

Adel DeSoto Minburn Middle School



Student/Parent Handbook 2023-2024

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Adel DeSoto Minburn Schools Mission

We are committed to engaging ALL students in a challenging and supportive environment that ensures ALL students learn at high levels.

Vision

Experiencing Success Today, Achieving Dreams Tomorrow

ADM Middle School Mission Statement

The mission of ADM Middle School is to help students develop the intellectual, social, emotional, and physical skills necessary to succeed in school and in life as caring, ethical individuals and responsible citizens. We will provide a safe, motivating climate where challenging, integrated curriculum and instruction is facilitated by innovative, dedicated grade level teams.

ADM Middle School Motto

RELATIONSHIPS RELATIONSHIPS RELATIONSHIPS

The purpose of the parent/student handbook is to develop a communication system between the parents, the student, and the school. If we work together toward the common goal of providing a quality educational experience for the middle school student, we will succeed.

ADM Middle School Philosophy

The ADM Community School District believes that middle school students are in a transitional period in their lives. They no longer fit the mold of the elementary school student, but have not made sufficient progress academically, physically, or socially to be able to handle the freedom associated with the high school curriculum. Middle school students have not yet developed the ability to think much beyond the concrete level. During this period, they must begin to develop the ability to think in abstract as well as in concrete terms.

We believe that all programs, academic, co-curricular, and extracurricular, should be designed to meet the unique needs of the middle school student. There should be a gradual transition from the structured self-contained classroom of the PK-4 Elementary/5-6 Intermediate Program to the exploratory/elective type departmentalized curriculum of the middle school. We believe that exposure to a wide variety of classes and activities are essential to the growth and development of the adolescent middle school student.

The ADM Middle School is committed to making the transition from adolescence to adulthood as smooth as possible. We believe that working together, we can help middle school students develop good self concepts, maintain steady academic progress, and prepare physically and psychologically to handle the important changes in their lives.

Principal's Message

Dear Families,

The ADM Middle School Student/Parent's Handbook is designed to help you work with the school district to obtain the best educational experience for your child. The information contained in this handbook will provide you with some basic knowledge about the ADM Middle School.

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The information should clarify school procedures, expectations and the educational philosophy of the ADM Middle School. We hope you will find this book a helpful reference throughout the school year. Please review it with your child and let us know if you have any questions.

At other times throughout the school year you will receive ADM Middle School newsletters, via emails from School Messenger or Infinite Campus. We hope the various newsletters and this handbook will be a valuable part of the many ways we can communicate with you. We focus on "Relationships, Relationships, Relationships" at the Middle School, and we want you to be a part of the puzzle to best meet the student's educational needs.

Sincerely,

Kim Timmerman, ADM Middle School Principal

District and Building Staff

Administrative Staff

District Office	215 North 11 th Street, Adel
Mr. Greg Dufoe, Superintendent	993-4283
Mr. Travis Wilkins, Executive Director of Teaching and Learning and Communications	
Adel Elementary	1608 Grove, Adel
Mrs. Kimberly Anderson, Principal	993-4285
Meadow View Elementary	1300 S. 15th St., Adel
Mrs. Jodi Banse, Principal	478-1321
DeSoto Intermediate	317 Spruce, DeSoto
Mrs. Amy Hemphill, Principal	834-2424
ADM Middle School	801 Nile Kinnick Drive South, Adel
Mrs. Kim Timmerman, Principal	993-3490
ADM High School	801 Nile Kinnick Drive South, Adel
Mr. Lee Griebel, Principal	993-4584
Adel Elementary/Meadow View Elementary	1608 Grove, Adel/1300 S. 15th St., Adel
Elizabeth Anderson, Assistant Principal	993-4285
Desoto Intermediate/ADM Middle School	317 Spruce, DeSoto/801 Nile Kinnick Drive
Anthony Lohse, Assistant Principal	834-2424/993-3490
ADM High School	801 Nile Kinnick Drive South, Adel
Matt Lohmann, Assistant Principal	993-4584
Lucas Asche, Director of Buildings and Grounds	lucas.asche@admschools.org
Richard Beechum, Director of Transportation	richard.beechum@admschools.org
Sebastian Seifert, Director of Technology	sebastian.seifert@admschools.org
Eric Brown, Business Manager	Eric.brown@admschools.org
Billie Veach, School Nutrition Director	billie.veach@admschools.org
Rod Wiebers, Activities Director	rod.wiebers@admschools.org

ADM Middle School Teaching Staff

Leah Alliman	Social Studies	Leah.alliman@admschools.org
Mariah Armstrong	Family Consumer Science	mariah.armstrong@admschools.org
Leslie Banwart	Reading Interventionist	leslie.banwart@admschools.org
Lori Boston	Math & Instructional Coach	lori.boston@admschools.org
Heather Callaghan	Literacy	heather.callaghan@admschools.org
Jane Clowser	Art	jane.clowser@admschools.org
Laura Coller	Literacy	laura.coller@admschools.org
Hallie Edgerly	Science & Instructional Coach	hallie.edgerly@admschool.org
Ben Feltes	Literacy	ben.feltes@admschools.org
Jeff Freidoff	Science and Math	jeff.freidoff@admschools.org
Molly Good	Math	molly.good@admschools.org
Gage Harden	Special Education Resource	gage.harden@admschools.org
Trent Hilbrands	Math	trent.hilbrands@admschools.org
Evan Jorgenson	Science	evan.jorgenson@admschools.org
Jason Kilker	Special Education Resource	jason.kilker@admschools.org
Emily Lande	STEM	emily.lande@admschools.org
Anthony Lohse	Assistant Principal	anthony.lohse@admschools.org
Aaron Mager	School Counselor	aaron.mager@admschools.org
Jon Markus	Science & GATE	jon.markus@admschools.org
Julie McAdon	Literacy	Julie.mcadon@admschools.org
Mark Morgan	Social Studies	mark.morgan@admschools.org
Paul Nelson	Social Studies	paul.nelson@admschools.org
Cassidy Noring	Instrumental Music	cassidy.noring@admschools.org
Ellie Roquet	Vocal Music	ellie.roquet@admschools.org
Connie Sloss	Special Education	connie.sloss@admschools.org
Austin Stallman	Health & PE	austin.stallman@admschools.org
Kim Timmerman	Principal	kim.timmerman@admschools.org
Katie Wempen	Literacy	katie.wempen@admschools.org
Kelly Winter	PE	kelly.winter@admschools.org
Bart Whipps	Special Education Resource	bart.whipps@admschools.org

Academics

<https://www.admschools.org/schools/adm-middle-school/academics/>

Academic Honesty

One of the most essential elements to successful learning is the atmosphere of trust among students and also trust between a teacher and his/her class. Academic dishonesty -- cheating and plagiarism-- destroy that trust, prevent effective learning, and is wrong. It is therefore essential that each student make a commitment to high standards of honesty.

Academic honesty is one of the basic values of ADM Middle School. It is important to keep standards high. The school will not tolerate cheating. Cheating is defined as submitting another person's work as your own, using unauthorized information, providing unauthorized help to another student, plagiarism in any form. Students who are caught cheating on a test, daily paper, or quiz, will be subject to disciplinary action.

ADM Middle School Assessment of Learning

Learning Target			
No Evidence	Beginning	Developing	Secure
NE	BG	DV	SC
Student provides no evidence towards learning target.	Student is beginning to show an understanding of the learning target. More work on this learning target is needed.	Student is developing an understanding of the learning target. More learning is needed to be proficient.	Student is showing proficiency on the learning target.
Secure + Exceeds (S+E): In addition to mastering the standard, the student demonstrates applications that go beyond the learning target.			

Learning Targets and Rubrics

To help provide clarity for students, parents, and teachers, ADM Middle School utilized a four step process to clearly identify what it is that students need to know and be able to do in each course offered.



Standards Documents:

The majority of ADM Middle School Courses use the [Iowa Core](#) as the foundational standards to be taught and assessed in the classroom.

Power Standards:

Power standards are the “promises” that ADM makes to parents and students about what students will learn in the classroom. ADM Professional Learning Communities (PLCs) study the standards documents and use collective inquiry to determine power standards. To help focus this process, PLCs are asked to use the following four-part test when determining if a standard from the identified standards document should be considered a “Power Standard”:

- Endurance: Are students expected to retain the knowledge and skill beyond the unit and the course?
- Leverage: Will the student be able to apply the standard in more than one subject area?
- Next Level: Has this standard been identified as an essential prerequisite skill in the next course or grade level?
- Success on High-Stakes Exams: Is this a concept or skill that students are likely to encounter on state exams, college entrance exams, etc.?

Band/Choir Drop and Add Policy

All students currently enrolled in band and/or choir will continue to be enrolled in these courses between semesters and consecutive school years while at the middle school. Any students who wish to add or drop either of these classes, needs to submit a written or electronic request within at least two school days after the start of the new semester or school year to either the course teacher or the school counselor. This written or electronic request must include a parent or guardian signature to add or remove the course from the student’s schedule.

Building Assistance Team (BAT)

The Building Assistance Team model is a system for supporting classroom teachers on a day-to-day basis within a building. The team is composed of teachers selected for the team, the building principal, and the teacher requesting assistance. When appropriate, other staff members, a parent, and/or a student may be included as fully participating team members. The team serves as a within-building peer problem-solving group. The team is based on the belief that teachers have the skills and knowledge to effectively teach many students with learning and behavior problems by working in a problem-solving process. The goals of the model are as follows:

1. To help regular classroom teachers to individualize instruction to meet the needs of all students--normal, handicapped, and gifted.
2. To support teachers in mainstreaming handicapped students.
3. To provide an efficient pre-referral screening for special education services.

Building Assistance Team (BAT) cont.

The system is designed to provide prompt, individualized support of teachers. Teachers refer their classroom concerns to a team of selected teachers within the building. The team and the teacher requesting assistance jointly engage in a structured process of identifying the problem, brainstorming solutions, and planning interventions. Parents, students, and other specialists participate in cases when requested by the team. A series of follow-up meetings are held to evaluate the student's progress and to plan further intervention. When appropriate, students are referred for further evaluation involving special education services.

The model is very cost-effective. It has been designed to minimize time and paperwork requirements. No additional staff has to be hired. This approach has been shown to be effective in a wide variety of school districts in urban, suburban, and rural areas.

The B.A.T. Team will also hold the responsibility of bringing special education referrals to the attention of the Heartland Area Education Agency.

