be subject to further disciplinary actions, as described in this handbook.

DISCIPLINE PROCEDURES

The board believes that inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Consequences for the misconduct will be fair and developmentally appropriate to the circumstances.

Students who fail to abide by this policy and administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include but are not limited to removal from their classroom, detention, suspension, probation, and expulsion. (B.P. 503)

Verbal Detentions: This process will be used for minor infractions of school rules/policy. Length and time of detention is left to the individual teacher's discretion.

Card Detention: This process will be used for more serious offenses.

1. Student is issued the card detention.
2. Student takes the white copy of the detention home to be signed by parent/guardian and returns white copy when the detention is served. Students will not be allowed to serve a detention without the parent/guardian signature.
3. Length and time of detention are left to the individual teacher's discretion.

Failure to serve a card detention will result in a double-detention with the teacher. Failure to serve a double-detention will result in other disciplinary action to be determined by the principal or at-risk coordinator. The principal or at-risk coordinator may take other disciplinary action for students accumulating several detentions.

ASSAULT AGAINST AN EMPLOYEE

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school owned or school operated chartered vehicles; while attending or engaging in school district activities will be suspended by the principal. Notice of this suspension is sent to the board president. The board shall review the suspension to determine whether to impose further sanctions against the student, which may include expulsion. Assault is defined as;

- An act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act.
- Any act which is intended to place another in fear of immediate physical contact, which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act.
- Intentionally pointing any firearm toward another or displaying in a threatening manner any dangerous weapon toward another student.

The act is NOT an assault if the person doing any of the above and the other person are voluntary participants in a sport, social, or other activity, not in itself criminal, and does not create an unreasonable risk of serious injury or breach of the peace. (B.P. 503.1)

OUT-OF-SCHOOL SUSPENSION

In certain circumstances, a student may be suspended from school. The suspension may range from 1-10 school days. The building principals are responsible for administering out-of-school suspensions. Students suspended from school for any length of time may not attend any Denver Secondary School events or activities during the period of suspension.

EXPULSION

For extremely serious offenses, a student may be recommended to the Denver Community School Board for expulsion. A student may be "suspended pending hearing," which allows the administration to suspend the student from school until such time as a special meeting of the Board to act upon the recommendations. Students expelled from school for any length of time may not attend any Denver Secondary school events or activities. (B.P. 503.2)

WEAPONS

The Denver Community School Board will not tolerate the possession or use of weapons on school grounds, while on school-owned vehicles, or at school-related activities. Students who violate this policy will be subject to expulsion or other disciplinary actions. Their parents will be notified, the weapons or dangerous items will be confiscated, and the incident will be reported to police if necessary.

Weapons are defined as any object which could cause injury to another person, and which has no school-related use, or is used in such a way as to threaten or cause injury. This would include but not be limited to firearms of any kind, or their look-a-likes; knives of all types, or look-a-likes; fireworks, explosives, smoke bombs, or other dangerous chemicals; chains, clubs, or other potentially dangerous items not deemed necessary for school. This policy does include hunting guns, rifles, or knives that may be stored in vehicles on school grounds, or at the curb just off school grounds. Permission MAY be granted by the principal for bringing a potentially dangerous object for educational purposes. Such permitted objects must be stored in the principal's office at all times.

Consequences for bringing or knowingly possessing firearms or other dangerous weapons or their look-a-likes on school grounds, while on school-owned vehicles, or at school-related activities shall be expulsion for not less than one year. The superintendent shall have the authority to recommend this expulsion be modified on a case-by-case basis. (B.P. 502.6; 503.2)

DUE PROCESS

Unfortunately, there have been student incidents that necessitate discipline procedures at Denver Middle School. When a discipline problem arises, the following procedures will be followed:

1. The student is informed/notified of the infraction.
2. The student has the opportunity to tell his/her side of the story.
3. The teacher/supervisor/principal determines the level of discipline to be imposed, if any.
 4. The student accepts the discipline, or student/parent requests a hearing with the next level of the student grievance procedure. This procedure will be:
 - a. Teacher/supervisor involved
 - b. Building-level principal
 - c. Superintendent
 - d. School Board

Further appeals may be made to the Iowa Department of Education or the Iowa court system. No personal or constitutional rights will be denied any student at Denver Middle School.

Grievances against any school employee should follow the chain of command:

Step one - visit with the involved employee within 5 days of the occurrence causing the grievance. If the matter is not resolved satisfactorily, proceed to step two.