Human Growth and Development

The ADM Community School District has identified Human Growth and Development curriculum objectives that are infused throughout the curriculum. Every grade and subject level has a map of the objectives addressed. Parents/guardians may examine a class map and the teaching materials at any time. If parents find topics objectionable, they may choose to remove their child/children from the class during the discussion of these topics.

Student Attendance

A. Philosophy - It is the educational philosophy of the ADM Community School District that regular attendance by all students at school is essential and cannot be duplicated by other methods. Students are unable to obtain the maximum opportunities from the educational program offered without attendance at scheduled classes and activities. Consequently, the Board of Directors, the Administrators, and the Staff of the ADM Community School District expect that students shall be in attendance at scheduled classes for one hundred eighty (180) days per academic year.

Students are expected to be in school and to make attendance a top priority. Only through consistent attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

B. General Statements - Parents who know their child will be absent MUST notify the office prior to the absence. If advance notification is not possible, parents must notify the office on the day of the absence prior to 9:00 a.m.

Notifying Office Regarding Absences

How to Notify the Attendance Center of a Student Absence

Three ways:

1. Calling at 515-993-3490
2. Emailing: MS.Office@admschools.org
3. Parents now have the ability to enter their student's attendance via the parent portal (instead of calling or emailing).

Parent Portal:

1. Log into your Campus Parent Portal account
2. Click "More" from the left navigation menu
3. Select "Absence Request".
4. Complete the form and submit.

If you lose your access code it can be obtained by emailing Kendra Wolf at kendra.wolf@admschools.org It cannot be given out over the phone. We ask that you keep this password confidential. Students will have the opportunity to check their grades online as well with their own password. A process on how to set this up will be given during the year.

C. Absences - The school determines whether an absence is excused or unexcused.

- **Excused absences** include, but are not limited to, illness, medical, dental, religious (special services), family emergencies, serious illness or death of a family member, and school activities.
- **Unexcused absences** include, but are not limited to, tardiness, shopping, baby-sitting, concerts, preparation or participation in parties or other celebrations. Students are expected to be in class on time. Being tardy for class is considered an unexcused absence unless approved by the principal.
-

Attendance procedure:

1. If a child is not present at the starting time of the morning session (8:15 am), he/she will be counted absent for a half day if they do not arrive by 10:00 am. If they arrive before 10:00 am, they will be counted tardy for the morning session. A note from the doctor, dentist, or other medical personnel will erase the tardy.
2. If a child is absent at the beginning of the afternoon session (12:30 pm), he/she will be counted absent for a half day if they do not arrive by 2:00 pm. If they arrive before 2:00 pm, they will be counted tardy for the afternoon session. A note from the doctor, dentist, or other medical personnel will erase the tardy.
3. A student who is absent from school ten (10) days per semester is considered to have excessive absenteeism. A letter from the principal will be sent to parents and the Dallas County Juvenile Court Officer.
4. Once a student has accumulated twelve (12) absences per semester, a meeting will be set up with the principal, and parents. If excessive absences continue, the matter will be reported to the Dallas County Attorney's Office.
5. An absence will not be counted toward the ten (10) day limit if the student/parent provides the school with medical verification from a doctor, dentist, or other medical personnel. Court related absences would also not count toward the ten (10) day limit when documentation of a court appearance is provided to the office. Students who need to leave school during the school day must notify the office either with an email or a telephone call from parents.

Sign-in/Sign-out Procedures - Students who return to class or arrive after the school day has begun must present a signed note from their parent, the parent may call the school office, or the parent may personally notify the office. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the parent, been instructed by a parent phone call or the parent has personally notified the office. When you pick up your child, we ask that the child check out, and upon returning your child, we ask that the child check in.

Make-up Work - Students are responsible for arranging to make up schoolwork and are allowed to make up schoolwork. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make up schoolwork. Parents requesting assignments for their child who has been absent or will be absent should do so through the principal's office. The teachers involved need sufficient time to properly organize work being sent home. It is recommended that parents of absent students make their request early in the school day so that the materials can be readied by the end of the school day. Students will have one day to make up schoolwork for each day they are gone.

Tardies - Students should be on time to school and class. Names of students tardy for each class are turned into the office. Once a student has accumulated three tardies, a lunch detention will be issued. Excessive tardies of 15 or more in a semester will result in a one-hour detention for every three acquired tardies thereafter.

Practice and Performance Requirements: A student must be in attendance all day on the day of a scheduled activity (plays, musicals, athletics, cheerleading, etc.) in order to participate unless advanced arrangements have been made with the office (e.g.- funeral or doctor appointment). In order to attend co-curricular activity practice, a student must be in attendance at school during the afternoon (periods 5, 6, 7 & 8).

Driver's License Exams - Students taking driver's license examinations or obtaining driver's permits from examiners in Adel may be excused from study halls with parent/guardian permission. Students are NOT allowed to miss a class to take their driver's license examination or to take a driver's education class.

School Office Hours

The school offices are open from 7:30 a.m. until 4:00 p.m. on Monday-Friday. On early dismissal days when P-T conferences are scheduled, the school office will remain open. The answering machine is on seven days a week, 24 hours a day.

STUDENT BEHAVIORAL EXPECTATIONS AND POLICIES

Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to the principal's office during assemblies.

Beverages and Food

Students **cannot** have food or open containers of beverages in the hallways. Beverages with caps need to be placed in student's book bags when they leave the commons in the morning. Students may carry water bottles with them.

Bicycles

Students may ride their bicycles to school. Bicycles are to be walked when on the school property. All bicycles are to be parked in the bicycle rack area. Students are to park their bicycles immediately upon arriving on the school grounds. No loitering is allowed near the bicycle rack. The school district is not responsible for students riding to or from school, and assumes no responsibility for bicycles on the school grounds.

Books/Textbooks/Fines

All school books must be returned at the end of the school year. Students are responsible for their textbooks, library books, etc. and will be charged accordingly for lost books, for the abuse of textbooks, and other materials. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student. Replacement costs and penalties for damages are as follows

Damaged Book:

Broken Spine - up to \$10.00

Broken Cover - up to \$10.00

Writing in Book - \$.50 per page -- maximum \$5.00.

If written on to make it unusable it will be the price of the book.

Unusual wear and tear on the book - up to \$10.00

Lost Book:

New - 90% -----> cost of new book

1 year - 80% -----> cost of new book

2 year - 70% -----> cost of new book

3 years and over-----> cost of used book

The classroom teachers will collect book fines.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Detentions will be given for students that abuse school property. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Our middle school is truly a beautiful school. We have one of the finest public facilities to be found anywhere, but it is really up to you whether or not it remains as such. Trash, graffiti, and damage to property and equipment quickly lead to an unsightly campus. You are expected to treat school property with as much respect as you expect others to show to your property. To preserve the neat appearance of our grounds and school building, always use the sidewalks and place all trash in waste cans. Litter only detracts from the beautiful grounds and building provided for your education. Let us take PRIDE every day in this great facility. Students and others are not to loiter or congregate on school property between the hours of 11:00 p.m. and 6:00 a.m. unless they are involved in a school activity.

Cell Phones

Cell phones may be used by students before school or after school. Cell phones are not to be used during the school day. Cell phones should not be taken to classes. Cell phones should be locked in student lockers once classes have started. Cell phones will be taken from students who use them during non approved times. Parents will need to pick up cell phones that have been taken from students. The school is not responsible for lost or stolen cell phones.

Confiscation/Searches of cell phones include:

- Use of cell phones during class for any reason.
- Taking pictures in the locker room or restroom.
- Taking any picture of another person for the purpose of ridiculing the other person.
- Use of a cell phone or any device to cheat.
- Use of a cell phone or any device to harass another person.

Consequences of unacceptable use of cell phones can include:

- The cell phone will be confiscated and turned into the principal's office. Parents shall be informed.
- The cell phone may be turned over to law enforcement.

Clothing/Hats/Apparel

Students may not wear clothing or other apparel promoting or depicting products which are illegal for use by minors such as alcohol, tobacco or drugs; or apparel displaying, suggesting, or implying obscene material, profanity, or reference to subversion. Hats are to be removed when students enter the building. Hats/Hoods are not to be worn in school during the school day or during the time just before or after school (essentially from about 7:45 a.m. to 3:40 p.m.).

While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not proper for wear at school and/or school activities. Clothing that creates a substantial disruption to school/school activities or for which there is evidence indicating that such disruptions are likely, may be prohibited. Clothing that reveals undergarments or lack of undergarments is inappropriate. This policy includes sagging pants, short skirts and shorts, halter tops, tops that reveal a bare midriff or back, tube tops, and garments with spaghetti straps. Additionally, students should not wear items that could harm others or property, such as chains and metal spikes.

Students will be asked by a teacher or other school personnel to make the needed changes. A t-shirt may be provided for additional coverage. If students or parents are in doubt about the appropriateness of a piece of clothing, they are encouraged to bring additional clothing. Students who continue to violate this rule will be subject to the following disciplinary action: Detentions may be assigned. Continual infractions may be viewed as insubordination.

Communications To and From School

When sending a note or money to school, the student should receive clear instruction from the parents about who is the appropriate person to receive the note or the money. Also, the school regularly sends newsletters, notes and papers home with students. Parents need to remind their child to notify them of newsletters, notes or papers from school for the parents. Parents are responsible for knowing the contents of the newsletters, notes or papers sent home.

Computer/Technology Devices

There is a district "ACCEPTABLE USE POLICY FOR THE INTERNET & TECHNOLOGY DEVICES" that governs student behavior. In order for students to access the Internet at school, parents/guardians are required to sign a permission form acknowledging that they have read and understand the regulations and the consequences for violating the policy.

ADM CSD expects all students and staff to abide by the acceptable use guidelines for technology. Any student who uses technology in an unacceptable manner is in violation of the district's Student Behavior and Discipline Policy and will be subject to sanctions as stated in the policy. Since the nature of each violation may vary, the supervising classroom teacher and/or building administration is given latitude in determining the severity of the sanction.

Loss of Use - refers to the loss of privilege to use a computer or device or access to the Internet with the amount of time determined by the supervising classroom teacher and/or administrator. Confiscation of devices - refers to a device, handheld or otherwise, that is taken from the student because of unacceptable use.

Dances

The ADM Middle School staff recognizes and appreciates that the majority of the Middle School students are respectful, courteous, cooperative, and punctual. For those students who follow the rules and behave in an appropriate, courteous, and cooperative manner, dances will be held once per semester. Students may not leave the dance and be readmitted later. Only ADM Middle School students are allowed to attend dances.