Step two - visit with the principal within 5 days. If the matter is not resolved satisfactorily, proceed to step three.

Step three-visit with the superintendent within 10 days after visiting with the principal about the grievance. If the matter is not resolved satisfactorily, a request may be placed on the agenda of a regularly scheduled school board meeting. If you have a grievance against the principal, go directly to step two. (B.P. 502.4)

BULLYING

Our Definition of bullying: *“Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person.”*

Three Key Components of Bullying Behavior

1. Involves any aggressive behavior
2. Typically involves a pattern of behavior repeated over time
3. Imbalance of power or strength

Repeated physical, verbal or psychological attacks or intimidation against anyone is bullying. Bullying may be directed specifically at the victim or may indirectly attack someone. Direct bullying includes assault, teasing, tripping, intimidation, destruction of property, theft, name calling, hazing, cyber-bullying, etc. Indirect bullying includes rumor spreading, unwanted comments, social isolation, and exclusion.

A student who bullies others will be subject to discipline policy as described elsewhere in this handbook.

Consequences may include, but are not limited to detention, loss of eligibility for activities, suspension or expulsion.

The above definition and policy is the primary foundation of our school board policy (Code No. 104). The above components will be communicated with students, families, and within our community. Please reference School Board Policy Code No. 104 for a more detailed definition and policy.

SEARCH AND SEIZURE

From time to time, all desks, lockers, electronic files, and any other school-owned areas will be searched without any suspicion whatsoever. School authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the school district facility. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with the respect the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Such items are not to be possessed by a student while they are on school district property, on school owned or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to law enforcement officials. (B.P. 502.8)

HARASSMENT

Policy prohibiting harassment and bullying of or by students, staff, and volunteers (RD1.4) which is based on actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status and which creates an objectively hostile school environment (HBP1). 281—IAC 12.3(13), Title IX Section 106.31, Iowa Code 280.28(3) and 729A.1. Harassment of any form will not be tolerated. If an incident of harassment occurs, it should be reported immediately to a building principal. The building principal will investigate, and if the charge is substantiated, disciplinary action will result. Disciplinary action may include, but is not limited to, verbal or card detentions, out of school suspension, recommendation to the Denver Community School Board for expulsion, or referral to law officials. In addition, any complaint/charges of employee/student sexual and/or child abuse should be directed to the Denver Community School Level I Investigator, Brad Laures. (B.P. 403.5, 502.1)

INTERROGATION BY OUTSIDE AGENCY

As a general rule, individuals outside the school district may not interrogate students while on school time. If an individual, such as a law enforcement officer, wishes to interrogate a student, the request must come through the principal's office. Such a request will be granted only when, in the discretion of the principal, such action is in the best interest of the student's welfare, when a child abuse investigator makes the request, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the principal shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present. An exception to this includes requests from child abuse investigator specifically requests that parents not be notified or included in the interrogation. No student shall be taken from school without the consent of the principal and without proper warrant. (B.P. 502.9)

ALCOHOL, DRUGS, AND DRUG PARAPHERNALIA

Any student found in possession of or under the influence of any form of illegal drug, alcohol, or drug paraphernalia, while on school grounds, at the curb just off school grounds, or under supervision of the school, will be referred to Police, subjected to consequences of the good conduct policy, and given the following school discipline:

1st offense - 3-day out-of-school suspension and 8 hours of community service plus Pathways Substance abuse class (service time and Pathways class may be completed concurrently for this and eligibility policy).

2nd offense - 10-day out-of-school suspension, 24 hours of community service, and a possible recommendation to the Board of Education for expulsion. (B.P. 403.6, 403.7, 502.7)

TOBACCO

Any student found to be in possession of or using any tobacco product, e-cigarette, or vaping device while on school grounds, at the curb just off school grounds, or under the supervision of the school, will be handled in the following manner:

1st offense - 4 hours of in-school suspension and receive a Good Conduct violation.

Subsequent offenses - 8 hours of in-school suspension and receive a Good Conduct violation.

All incidents will be reported to the local police and parents will be notified. (B.P. 502.7, 503.5, 906.4)

WALKOUTS/PROTESTS

From time to time social issues impact student lives and they are motivated to participate in student walkouts. DCS supports the right to free speech and the right to assemble; however, like any form of civil disobedience, walkouts or other protests come with consequences. DCS does not initiate or endorse any student led walkouts. Students who choose to participate in a walkout will be marked unexcused and consequences will be applied to the existing attendance and discipline policy as deemed appropriate.