Discipline Policy

The Board of Directors of the Adel DeSoto Minburn Community School District hereby confirms its intent to support the school discipline policy, to support school staff that enforces the discipline policy, and to hold school staff accountable for enforcing the discipline policy.

In a teaching/learning situation it is necessary that self-discipline and a positive approach towards organization work hand in hand. These not only are desired in the classroom, but must also be evident in all areas of the school setting and at school functions. It is necessary, therefore, that a cooperative plan between students, teachers, parents, administrators, other staff members, and school board members be present. This plan should be one of support, communication, and respect. It is our belief that cooperative discipline will bring out the qualities of scholarship, leadership, citizenship and responsibility found in each of our students.

As educators it is our responsibility to develop and maintain an atmosphere that is conducive for learning. To create such an atmosphere it is necessary to establish certain rules and regulations. So that you and your child can better understand what is expected of each student, we have developed the following discipline policy.

Student's Responsibility:

Students should be aware of the conduct expected of them in the individual classroom, in the hallways, in the lunchroom, on the school bus, and at any school function or activity. He/she should be able to maintain an inner-discipline, which allows him/her to accept this responsibility, and should attempt to keep a good line of communication open with teachers, school staff, parents,

- Respect the rights and property of other students, adults, and the district.
- Respect the authority of all school personnel. Students need to follow the directions of any adult the first time they are given. This includes but is not limited to school bus drivers, district teachers, paraprofessionals, administrators, custodians, administrative assistants, and food service staff.
- Students may not use abusive language, profanity or obscene gestures or language that interfere with learning.

The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy.

Discipline Policy cont.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action while school is in session or while school is not in session.

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

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

Parent's Responsibility:

It should be the responsibility of the parents to know and see that their child is aware of the behavior expectations in policies as set by the teachers, administration, and local school board of the Adel DeSoto Minburn Community School District. Lines of communication should be maintained in a healthy, cooperative attitude while working to attain a positive result in all instances. It is to be further noted and understood that each student and parent has the right to due process in which they may request additional information.

Teacher/staff member's Responsibility:

All teachers are responsible for maintaining building and classroom standards determined individually by building policy, and by school policy. Teachers are to be responsible for discipline of all students in the hallways and at all activities in which Adel DeSoto Minburn students and teachers are involved in the teaching/learning process. Teachers are requested to sit with their students at assemblies and large group meetings for the purpose of supervision and participation. Teachers will report to the administration what may be considered more serious infractions of the school's rules.

When a student demonstrates inappropriate behavior, teachers will follow the following procedures:

- The first time the student violates a rule; he/she will generally receive a verbal reminder regarding the rule he/she violated.
- If a student repeats the same violation or violates another rule within a given period of time he/she will generally receive an appropriate punishment determined by the teacher or staff member involved.
- The parents will be contacted by the teacher/staff member or Principal to inform them of the situation. The Principal and/or the teacher/staff member will determine an appropriate punishment.

Principal's Responsibility:

It will be the principal's responsibility to assist the parents, teachers, and Board of Education in seeing that students comply with rules of acceptable conduct within the classroom and all other areas of school. Students who choose not to comply with school rules and behavior standards will be dealt with in all cases in the following manner:

1. Students who are referred to the principal will be given an oral notice of the allegations against them and the basis in fact for the charges. Students will be given an opportunity to present an account of the concern at hand. If the principal concludes that inappropriate conduct has occurred, students will receive an explanation of why their conduct was deemed inappropriate.
2. A follow-up conference may be held with the principal and the student. The principal may also require the teacher involved to be present. The type of punishment to be administered shall be reasonable considering the nature of the student's misconduct, the age and physical condition of the student and the goal to be accomplished by the punishment. Parents will be notified of incidents of misbehavior when the incident is of a serious nature or is repetitive in nature.
3. In cases where students are consistently violating school rules or demonstrate misbehavior of a severe nature, including that which endangers other students' well being, consideration of removal from the classroom shall be within the discretion of the person in charge of the classroom. Removal from the classroom means that a student or students are sent to the Principal's office. In cases of this nature a parental conference will be requested. This conference will involve the student, his/her parents, teacher(s), and Principal. Detention, probation, in-school suspension, out of school suspension or a recommendation for expulsion may result from this conference.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or on non-school days. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the principal.

Probation means a student is given a conditional suspension of a penalty for a definite period of time, not to exceed ten days, in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty. Suspension means an in-school suspension, an out-of-school suspension, and a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. The student may not attend school activities or may not participate in a contest or extracurricular activities. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practices but will not attend or participate in school activities.

A severe infraction or continual infraction of school rules or behavior problems may be referred to the superintendent and the Board of Education. This referral will be accompanied by a recommendation for counseling and/or expulsion for their consideration. Expulsion means the removal of a student from the school environment, which includes, but is not limited to, classes and activities for a period of time set by the Board of Education. See Board Policy 503.2 for details.

Students who have been identified as special education students may be referred for a review of the individual student's Individualized Educational Plan. The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.

Corporal punishment defined as the intentional physical punishment of a student is prohibited. However, reasonable physical force may be used upon a student when the use of such force is deemed essential by a reasonable person for the purpose of self-defense, the preservation of order, to quell a disturbance threatening others, to protect others, etc.

Discipline Policy cont.

Consequences

1. The following consequences serve as the foundation for the middle school discipline policy. The consequences are suggested guidelines for use by the building principal. The principal has the authority to use discretion and common sense as he/she enforces the consequences for a particular violation of the rules.
 - a. A detention
 - b. A 2nd detention (may be longer in duration)
 - c. In-school suspension
 - d. Out-of-school suspension
 - e. Recommendation to board for 10 day out-of-school suspension
 - f. Recommendation to board for expulsion.
2. School bus drivers, district teachers, paraprofessionals, administrators, custodians, administrative assistants, and food service staff can assign detentions, if a student's actions so warrant.
3. Detentions must be made up at 7:30 a.m. to 8:10 a.m. in the office, at time and place assigned by the teacher before/after school.
4. Students can receive a detention, ISS, OSS, or expulsion for being disrespectful or insubordinate to a staff member or another student, violating a classroom or school rule, expulsion from a class, abuse of personal or school property, and bullying/harassment.
5. Profanity is defined as the use of vulgar, abusive, obscene, insulting, or inappropriate language (spoken or written) and/or gestures. Students using profanity will be subject to detention or suspension.
6. Pushing, shoving, and tripping are not appropriate behaviors. Students will be reprimanded and detention will be assigned for these behaviors.
7. Fighting (hitting one another) is a serious offense and will result in an ISS or OSS.
8. Students will receive a detention for every three tardies. Tardy detention will be served during the student lunch period. The student will serve two lunch periods in the office for each third tardy.
9. Students may receive a lunch detention for classroom misbehavior assigned by any staff member.

Disrespect and Insubordination

It is expected that every student will be treated with respect and dignity and that in turn, each teacher will receive the respect of each student. Insubordination is defined as the refusal of a student to obey a rule, regulation, or request of a teacher or any school personnel. For any show of disrespect or act of insubordination, a student will be subject to disciplinary action ranging from a lunch detention to out-of-school suspension.

Emergency Drills

Periodically the school holds emergency, fire, severe storm, and safety drills. Teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. During emergency drills or in case of real emergencies, our teacher associates will assist students who require assistance in reporting to the designated emergency area. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Extra Curricular Activities/Co-Curricular Activities

7th and 8th grade Football
7th and 8th grade Cross Country
7th and 8th grade Volleyball
7th and 8th grade Boys Basketball
7th and 8th grade Girls Basketball
7th and 8th grade Wrestling
7th and 8th grade Track
7th and 8th grade Band
7th and 8th grade Choir
7th and 8th Cheerleading
7th and 8th grade Show Choir

Extra Curricular/Co-Curricular Activities Attendance

Students may not leave the school during an activity and be readmitted later. In other words, once you leave the building during a co-curricular activity, you must stay out. ADM students are required to sit in assigned areas while attending co-curricular activities. This is always on the home team side unless otherwise instructed. Students are expected to sit in assigned areas while games are in progress (e.g. - students should not generally be in the commons while a game is being played on the basketball court).

Extra Curricular/Co-Curricular Activities Handbook

Students and parents should consult the Adel DeSoto Minburn Student Activities Handbook for additional information concerning the activities program including the Activity Code and eligibility rules. Students must turn in a signed form indicating that they have received and understand the Activity Code before participating in co-curricular activities. Academic efforts are a priority for ADM Students. Students who have not completed or done satisfactorily may be excluded from participation and may be assigned to work after school.

Extra Curricular/Co-Curricular Activities Schedules

For a daily or monthly listing of ADM activities, go to www.admschools.org and click on the Activities Calendar.

Field Trips

A field trip is a learning activity which takes children from their regular meeting place for the purpose of seeing or doing something to further specific skills and understanding. The teacher plans and is responsible for the activities involved in a field trip. Before each field trip the teacher will send home basic information regarding that particular experience. Children who are not permitted to participate in the field trip will remain at school under the direction of another teacher. The only children that go on our field trips are students that attend Adel DeSoto Minburn. Parents may be asked to come and attend field trips as chaperones for our students. All students who miss any or all of a period because of a school field trip will be responsible for the next day's assignments, tests, quizzes, etc.; normally, students should complete all school work before leaving on the trip.

Forgery

Students, who write notes, fill out passes, etc. and sign a name other than their own (e.g. - parent's or teacher's), or alter a teacher's or parent's note will be subject to disciplinary action.

Hallway Guidelines

1. Show respect for others:
2. Students will keep their hands and feet to themselves.
3. Students will not enter a classmate's locker without permission.
4. Students will keep noise to a minimum.
5. Move safely through the halls.
6. Students will walk at all times.
7. Hallway passing and stairway use - Grade levels will use the following stairways/hallways:
 - 7th and 8th grade students - either north or south stairways to pass to 2nd floor classrooms.
 - 8th students - use south hallway by art rooms to pass to exploratory classes, use north hallway to pass to commons/lunchroom, Physical Education, Band or Choir.
 - 7th and 8th students - use north hallway by north gym to pass to commons/lunchroom.
8. Please "keep to the right" in hallways and avoid gathering in large groups or sitting in the hallway since this hinders traffic.
9. Running, loud or disruptive noises, boisterous behavior, and/or any other action that interferes with the smooth movement of students or visitors from one part of the building to another will be considered a breach of discipline.
10. The school building is not the place for a display of affection between students.
11. The doors to the academic hallways will be locked in the morning before school. Students should not plan to be in the hallways before 8:07 a.m. unless they are working with a teacher. Generally, the academic doors will also be locked after 4:30 p.m.