STUDENT RECORDS

In order to facilitate the educational process of the student, confidential records are kept in the building in which the student currently attends. The custodian of the records is the building principal. Questions regarding student records should be directed to the building principal. The records contain information about the student and student's education and may include, but are not limited to, the following types of information: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parent/guardian or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials, teachers and AEA personnel with a legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state and local government when auditing and evaluating federal educational programs.
4. Officials connected with a student's educational financial aid applications.
5. Government officials to whom information is to be reported under state law adopted prior to November 19, 1974.
6. Organizations that process and evaluate standardized tests or which are conducting educational studies and the study does not release personally identifiable information.
7. Accrediting organizations for accrediting purposes.
8. Parents and guardians of dependent children, regardless of the child's age.
9. Appropriate parties in health or safety emergency.

Information from students' educational records, designated as directory information by the school district, may be released without consent of parents/guardians. Parents will have an opportunity to deny the release of directory information without their consent in a notice stating their rights under federal law. This notice will be distributed annually. Directory information includes, but is not limited to, the student's name and address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the one attendance center to another within the district, and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Parents of students under 18 and students over 18 may exercise the opportunity to review educational records of the students, obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained. (B.P. 506.1, 506.2, 605.5)

EQUAL EDUCATIONAL OPPORTUNITY and MULTI-CULTURAL, GENDER FAIR, NONSEXIST EDUCATION

Enrolled students in the Denver Community School District shall have an equal opportunity for a quality public education without discrimination, regardless of their race, creed, gender, marital status, national origin, ability or disability. The education program shall be free of such discrimination and provide equal opportunity for participants. The education program shall foster knowledge of respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It shall reflect the wide variety of roles open to both men and women and provide equal opportunity to both genders. Inquiries regarding compliance with equal education opportunity shall be directed to the Denver Community School compliance officer, Brad Laures. Write to: Brad Laures, Title IX, Title VI, and Section 504/ADA Compliance Officer, 520 Lincoln Street, Denver, Iowa 50622; or telephone Brad Laures at 319/984-6323, or by writing to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. Further information and copies of the procedures for filing a grievance are available in the Denver central administrative office. (B.P. 500, 502.4, 603.4)

DISCRIMINATION LANGUAGE

Policy to ensure that students are free from discriminatory practices in the educational program (MC/GF policy) (MCGF1) 281—IAC 12.5(8) Multicultural (MC) approaches to the educational program are defined as those with foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, including race, color, national origin, sex, disability, religion, creed, and socioeconomic background. The contributions and perspectives of Asian Americans, African Americans, Hispanic Americans, American Indians, European Americans, and persons with disabilities.

Section 504/ADA Policy

It is the policy of Denver Community School Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature of severity of the handicap. It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). For further information contact Brad Laures, the coordinator of Section 504/ADA activities.

FEES

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care, are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents/guardians who believe they may qualify for temporary financial hardship should contact the Superintendent during registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

BUS RULES

The following section applies to all bus trips, including daily routes, field trips, activity buses, and pep buses.

The primary responsibility for enforcing bus discipline rests with the driver and/or chaperone. The following rules will be enforced on route and activity buses:

1. Observe the same conduct as in the classroom.
2. Be courteous; use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.
10. Bus driver is authorized to assign seats.

The consequences for violating the bus rules are as follows:

STEP ONE: Warning

A bus driver/chaperone will give the student a verbal warning concerning his/her conduct and then contact the child's parent/guardian relating to the verbal warning.

STEP TWO: 1st offense

Following a second discipline incident, the student will be required to conference with the principal, bus driver/chaperone, and parent/guardian. It is the bus driver/chaperone's responsibility to file the written form, School Bus Incident Report to Parent, before the conference is scheduled. If the violation is on an activity bus, the student will be suspended from riding future activity buses.

STEP THREE: 2nd offense

A third misconduct incident on the bus will result in a three-day suspension from riding the bus. If misconduct is on an activity bus, the student will be suspended from all future activity buses.

STEP FOUR: 3rd offense

A fourth incident on the bus will result in expulsion from riding the bus for the remainder of the school year.

Principals may deviate from the above discipline schedule, depending on the seriousness of the referral, age appropriateness, time between referrals, and other extenuating circumstances. (B.P. 711.2, 711.3)

COMPUTER USAGE

Access to computer technology is a privilege. Teachers' computers are NOT for student use. System folders, extensions, control panels, and other operating system software must be strictly protected to preserve the capabilities of the machines. Any student found altering software or system set-ups will be assessed consequences for vandalism. Respect the equipment so that all students may benefit from its capabilities. Students found to be chronic abusers of the computers may be banned from their use for up to an entire quarter/semester. Student files stored on ANY school device may be searched by school authorities for inappropriate content, unauthorized materials, copyright infringements, or other items not deemed necessary for school. Routine searches of such devices for the purpose of maintaining network integrity and efficiency will be conducted by media center personnel, and any violations of this policy will be reported to administration.

All students will be provided with an individual laptop computer to be used at school – during school hours. Please reference the student/parent computer usage handout agreement (which requires signatures) to view all of the specified guidelines relating to appropriate use.

INTERNET POLICIES

Students will be expected to abide by the following network etiquette:

- Respect all copyright and license agreements.
- Cite all quotes, references, and sources.
- Remain on specified websites for classroom use.
- Apply the same privacy, ethical, and educational considerations utilized in other forms of communications.

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

Internet use will support education and research and be consistent with the education objectives of the Denver Community School District. Transmission of or intentionally accessing any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Students accessing Internet services that have a cost involved will be responsible for payment of those costs. (B.P. 605.6)

GRADING SCALE

Denver Middle School staff members will implement the following grading scale:

95-100%	A	80-83%	B-	67-69%	D+
90-94%	A-	77-79%	C+	64-66%	D
87-89%	B+	74-76%	C	60-63%	D-
84-86%	B	70-73%	C-	0-59%	F

STUDENT INFORMATION

Denver Community School uses an administrative software system called JMC that provides password-protected access to student information. Parents and students may log on to check Attendance, Report Card, Progress Reports, Lesson Plans, Parent Information and Lunch.

DENVER SECONDARY SCHOOL GOOD CONDUCT POLICY for Extra-Curricular Participation

Extra-curricular activities are a major part of the secondary school experience. Things learned in these activities are applicable to many aspects of life. Denver has a commitment to excellence in our activity program. However, it should be noted that these extra-curricular activities are voluntary. Hence, they are a privilege, not a right. Consequently, participants in activities are bound to follow certain rules. The student is responsible for following rules/regulations of the individual director/coach.

GENERAL GUIDELINES

1. The determination of eligibility shall rest with the principal or his/her designee.
2. Eligibility guidelines are applied to all of the extra-curricular activities sponsored by the Denver Community School District. Discretionary ineligibility may still apply to any activities sponsored by the district, including but not limited to, homecoming activities, prom, and/or the graduation ceremony.
3. The eligibility guidelines are to be followed 24 hours a day, 365 days a year.
4. A student cannot join an activity after the first official sign-up date or practice for the purpose of working off ineligibility.
5. Students who begin an activity or are sanctioned during an activity must complete the activity in good standing.
6. If a student is not participating in any extra-curricular activity at the time of the infraction, the student will be ineligible for the next activity in which the student participates.
7. If the violation occurs near the end of one extra-curricular activity, and the assigned penalty cannot be fulfilled during that activity, the additional assigned penalty will be carried over to the next extra-curricular activity that the student participates in while attending high school.
8. All community service time will be evaluated and approved by the principal.
9. All community service time is to be completed under the supervision of an adult not in the student's immediate family, during out-of-school hours.

VIOLATIONS

I. Mandatory Ineligibility

1. Violations of local, state, or federal law except minor traffic, hunting, or fishing offenses, regardless of formal charges or convictions.
2. Use, possession, or sale of illegal drugs, alcohol, or tobacco, or drug paraphernalia.
3. Presence at a setting where illegal consumption/use of drugs or alcohol by minors, or other illegal activity is occurring. A student in attendance where illegal consumption of alcohol/drugs occurs, becomes aware of such illegal consumption on arrival, and immediately leaves the site will retain eligibility.
4. Vandalize, destroy, damage, or steal school property or the property of others.
5. Fight, assault physically, abuse, or repeatedly threaten injury to another person while in school, at school sponsored events, or on school vehicles.
6. Excessive unsportsmanlike conduct, profanity, verbal abuse, or threats toward persons, including players, coaches, fans, game officials, or site administrators.
7. Participation in a non-school sponsored event during a same sport season without the permission of the the Athletic Director, Principal, and coach as spelled out in board policy 504.6.