Illegal Items Found in School or in Students' Possession

Tobacco in any form, alcohol, and/or other illegal substances are strictly forbidden. Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons and other dangerous objects are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy will be contacted, and the students will be reported to law enforcement officials. Students found in violation of this policy will be subject to disciplinary actions, which could include suspension or expulsion.

Inappropriate Items at School

Students may not use water guns, toys, video games, rollerblades, skateboards and other similar items at school. If taken to classrooms, these items will be taken away from the students and parents must come in to pick them up. The school will not be responsible for inappropriate items that are stolen on school grounds.

Lockers

Student lockers are to be kept orderly and books put in lockers in such a manner that the books will not be damaged. Appropriate items may be put in lockers. The principal will make the final determination if something is inappropriate. Signs and pictures are not to be put on the outside of student lockers unless approved by the principal. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged.

There is Iowa legislation that allows RANDOM LOCKER INSPECTION AT ANY TIME WITHOUT PRIOR NOTICE. A student's locker can be searched whenever an administrator or teacher has a reasonable suspicion that a criminal offense has occurred or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has reasonable grounds that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items will be given to law enforcement officials. Locker inspections may be conducted periodically throughout the school year. Inspections are conducted in the presence of the student or another person. These inspections are generally for the purpose of ensuring that lockers are clean and well kept.

Lost and Found

A lost and found center is kept at our school. Items found should be turned in there. Students should check immediately for any item they might have misplaced. It is recommended that your child be encouraged to be responsible for their personal property. Articles should be labeled, especially coats, boots, hats, etc. Valuables and money are not needed at school and should be left at home.

Media Center

The Media Center is a place where students have the privilege of working and reading without being disturbed. The media center has an excellent collection of books, magazines, reference materials, and audiovisual materials. The atmosphere maintained will be one of quiet with limited talking and no disruptive behavior. If a student displays unacceptable behavior, he/she will be asked to leave. Loss of media center sign out privileges for one or more weeks may result if a student continually disregards this rule. The media specialist has the freedom to assign seats in the media center when the need arises.

Books are checked out for two weeks and may be renewed two times. All materials must be checked out at the circulation desk; a student may not have more than three books checked out at a time. Vertical file material and magazine articles may be photocopied. No backpacks are allowed in the library.

General Rules

1. Any students, other than those with open campus, are required to have a signed pass of some sort to utilize the facility.
2. Working in groups may be permitted at the discretion of the media specialist.
3. Students not using media center resources may be asked to return to their classroom or study hall.
4. Designated computers will be to use on a first come, first serve basis unless previously reserved by an instructor.
5. All students will be signed out five minutes prior to the bell at the end of each period.

Physical Displays of Affection

The physical display of affection is not appropriate at school. Kissing, embracing and handholding are not permitted.

Physical Education

Students are expected to dress out for Physical Education class. The required dress is a t-shirt with sleeves, black, red or gray shorts/sweatpants and clean athletic shoes.

Pledge of Allegiance, Flag Salute and National Anthem

A student shall not be forced to participate in the Pledge of Allegiance, singing of the National Anthem, or saluting of the flag. Recognizing the fact that a student has a responsibility to demonstrate a proper respect for his/her country and its flags, a student choosing not to participate shall either sit or stand, remaining respectfully silent at all times. The Middle School will be saying the Pledge of Allegiance daily.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal at least three (3) days before the posting or distribution. This applies whether the information deals with school-sponsored or non school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

Selling Items At School

Students or staff members are not permitted to solicit or sell merchandise to other students or staff members at school.

Sportsmanship

The ideals of good sportsmanship, ethical behavior, and integrity permeate our culture, but in the reality of the festivities surrounding interscholastic athletics these concepts are too often replaced by unsportsmanlike conduct. Sportsmanship can be defined as those qualities of behavior that are characterized by generosity and genuine concern for others. It is the Golden Rule in action. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity. It is the responsibility of each ADM Middle School student to know and demonstrate the fundamentals of sportsmanship at all interscholastic athletic events at home and away.

Student Council

The purposes of the Student Council is to promote better relations between the student body and the administration, to serve as a means of presenting concerns of the student body to the administration, and to promote better citizenship and better school spirit.

The membership of the student council consists of students who are willing to serve the school and the student body. Meetings are held as needed. The faculty sponsor is Leah Alliman/Jacque Seidl. Student council sign-up occurs in August of the current school year and voting occurs at the beginning of the school year.

Student Property at School

Students who bring items to school assume all risks associated with their actions. Students should not be encouraged to bring personal items to school unless the items are related to specific classroom activities. If a staff member feels that an item or items a student has brought to school is inappropriate or potentially dangerous to the individual student or another person, that staff member may take that item or items from the student. The item or items in contention, especially if it might be potentially dangerous to the student or another person, will be brought to the attention of the principal.

An inappropriate or potentially dangerous item or items will be either destroyed or returned to the student's parent or guardian. Disciplinary action, if any is necessary, will be determined in an appropriate manner and time.

Study Hall/Homeroom Guidelines

1. Arrive on time, and bring all necessary materials. Tardiness results in loss of sign-out privileges.
2. Sit in your assigned seat.
3. Bring something to work on during study hall (homework or independent reading material).
4. No talking . . . unless given permission by the study hall supervisor.
5. Treat others with respect. (Both your classmates and your teacher.)
6. Use your sign-out privilege wisely (only one per period). You must sign out regardless of your reason for leaving the room.
7. Ask the study hall teacher for help with schoolwork if needed (only one person at a time).
8. Keep restroom trips to a minimum amount of time (3 to 4 minutes). Use the nearest restroom to the study hall location.
9. No cell phones in study hall.
10. Benefits of following these guidelines:
 - Less homework to take home
 - Development of important life skills (time management, good study habits, self-discipline).

Students who choose not to follow these guidelines may lose privileges, be sent to the office, or face other disciplinary measures.

Theft

Students who steal will be subject to the following disciplinary action – detentions, suspension, recommendation for expulsion or formal charges by law enforcement. Students must return all stolen property or pay for any stolen property that cannot be returned.

Vandalism

Defacing/destroying school property will not be tolerated. This includes marking on the Middle School Building with any material and/or marking the sidewalk or other school property. Students who vandalize school property will be subject to the following disciplinary action - detentions to suspension or a recommendation for expulsion. Students must pay for cleanup and/or the property that is vandalized.

Weapons

Students shall not possess any weapon or dangerous object at school. Weapons or dangerous objects will be confiscated and students will be reported to the police. Appropriate disciplinary action may be taken against the student. Further, the use of normally non-dangerous objects in a threatening or assaultive manner is likewise prohibited. Non-dangerous objects could include: pencils, rulers, compasses, or books used in a threatening or assaultive manner. The use of any object in a dangerous way will be treated as if the item used were a dangerous weapon.

Students bringing a firearm to school or knowingly possessing firearms at school shall be expelled for not less than twelve (12) months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Students shall not possess toy weapons or "look-alike" weapons at school except with the knowledge and permission of a teacher, coach, or administrator, and then only for school or educational purposes. Violation of this policy shall result in confiscation of the "weapon" and detention or suspension, depending upon the student's disciplinary history.

Any student who threatens another person on school property or at a school event with a dangerous weapon or an object that resembles a dangerous weapon including, but not limited to, a toy pistol or rifle, squirt gun, cap gun, rubber knife or plastic grenade, or who displays any object in such a manner as reasonably to place another person in fear for his or her safety shall be subject to discipline by the principal or superintendent including possible suspension and recommendation for expulsion.

Weapons cont.

Students who have knowledge or a belief of the existence of a weapon on school grounds or at a school activity shall promptly report to a school official. Failure to report will be grounds for suspension or expulsion from school.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look-alikes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. For more information please refer to Board Policy 502.8.

Food Service and Nutrition

NUTRITION SERVICES

The mission of the Nutrition Services Department is committed to serving High Quality balanced meals to provide all students the fuel they need to learn, grow and achieve their full potential.

If you have questions, feel free to contact Nutrition Services at 515.993.4283 ext.1030 or email:

- Billie Veach - Nutrition Director billie.veach@admschools.org
- Dee McCauley - Administrative Assistant dee.mccauley@admschools.org

Nutrition Services Software System

ADM Nutrition Department is utilizing Linq for all of their food service needs.

Families are encouraged to create a account by visiting: <https://linqconnect.com>

In this system families will be able to:

- Apply for Free or Reduced Meals
- View School Menus
- Make Meal Payments
- Manager your students accounts

FREE/REDUCED FEES

An eligibility application for free/reduced meals must be filled out to receive free/reduced fees. Free and reduced priced meals are available to those families who qualify. Information regarding free or reduced priced meals will be provided at least twice annually to the parents or guardians of all enrolled students or to apply visit::

<https://linqconnect.com>

2023-2024 Meal Prices

Elementary Breakfast - \$2.25	Elementary Lunch - \$3.25
Middle School Breakfast - \$2.25	Middle School Lunch - \$3.25
High School Breakfast - \$2.50	High School Lunch - \$3.50
Reduced Priced Breakfast - \$0.30	Reduced Priced Lunch - \$0.40
Adult Breakfast - \$2.50	Adult Priced Lunch - \$4.85

Negative Account Balances

The District provides the opportunity to purchase breakfast and lunch from the school cafeteria. Each meal meets or exceeds the federal nutrition standards. Payment is expected no later than when the meal is served. Payment may be in cash, check, or as a debit against funds deposited into an established student lunch account.

Ala carte items are not part of the USDA program and are not allowed to be charged if a student has a negative balance.

The District will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Families will be notified by an automated calling system and email notification

Employees will not be allowed to charge any meals or a la carte items.

Eating Lunch with Students

If you are interested in eating lunch with your child during the school year and would like to order a school meal, please contact the school office by 9:00 am with your lunch choice.

You may pay for your lunch as you go through the lunch line using your child's nutrition account. If paying with cash, you must pay the exact amount.

SPECIAL DIET ACCOMMODATIONS

All requests for special diets are handled on an individual basis. Requests for special diets must be submitted to Nutrition Services located at the District Administration Office. Requests only need to be resubmitted if there is a diet change (i.e., allergy becomes less severe, tolerances change, etc.).

If your child has a disability or life-threatening food allergy and you would like a substitute menu, you will need to obtain a Diet Modification Request Form by calling the Nurse or Nutrition Services at 515.993.4283.

Forms also available on the District website on the Nutrition Department page and must be signed by a licensed prescribing medical professional to have the accommodation considered.

Because we feel that breakfast is such an important part of a child's nutrition, the Adel DeSoto Minburn School District will be offering a breakfast program on the days when school is in session. Breakfast will be served in the middle school commons at 7:45 a.m. for students in grades 7-8.. Students need to eat their breakfast in the commons area. Breakfast menus will be made available with school lunch menus. Breakfast guidelines are as follows:

1. Breakfast students are to come into the building NO EARLIER THAN 7:45 am.
2. Lunchroom rules will apply.

Lunchroom Guidelines

- Students are not allowed to leave the cafeteria with any food or drink items.
- Students are not allowed to leave the lunchroom/commons area during their designated lunch period without adult permission.
- Students may eat hot lunch or bring a sack lunch, but they are to remain at school during the lunch period. There may be a special case when a student may be granted permission to leave, but this must be cleared in writing with the principal's office.
- Students are expected to be seated while eating. Not following this could result in a detention.

Student Health and Wellness

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval and the final decision will be an administrative decision taking into account relevant medical opinion. Infectious or communicable diseases include, but are not limited to, mumps, measles and chickenpox.

Community Service and Outside Mental Health

- Ambulance/Fire/Law Enforcement: 911 or 515-993-4567
 - Adel Mental Health - counseling service - (515) 993-1919
 - Blank Psychiatry (non-emergency) (515) 263- 5153
 - Clive Behavioral Health Hospital (844) 680-0504
 - Iowa Lutheran Hospital (515) 263-5612
 - National Suicide Prevention Lifeline - 1-800-273-8255
 - Crisis Text Line: text HOME to 741741
 - Iowa Department of health and human services - <https://hhs.iowa.gov/hawki>
 - Child Abuse/Neglect: 1-800-652-9516
 - Dallas County Hospital: 515-465-3547
 - Monte Keller, School Resource Officer: 515-993-4584 (ADM High School) or 515-993-6723 (Adel Police Office)
 - Adel Mental Health - (515) 993-1919
 - Crisis Intervention and Advocacy Center (24 hour crisis line): 515-993-4095, 1-800-400-4884, 1-800-550-0004 (Spanish speaking number)
 - Ellipsis (formerly YESS and Youth Homes of Mid-America - Helpline (515) 243-3459
 - Sexual Abuse/Assault Toll Free Youth Support line: 1-800-443-8836
- ***Please note these are suggestions only, please check with your own insurance for rates.**

Student Assistance Program (SAP)

ADM Community Community School District has partnered with Employee and Family Resources with a Student Assistance Program (SAP) They are available 24/7 in a confidential manner. This includes up to 6 free in-person or virtual counseling sessions with a professional employed by EFR. After 6 sessions, referral options may be provided. Call (515) 244-6090 for more information.

Food Allergy Policy/Procedure

Adel DeSoto Minburn School District will promote a safe environment that strives to protect children with food allergies and provides a climate that supports their positive psychological and social development. Children with food allergies need an environment where they feel secure and can interact with caring people they trust.

Severe allergies are serious and can be fatal. Anaphylaxis, a potentially life-threatening allergic reaction, can be triggered by exposure to one or more allergens, including foods, insect stings, drugs and latex products. Anaphylaxis can affect multiple areas of the body, such as skin, respiratory tract, gastrointestinal tract, and the cardiovascular system. Symptoms can include severe headache, nausea and vomiting, sneezing and coughing, hives, swelling of the lips, tongue and throat, itching all over the body, and anxiety. The most dangerous symptoms include difficulty breathing, a drop in blood pressure, and shock-each of which can be fatal.

Adel DeSoto Minburn School District cannot guarantee that a student will never experience an allergy-related event while at school. However, ADM has created this policy to reduce the risk so students with life-threatening allergies will not experience an allergy-related event at school. ADM recognizes that all students are unique and may require further allergy accommodations to provide optimal safety. If you feel your child requires more than what this policy outlines please contact the school nurse to discuss and create an individual health plan for your child. The following policy will be followed for all life-threatening allergies, where appropriate.

Food Allergy Policy/Procedure cont.

1. Children with food allergies will be identified at registration and throughout the year by the parent and physician. All food allergies must be communicated directly with the school nurse and written on the

ADM Annual Health Update form.

2. If requesting a meal accommodation, the USDA requires that a Diet Modification Request form be completed by a physician based on student need. The form may be obtained from the nutrition department or on the school website at www.admschools.org.
3. If your student has an allergy that requires cafeteria accommodations the parent must request accommodations to the school nurse at registration.
4. A form allowing the Release of Health Information will be requested from the parent to aid in communication between the nurse and physician regarding the food allergy and development of a food allergy plan. This form may be obtained from the nurse or on the school website at www.admschools.org.
5. Staff that work directly with children identified as having a food allergy will be trained by the school nurse. This includes, but is not limited to the teacher, associates and administration:
 - Allergy awareness
 - How to read food labels appropriately for the allergen
 - The student's **Food Allergy & Anaphylaxis Emergency Plan** which is located in the nurse's office
 - The use of epinephrine auto injector (EpiPen or Auvi-Q) and location
 - Updated "safe snack" list quarterly
 - Safe hand washing procedure
6. If an allergic reaction were to occur the parent will be notified and the event will be documented. When an emergency medication is administered an emergency procedural review will be conducted with all staff involved.
7. At Adel Elementary, Meadowview, and Desoto Intermediate, parents will be notified if a food allergy exists in their student's classroom. Food allergies may change during the school year based on individuals in the classroom. For these classrooms with allergies, the school nurse will provide parents with a list of "safe food resources". If a child has a food allergy the parent may provide an alternate snack for their child and it may be kept in the classroom for use as needed.
8. In Preschool – 12th grade, when providing any snacks or treats for classroom distribution, pre-packaged or store prepared foods with a complete ingredient list must be provided. Treats will be sent to school in unopened original containers. Whole, uncut fruits and vegetables are encouraged.
9. Hand washing procedures, with soap and water, will be encouraged before and after eating. NOTE: Hand sanitizer is not effective in removing peanut protein from the skin.
10. All staff are encouraged to eat allergen food products in designated staff areas.

Health Services and Procedures

The Adel DeSoto Minburn School District employs a school nurse. The nurse is on call to any building if an emergency should arise. In general, the school nurse is responsible for keeping records and providing first aid to all students.

Another major function is in the area of communicable diseases. The State Department of Health has regulations on immunization requirements that must be met if a child is enrolled in school. The office maintains the appropriate records and will notify you if your child needs updating in this area.

If medication is to be administered at school, a school form must be filled out and signed by the parent/guardian. Please send only the necessary amount of medication in the original container.

Health Services and Procedures cont.

No medication shall be dispensed to any pupil in the Adel DeSoto Minburn Community School system unless the following prerequisites are met:

1. The medication must be prescribed by a licensed medical professional or dentist.
2. The parent must sign a request to have this prescribed medication dispensed to their child according to the written directions of the prescribing physician or dentist.
3. The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
4. The medicine shall be maintained in the original prescription container which shall be labeled with:
 - a. name of pupil
 - b. name of medication
 - c. directions for use
 - d. name of physician or dentist
 - e. name and address of pharmacy
 - f. date of prescription
5. The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
6. In each building, access to the medication shall be under the authority of the nurse, secretary, or Principal.
7. An electronic record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medications to be given, and the time at which it is to be given. This record shall be kept each time the medication is given at school, on the appropriate health section of Infinite Campus.
8. In accordance to 655 IAC 6. 2(5) the position of the Iowa Board of Nursing is that nurses may not administer natural remedies and supplements to school children during the school day.

Over-the-counter medication such as aspirin, Tylenol, cough syrups, cough drops, etc. requires parent's written or electronic permission. The medication must be brought to school in the original labeled container. The registered nurse may also determine that an over-the-counter medication, ordered by a parent, could be detrimental to the child. In this case the registered nurse may refuse to administer the medication and state the reasons, in writing, to the parent.

Healthy Kids Act

The Healthy Kids Act is effective starting 2014-2015 school year. Physically able students in grades 7 – 8 must be physically active a minimum of 120 minutes per week in which there are five school days. Physical Education is a subset of physical activity; physical activity may include many non-school activities. Non-school activities do not have to be adult-supervised or formally structured, but should include physical activity such as individualized exercise plans for students. Schools are responsible to track students' activities to meet this requirement. A parent will complete these forms during registration with a plan as to how each individual student will meet the 120-minute requirement per week.

The Healthy Kids Acts allows a student to be excused from the physical activity requirement if the child's parent or guardian files a written statement with the school principal stating that the requirement conflicts with their child's religion. Along with the physical activity, students are required to complete a course in CPR prior to graduating. There is no requirement that the student receive a certification for having completed the course. However, the course must include components that one would find in a course that leads to certification. The purpose is to provide students with the skills to assist a classmate or staff member in cardiac distress.

Student Illness or Injury at School

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

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

Students must be fever free (100.4 or less) for 24 hours without medication to return to school.

Vision Screening

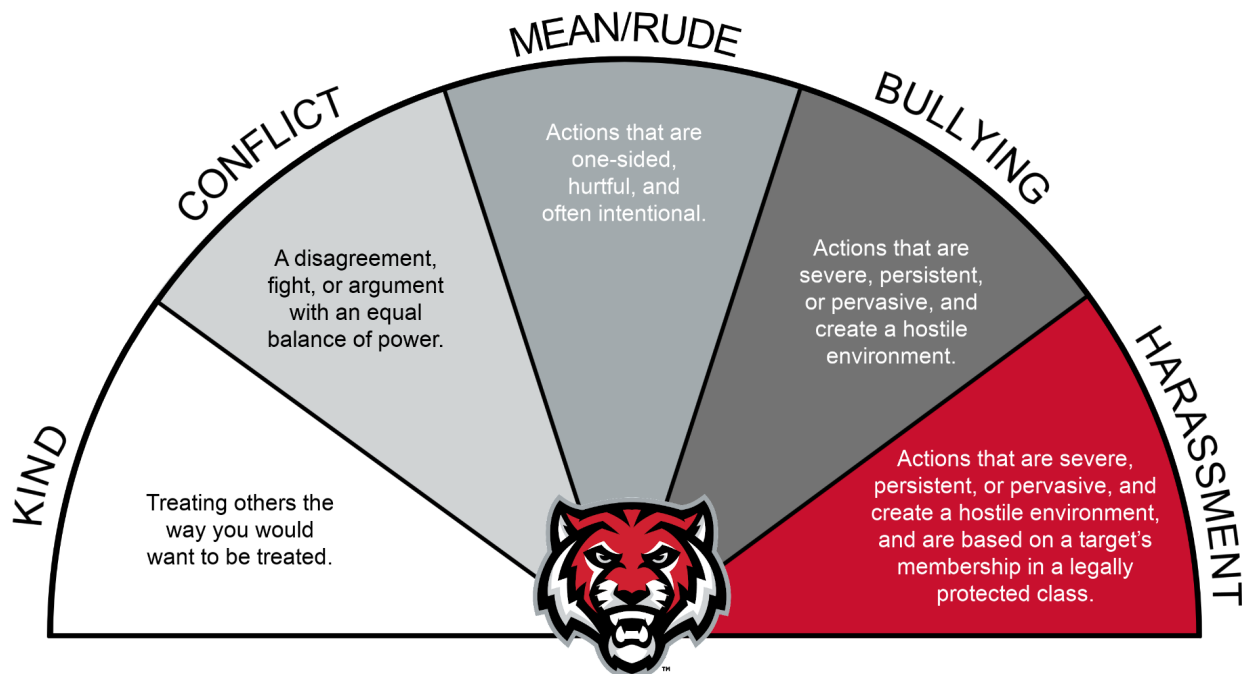
Student referrals from teachers or parents may be considered. Please call the school nurse if you have any questions.