II. Discretionary Ineligibility

The school reserves the right to declare a student ineligible for participation in co-curricular and extra-curricular activities as a result of frequent violations of school rules.

DUE PROCESS

The Due Process guaranteed when a student is facing a loss of eligibility is as follows:

Step 1: The student is informed of the suspected infraction of the Good Conduct Rule and the basis for the accusation.

Step 2: The student will be given an opportunity to state his or her version of events.

Step 3: The principal determines whether a violation has occurred.

Step 4: If the principal believes a violation of the Good Conduct Rule has occurred, the student is notified, either orally or in writing, that the penalty will be imposed, effective immediately.

Step 5: The principal will notify the student's parent or guardian of the decision and penalty.

PROCESS TO APPEAL

If a student or parent wishes to appeal the principal's decision regarding a violation of the Good Conduct Rule, he or she may do so by notifying the superintendent in writing within three (3) days. An appeals board consisting of the superintendent, one coach or activities director, and 2 volunteers from the policy review committee, will be convened within 5 school days to hear the appeal.

The penalty will remain in force during the appeal process unless and until the principal's decision is overturned.

If the student, parent or guardian is still not satisfied, the superintendent's decision can be appealed to the school board by notifying the board secretary in writing of a request for review by the board. The board's decision is final.

CONSEQUENCES OF VIOLATION

1st offense: One-third of the current or upcoming activity season.

2nd offense: two-thirds of current or upcoming activity season.

3rd offense: One calendar year of ineligibility beginning with the date the student is declared ineligible.

Denver Secondary School Classroom Schedules

REGULAR Schedule

Period 1	8:12	-	8:55
Period 2	8:58	-	9:41
Period 3	9:44	-	10:27
Period 4	10:30	-	11:13
Period 5			
HS Lunch	11:16	-	11:41
HS Class	11:44	-	12:25
MS Class	11:16-11:45, 12:13-12:25		
MS Lunch	11:45	-	12:10
(Elem. Lunch)	12:15	-	12:40
Period 6	12:28	-	1:11
Period 7	1:14	-	1:57
Period 8	2:00	-	2:43
SLC	2:46	-	3:10

2-Hour Late Start Schedule

Period 1	10:12	-	10:41
Period 2	10:44	-	11:13
Period 5			
HS Lunch	11:16	-	11:41
HS Class	11:44	-	12:20
MS Class	11:16-11:45, 12:13-12:20		
MS Lunch	11:45	-	12:10
Period 3	12:23	-	12:54
Period 4	12:57	-	1:28
Period 6	1:31	-	2:02
Period 7	2:05	-	2:36
Period 8	2:39	-	3:10

2:00 (Wednesday) Dismissal

Period 1	8:12	-	8:51
Period 2	8:54	-	9:33
Period 3	9:36	-	10:15
Period 4	10:18	-	10:57
Period 5			
Class:	11:00 - 11:30, 11:58 - 12:05		
Lunch:	11:30-11:55		
Lunch:	11:00-11:25		
Class:	11:28-12:05		
Period 6	12:08	-	12:43
Period 7	12:46	-	1:21
Period 8	1:24	-	2:00

12:30 Dismissal

Period 1	8:12	-	8:35
Period 2	8:38	-	9:01
Period 3	9:04	-	9:27
Period 4	9:30	-	9:53
Period 6	9:56	-	10:19
Period 7	10:22	-	10:45
Period 8	10:48	-	11:11
Period 5			
HS Lunch	11:14	-	11:39
HS Class	11:42	-	12:17
MS Class	11:16-11:39, 12:07-12:17		
MS Lunch	11:39	-	12:04
SLC	12:17	-	12:30
(Elem. Lunch)	12:05	-	12:30

EQUITY STATEMENT

The Denver Community School District does not discriminate on the basis of race, color, creed, gender, marital status, national origin, religion, age, or disability in its educational programs, services, or employment practices. Students, parents of students, applicants for employment, and employees of the Denver Community School District shall have the right to file a formal complaint alleging non-compliance with equality regulations. Inquires concerning application of this statement should be addressed to: Brad Laures, Equity Coordinator, Denver Community School District, 520 Lincoln Street, Denver, IA 50622. Telephone (319)984-6323 (Board policies: 401.2, 103)