General District and Parent Information

Anti-Bullying and Harassment:

Students and staff at ADM and all schools experience and observe a wide variety of social behaviors and incidents throughout each school year. These behaviors and incidents can range from kind words and actions to student conflict, incidents of mean and rude behavior, and actions that constitute bullying or harassment.

The social behavior scale below has been developed to help promote common vocabulary and definitions of behaviors that students, parents, and staff may experience, observe, or be informed about throughout the school year.



The ADM Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

“Harassment” and “bullying” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which **creates an objectively hostile school environment** that meets **one or more of the following conditions**:

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

“Trait or characteristic of the individual” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Procedures for addressing alleged bullying or harassment are outlined in Board Policies 103.00 and 108.00.

To provide ADM students, parents, and staff with clear definitions of social behaviors that include harassment, bullying, peer conflict, and mean/rude behavior, the criteria for what constitutes bullying or harassment, and information about how to

respond, report, and get help, the ADM School District has developed an Anti-Bullying and Harassment handbook. Please use the following link to access the handbook: (The handbook can also be viewed on ADM's website).

[ADM Anti-Bullying and Harassment Handbook](#)

How To Get Help:

PEER CONFLICT	MEAN/RUDE BEHAVIOR	BULLYING	Harassment
Use conflict- resolution skills to talk it out : <ul style="list-style-type: none"> • I-messages • Perspective Taking • Agree on a solution • Move on! 	Focus on your circle of control Walk away/ignore Use an I-message to share how you feel (I felt... when you...I need....)	Do not engage Do not bully back or retaliate Note possible witnesses Report to a trusted adult	Do not engage Do not retaliate Note possible witnesses Report to a trusted adult
HOW TO GET HELP	HOW TO GET HELP	HOW TO GET HELP	HOW TO GET HELP
Talk to a trusted adult Talk with your parents Ask your school counselor for support	Save text messages or screenshot digital evidence Tell a trusted adult Talk with your parents	If something happens at school, get help right away Save text messages or screenshot digital evidence Report to a trusted adult ASAP Talk with your parents Complete and Submit a Complaint Form to your building principal For more information about how to file a complaint, please review the ADM Anti-Bullying and Harassment Handbook	If something happens at school, get help right away Save text messages or screenshot digital evidence Report to a trusted adult ASAP Talk with your parents Complete and Submit a Complaint Form to your building principal

Abuse of Students by District Personnel

It is the policy of the Adel DeSoto Minburn Community School District that school employees and volunteers not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior towards students.

It is the policy of the district to respond to allegations of abuse by school employees or volunteers by investigating or arranging for the full investigation of any allegations, and to do so in a reasonably prudent manner.

Anyone believing that a student has been abused by a district employee or volunteer may report the abuse to Anthony Lohse ([515-993-3490](tel:515-993-3490)) or Matt Lohmann ([515-993-4584](tel:515-993-4584)), Level One Investigators.

The entire policy on abuse of students by district personnel is defined in Board Policy 502.13. The requirements of 281 Iowa Administrative Code Chapter 102 shall govern the investigation of alleged cases of physical or sexual abuse, including sexual harassment, of students by district personnel.

Address Changes

Students who are moving from the school district or who have moved to another location within the district should inform the school office so that the appropriate transfer/changes may be conducted. A note or call to the school office by the parent initiates this process

Notice: 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 school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain 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.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s website: www.iowa.gov/educate.

Concerns About School Districts or Their Governing Boards

Local Appeals

Parents, guardians, and community members should work with district staff to resolve disagreements or concerns. Potential actions include:

- Contact the teacher or service provider
- Contact the principal or direct supervisor for assistance
- Contact the superintendent
- Contact the school board
- Make a formal request of or complaint to the school board

Some formal requests are made of local boards on a routine basis, such as open-enrollment. School boards may also take action on requests made of them by parents, guardians, and community members that are not routinely found on the agenda. An example might be a request to review curricular materials. Parents, guardians, and community members should read and understand their local board’s policies on making requests or filing complaints.

If a local school board makes a decision on a formal request, it may be subject to administrative review by the state board or the director of the Department and/or to further challenge in district court. [[Iowa Code 290.1](#)]

Calls to the Department of Education:

These are the general steps that may be taken by parents, guardians, and community members when they have concerns about public school districts or their governing boards.

Parents or guardians who call the Department are generally provided with the contact information for the [School Improvement Consultant](#) who serves their area of the state. Consultants ask the same questions of all parents to determine how to handle their concerns, many of which help inform parents of potential next steps. In general, before the Department can or should take action that interferes with the local process for dispute resolution, parents should exhaust all opportunities available to them to settle disagreements by engaging with the district.

If the Department is contacted about any of the following, intervention may be required:

- Potential violation of the rights of a student with a disability, including bullying
- Potential bullying or harassment of a student on the part of a staff member
- Potential harm to a child or student
- Any other act in disregard of legal requirements that places students or staff at risk

District Court:

Certain final decisions by a local school board will give rise to a right for the injured party to pursue the issue in district court. This is only true for final action of the local board for some decisions. Only individuals sufficiently impacted by the board's decision will have the ability to challenge the decision in district court.

Board of Educational Examiners:

Parents and guardians may file a complaint with the Board of Educational Examiners (BOEE), if appropriate. Department of Education staff are required to file a report of any misconduct suspected of an educator licensed by the BOEE. [[Iowa Code 272.15\(2\)](#)]

State Board:

The State Board of Education may hear from parents, guardians, and community members if they have exhausted their local remedies. There are formal and informal options for bringing issues before the state board.

Informal:

- Parents, guardians, or community members may always speak during public comment at state board meetings. Public comment may also be taken in print and read at the meeting if the board president chooses to do so.
- State board members have [iowa.gov](#) email addresses and receive messages from members of the public regularly.
- Community members may provide information to the state board as a group, such as a letter or informal petition.

Formal:

The state board hears formal appeals from students, parents, or guardians. [View specific Iowa Code and Iowa Administrative Code references and timelines for formal appeals.](#)

Appeals:

Certain decisions may be appealed to the director of the Iowa Department of Education as outlined in specific state statutes. [View specific Iowa Code references, procedures and timelines for specific appeal types.](#)

Petition for Review of Accreditation:

[Iowa Code 256.11](#)(10)(b) requires the Department to conduct an accreditation review for any district or accredited nonpublic school if:

- 1.A petition is filed with the director of the department signed by a number of eligible electors residing in the district equal to at least 20% of the registered voters of the school district, or
- 2.A petition is filed with the director of the department signed by 20% or more of the parents or guardians who have children enrolled in the school or school district.

Concerns

If parents have a concern regarding a classroom and/or teacher situation in school, they are urged to first contact the teacher involved to discuss the problem and possible solutions. If the concern cannot be resolved at this level, the parent should then request a conference with the teacher and the principal.

Contacting Students During the School Day

The telephones at the school are business telephones. If a child has a legitimate reason to use the telephone, the office will grant permission. Except in an emergency, students are not called to the office telephone. We will be happy to call students to the office between classes for important messages.

Definitions

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

DISTRIBUTION OF MATERIALS REGULATION

Guidelines: The Board of Education recognizes that effective communications are frequently a part of worthwhile civic and community projects. However, students may not be used to convey promotional information except in those cases judged by the Superintendent or his/her designee as directly related to the educational tasks of the school system. Approval from the Superintendent or his/her designee is required before a person or agency may distribute or display print or electronic advertisements or promotional materials of any kind; make announcements of any nature; or take up contributions on any school premises for any purpose. The content of any promotional information shall be reviewed in accordance with relevant District policies and regulations.

Procedures: The ADM School District is implementing a new approach for distributing flyers from non-profit community members for whom approval is granted (see Board Policy 904.5) beginning January 2013. All flyers distributed to students or staff must receive approval from the Office of the Superintendent. Please allow ample time for your flyer to be processed. Please provide a link or email an electronic version of your flyer to Dusty Strunk at dusty.strunk@admschools.org to receive approval. If you have the flyer posted on your own website, please provide us a link. If your flyer is not available online, we will host it for you. It will remain for approximately one month. Flyers will be posted on the first business day of every month, September through May. Hard copies of flyers may be sent to the Administration Center for distribution to each building, so long as they are separated and marked with each building's name. These hard copies will be made available for voluntary pick up in the office area. Please read and follow the process outlined for a timely approval and posting of your informational materials.

This information should accompany the electronic flyer or link in your email request:

- Desired deadline
 - Target group (ages, grade levels or employees, etc.)
 - Sponsoring organization
 - Contact phone number (in order to serve those families who do not have computers)
1. Flyers must be informational in nature, free of logos from for-profit entities, ads and religious symbols. Board policy prohibits distribution of flyers for-profit organization.
 2. One listing per organization will appear at any given time. If you have multiple fliers for a specific deadline, please send all fliers combined into a single .pdf file.
 3. Any flyer approved for distribution must include the following statement: "This is not a Adel DeSoto Minburn Community School District publication, nor is it in any way endorsed or sponsored by the district. This publication is being provided only to inform you of other available community activities and opportunities." If you plan on distributing your flyer to more than one school district, you may use this statement: "This is not a school publication nor is it in any way endorsed or sponsored by any school district. This publication is being provided only to inform you of other available community activities and opportunities."
 4. After the flyer has received approval from ADM, it will be kept on file and posted to the district website at the next available date. It will remain for approximately one month.

Emergency School Closing

It occasionally becomes necessary during the year to close school. Weather is usually the reason, but it may be necessary due to mechanical failure or perhaps some other reason for the safety of our students. All emergency school closings will be announced on all local radio and television stations.

We have requested that each station announce the information regarding the closing or delayed start of our district as Adel DeSoto Minburn.

Although regular school attendance is encouraged, parents may pick up their students from school anytime severe weather develops. Parents always have the option of not sending their children when they feel the weather is too severe. Please be assured that every effort will be made to provide for the safety of every child.

Homeless Students

In accordance with Chapter 33, Iowa Administrative Code, the Adel DeSoto Minburn Community School District encourages homeless children and youth to enroll in school. For information, please contact the Superintendent's Office, 215 North 11th St., Adel, Iowa, 50003. Phone number: 515-993-4283.

Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students in school. Copies may be obtained according to board policy (605.2). Persons wishing to view instructional materials or to express concerns about instructional materials should contact the principal's office.

Interrogation By Outside Agency

As a general rule, individuals from outside of the school district should not interrogate students during school time. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Except in emergencies or pursuant to a valid subpoena or court order, such a request will be granted only after an attempt has been made to notify the parent regarding the interrogation and asking if they want to be present. If a parent or guardian cannot be reached, a school official will sit in on the conference with the student and the law enforcement officer. The request will be granted without contacting the parent when a child abuse investigator makes it.

Legal Status of Student

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

In order for the school to correctly follow judicial decrees, we are asking legal guardians to inform us of the legal child custody and guardianship arrangements. We would appreciate the legal guardian sharing with us information regarding who has custody and under what conditions the other parent may exercise custodial and other rights regarding the child. If there is a dispute between parents, this should be resolved outside of school.

Non-Discrimination Statement

Students, parents, employees, applicants for employment, and others doing business with or performing services for the Adel DeSoto Minburn Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in admission or access to, or treatment in, its educational programs and activities and in its hiring and employment practices, as provided by applicable federal and state law.

There is a grievance procedure for processing complaints of discrimination. Any person having inquiries or complaints concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact:

Eric Brown, Business Manager
District Administration Center
215 N. 11th St. Adel, IA 50003
[\(515\) 993-4283](tel:5159934283)
eric.brown@admschools.org

Non-Discrimination Statement cont.

Office hours: 8:00 a.m. – 4:30 p.m. Monday through Friday

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and *Iowa Code* § 280.3.

Or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: [\(312\)730-1560](tel:(312)730-1560), FAX: [\(312\)730-1576](tel:(312)730-1576), Email: OCR.Chicago@ed.gov.

Open Enrollment Information

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the State of Iowa should be aware of the elimination of deadlines, as well as elimination of good cause provisions and appeals. For further details, see the Department of Education website or contact Dusty Strunk in the ADM District Office at 993-4283 ext. 7090.

[House File \(HF\) 2589](#) eliminates the March 1 deadline for open enrollment. This change allows parents/guardians to apply for open enrollment at any time without the need for good cause. The receiving district may deny an open enrollment request if one of the following applies:

- The application violates the district's insufficient classroom space policy,
- The district does not have the appropriate special education program,
- The application would adversely affect the district's implementation of a court-ordered desegregation plan, or
- The student has been expelled or suspended.

If a parent/guardian moves and wishes for their student to continue at the original resident district under open enrollment (often known as the "continuation rule"), requests cannot be denied due to insufficient classroom space policies

Plan For The Integration of Special Needs Students

The Adel DeSoto Minburn Community School District has adopted policies which afford all special needs children in the district an appropriate educational program within the least restrictive environment. The district's professional staff, in cooperation with the AEA, will evaluate, staff, and provide an individual educational plan (IEP) for each special needs child in need of special education services. Procedures and guidelines for implementing the process shall include, but not be limited to, the following considerations for each child:

- * Consideration of a full continuum of placement options.
- * Documentation to reflect the appropriateness of the placement decision.
- * Reconsideration of the appropriateness of the placement decision at the annual review.
- * Notification of procedural safeguards to parents at appropriate times.
- * Consideration of physical, functional, social, and societal integration needs.

The district will cooperate with the AEA, other local school districts within the AEA, districts outside the AEA, and out-of-state facilities to assure the appropriate placement of each special needs student.

In-service activities related to the least restrictive environment, as well as all other aspects of the special education process, will be provided for district staff and parents at the district and building level through group presentations and written communications. One-on-one in service opportunities which occur throughout the special education process will continue to be utilized.

The district's compliance with least restrictive provisions will be evaluated through the individual educational plan (IEP) developed for each special needs child, compliance monitoring conducted by the AEA or Department of Education, and parent satisfaction with the educational progress made by their child.

Plan For The Integration of Special Needs Students cont.

ADM has several collaborative language arts, science, social studies and math classes at each grade level. In collaborative classes there are two teachers, a regular education teacher and a special education teacher. The regular education teacher teaches the same concepts to all students. The special education teacher watches for any student who might struggle for whatever reason, and she/he instructs in a more individual way that reinforces what the regular education teacher has presented. It is an added bonus to our students when there are two teachers in the classroom.

Grievance Procedure:

Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the ADM Harassment/Bullying Policy all have grievance procedures for employees, students, and parents. The grievance procedure for Title IX is found on page 16 of this handbook.

Procedures for Students Who Are Transferring to Another School or School District

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents are hereby notified that the student's records will be sent. Under these circumstances, parents, upon request, will be given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

Religion-Based Exclusion from School Programs

The ADM Community School Board recognizes the existence of various religious beliefs and acknowledges the American tradition of separation of church and state. Parents who wish to have their child excluded from a school program because of religious beliefs must inform the principal. If the principal grants an exemption, he/she will designate an alternative activity or study for the student. In notifying the principal, the parents shall abide by the following:

- * The notice shall be in writing.
- * The objection shall be based on religious beliefs.
- * The objection shall state which activities or studies violate their religious beliefs.
- * The objection shall state a proposed alternate activity or study.

Reports on Infinite Campus and P/T Conferences

Parent/Teacher Conferences will be held (October 24th and 26th) and in the spring (March 5th and 7th). Your scheduled day and time for Parent/Teacher Conferences will be set up online. If you are unable to attend at your designated time, please call the school office. The need for additional conferences may arise during the school year. The request may be initiated from either the home or the school. Please do not hesitate to contact your child's teacher if you need more information.

Online grading is available through Infinite Campus. The student and parent portal provides access to student progress on Infinite Campus. Report cards will not be mailed home.

School Pictures

School pictures are taken yearly. Parents will be notified of the time pictures will be scheduled. Information regarding the cost of the pictures and other details will be sent home. The purchasing of pictures is entirely the parent's option and no effort will be made by the school to encourage the parent's option.

Section 504 of the Rehabilitation Act of 1973

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 Adel DeSoto Minburn 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 program and practices of the school system.

If there are questions or complaints, please feel free to contact Anthony Lohse, ADM Middle School Assistant Principal, at 515-993-3490.

Securing Electronic Devices During Federally Mandated Assessments

One of the largest threats to test security is the use of electronic devices during the administration of the assessment. ADM has adopted the following procedures to manage student access to personal electronic devices during testing.

- **7-12:** Devices are allowed in the classroom. However, devices must be powered off and stored in a backpack or in a central location such as a table, clear bin, or calculator caddy where they can be monitored by the proctor. Students are not allowed to access personal electronic devices at any time during or after testing while other students continue testing. Personal devices include cell phones, smart watches, or other internet connected devices that allow students to access content and/or communicate with others electronically.
- **Consequences:** Students who do not follow expectations for securing electronic devices will be referred to the building principal for investigation and determination of consequences based on the circumstances of the incident.

More information about ADM's assessment practices for federally mandated assessment can be found in ADM's Assessment Handbook.

Special Education Services

Parents and teachers can begin the referral process for students to be evaluated for possible placement into special programs. The referral forms are available through our Building Assistance Team. Programs available are: speech, hearing, emotional, learning, mental, physical, visually impaired, behavior, and severe/profound. Please contact the classroom teacher or building principal for further information. The recommended referral procedures listed below assure compliance with parents and children's rights and fulfill necessary record requirements. See the flow chart, which outlines the referral procedure.

A pre-evaluation conference/referral should be held with the principal, the staff member, other appropriate school personnel, and AEA support staff to discuss the existing problem to see if it can be resolved at the classroom level. At this level AEA/LEA personnel may be able to provide short-term comprehensive evaluations for very mild problems.

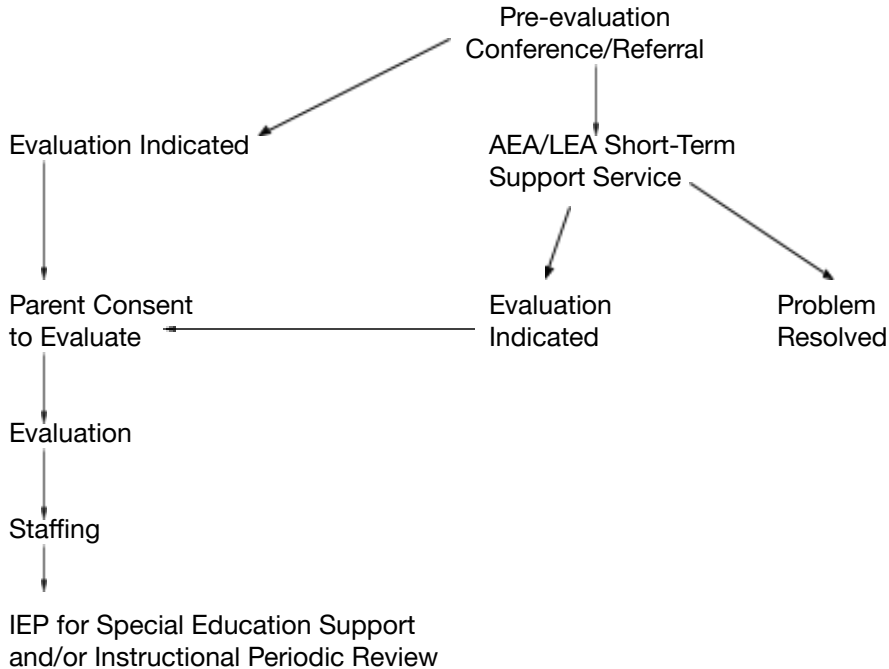
If it is necessary to seek additional information, the principal will:

- a. Secure written permission from the child's parents by using the Part II-Parent Consent for Evaluation. This form may include a request for comprehensive evaluation.
- b. Forward the Referral Form and Parent Consent for Evaluation Form to the appropriate personnel or the Heartland Zone Coordinator.

Upon receiving the completed referral, Heartland personnel shall complete the appropriate types of evaluations and return a written report to the principal. Evaluations conducted by local school personnel will be coordinated by the principal. Specific evaluations may be requested. However, when placement in a special educational instructional program is being considered, the evaluation shall include, but is not limited to the following: Speech and Language, Social Functioning, Academic Status, Hearing, Intellect, Behavioral Observation, Health History, Motor Functioning, Educational History, Vision, Adaptive Behavior, Career-Vocational.

Special Education Services Cont.

REFERRAL PROCEDURE FLOWCHART



Student Directory Information

The Adel DeSoto Minburn Community School District and/or principal of each building may release the following types of directory information to the public using discretion relative to the privacy of the student and the family and the totality of the surrounding circumstances: NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PHOTOGRAPH AND LIKENESS, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED AND THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT.

Parents who do not want their child's directory information to be released and/or published must notify their principal in writing no later than September 15th of the school year.

Student Records Policy

The Adel DeSoto Minburn Community School District maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his/her education and may include, but are not limited to the following types of records: 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 records of each student are generally located in the school, which he/she is attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each school building. The name and position of the person responsible for maintenance of student records for each building is listed below:

Adel Elementary	Mrs. Kimberly Anderson, Principal	515-993-4285
Meadow View Elementary	Mrs. Jodi Banse, Principal	515-478-1321
DeSoto Intermediate	Mrs. Amy Hemphill, Principal	515-834-2424
ADM Middle School	Mrs. Kim Timmerman, Principal	515-993-3490
ADM High School	Mr. Lee Griebel, Principal	515-993-4584

Student Records Policy cont.

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parent 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. Other school officials, including teachers, determined to have legitimate educational interest in the information;
2. Another school where the student seeks or intends to enroll;
3. Specified government officials for audit or evaluation purposes (e.g., DE or ADA officials, CPAs, state auditor);
4. Appropriate parties in connection with financial aid to a student to enable the student to attend an educational institution;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. Juvenile justice authorities under the terms of Iowa Code section 280.25;
8. Appropriate officials in case of health and safety emergencies;
9. Parents of dependent students as defined in the IRS Code; or
10. Pursuant to court order.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level to high school level, 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 age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to 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.

Students and parents may file with the Department of Education, complaints concerning alleged failures of the school district to comply with federal legislation dealing with student records. Correspondence should be addressed to: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

School Supply Lists

Student supply list will be available on the district website. It can be found under the Students or Parents tabs in the Back to School Info section.

Unauthorized Persons/Criminal Trespass

The principal has the right to seek the immediate removal of unauthorized persons from the school property. An unauthorized person is one who "does not have lawful business to pursue at the school or who acts in a manner that disrupts or disturbs the normal educational function of the institution." This includes students who are under suspension or expulsion and waiting readmission. The principal has the authority to tell unauthorized persons that they cannot come onto school property at any time, thus barring them from school premises. This can include all school activities. If the principal has barred a person, he/she is subject to immediate arrest if he/she fails to leave or returns after being told by the principal that he/she is barred. Staff members may ask for identification from any person and may ask them why they wish to come onto school property. Further, they may ask unauthorized persons to leave.

Visitation

Parents are welcome and are encouraged to visit classes. Classroom visits afford one of the best means to gain information about the educational program and to observe your child's performance in a classroom-learning situation. To make the visit more worthwhile, the school suggests that parents should make their classroom visits after the first two and before the last two weeks of the school year. All visitors to ADM School buildings must check in at the building office. Visitors to the buildings will be issued a visitor lanyard to identify their presence in the building.

Volunteers

School volunteers are an important and integral part of our school. There are many things they can do that help the staff do an even better job teaching our students.

Interested individuals wishing to volunteer need to contact the middle school office. The office secretary will need to know the days and times a volunteer could assist and an indication of what the volunteer could do to assist the staff member.

We implemented a that is a positive avenue to volunteer. We will be sending out more information as our committee meets.

Volunteers can work directly with students, reading to children, listening to children read, helping children locate books, or tutoring limited English-speaking students. They can assist teachers in classrooms, working with students or materials. Volunteers do such things as developing bulletin boards from teacher directions, develop learning stations and listening centers per teacher directions, assist with special projects in the classroom, and type items for teachers.

Waiver of Student Fees

A student whose family meets the income guidelines for free or reduced price lunch or other applicable income standards is eligible to have his/her student fees waived or partially waived. Parents or students who believe they may qualify for a waiver should contact the Superintendent's Office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Review of Instructional Materials

Board Policy 605.2 allows parents of enrolled students or residents of the school district access to review instructional materials used in classrooms. Parents and residents are asked to use the following process to review instructional materials.

- Parents: Parents of enrolled students should contact their student's teacher to request a review of instructional materials used in the classroom. Instructional materials may be viewed on school district premises.
- Residents: Residents should contact the building principal to request a review of instructional materials used in the classroom. Instructional materials may be viewed on school district premises.

Opt-Out of Instructional Materials

Board Policy 605.2 allows parents of enrolled students to request that a student be prohibited from accessing instructional materials used in classrooms. To opt a student out of instructional materials, a parent or guardian must complete an opt-out form found in [Board Policy 605.3E5](#) or contact the building office for an opt-out form.

Transportation Policies & Guidelines

The purpose of this section of the student/parent handbook is to share information with parents and students regarding the safe and efficient transportation of students to and from school and on activity trips. With everyone's cooperation our transportation system will be able to meet the goal of providing safe and efficient transportation for all students who are involved with travel on a school bus.

If questions or concerns develop, especially discipline matters, please contact your child's bus driver first as he/she may be able to respond directly to your inquiry with firsthand information. There may be times when your child's bus driver may not be able to respond directly to your inquiry. In situations like this, please make contact with either your child's principal or the district transportation director.

TRANSPORTATION DIRECTOR

The ADM Transportation Director, Richard Beechum, can be reached at the Adel Bus Garage, 515-993-5321 from 8:00 - noon daily. If your child will not be riding the bus or you need other information, you may call the Adel Elementary School office at 515-993-4285.

MORNING PICK-UP

The pick-up time is an approximate time that may vary with route conditions, weather, equipment, etc. It is recommended that students be ready a few minutes ahead of time. If your child/children will not be riding the bus, you may call the driver or Adel Elementary. Adel Elementary has direct radio contact with all buses to share necessary information. ***The bus driver is not required to wait for students at a bus stop who are not present at the designated pick-up time.*** Students must wait for the driver's signal before crossing the road to board the bus.

EVENING DELIVERY

All buses depart from the afternoon mix master at the Adel DeSoto Minburn Middle School at approximately 3:45 p.m. The return time is an approximate time that may vary with route conditions, weather, equipment, etc.

Students must wait for the driver's signal before crossing the road after departing the bus.

BUS PASSES

Parents must send a written note or may make a direct contact with the office of the principal for their child if the parents want their child to ride a bus other than their regular route bus, and when non-bus students desire to ride a route bus. A written note or direct contact is required when a regular route student wishes to board or depart the route bus at a location other than their regular boarding or departure location. Without this authorization for a change regarding the boarding or departure from the bus, the bus driver will follow the prior arrangement as scheduled. A non-bus student will not be permitted to ride by the driver unless proper notification is provided the driver.

BUS STOP LOCATIONS

Route buses will only stop at regular boarding or departure locations unless prior arrangements are made with the bus supervisor or director of transportation. Arranged stops must be along the regular route. When requesting an alternate stop, please be specific about the location. Notification regarding the alternate stop should be made as soon as possible.

BUS EVACUATION DRILLS

Bus drivers and all students, regardless if they ride a regular bus route or not, will complete a bus evacuation drill each semester through the school year. On these occasions, students practice evacuating the bus for emergency situations.

SCHOOL DELAY, EARLY DISMISSAL, OR CANCELLATION

If it is necessary to delay school, dismiss early, or cancel school altogether, notice will be given through a message on School Messenger.

INCLEMENT WEATHER

Weather conditions may vary in parts of the school district and can change rapidly. Drivers may make decisions on their routes to provide for the safety of the students on board. The transportation department will notify parents when the bus is unable to reach your residence. If parents are not home and it would be best for the student not to be left alone, the driver may drop the student with relatives, neighbors, or bring him/her back to school.

DRIVEWAY BUS TURN AROUND

Driveways used for bus turn around must be clear of vehicles at all times and have the snow removed to provide bus access. Road rock needed in these areas may be requested by the bus supervisor at the owner's expense.

REGULATIONS REGARDING STUDENTS RIDING SCHOOL BUSES

The primary responsibility for the bus driver is to drive the bus in a safe and courteous manner. Students can assist the driver in achieving this goal by cooperating fully with the regulations listed below. Activity trip chaperones and coaches are responsible for enforcing these regulations when students are involved with school-sponsored activities.

1. Students are to take a seat immediately upon entering the bus and remain seated while the bus is in motion.
2. Students may talk with normal tones. Loud and/or vulgar language is not acceptable.
3. Students' books and other personal property must be properly stored either on their laps or under their seat. No glass jars or bottles are to be carried on the bus. The center aisle shall be clear at all times.
4. Students should assist in keeping the bus clean. Foods such as candy, gum, pop, etc. should not be eaten on the bus.
5. No actions, which might distract the driver from driving the bus in a safe manner on the road, will be tolerated.
6. Students will be held responsible and liable for any damage they may do to any part of the bus.

These regulations apply to all students riding regular bus routes, shuttle routes, and all activity trips. Violations of these regulations by any student(s) will be reported to the student's parents/guardian, and the transportation director. Repeated violations by the student(s) will be reported to the principal, and may result in a temporary or permanent suspension of bus riding privileges for the student(s).

School Bus Discipline Policy

Please understand that students riding on school buses must obey all regulations governing their riding a school bus or the student may forfeit the right to ride the bus.

The following procedures will be used in maintaining student discipline on the school buses.

1. The bus driver will tell students when they are not following the rules. Parents will be notified when appropriate.
2. The driver, Transportation Director, Principal or Superintendent can assign a student to a seat.
3. Students continually or seriously violating the rules are to be reported to the Transportation Director or Principal by the driver and a written Bus Conduct report will be completed. The student will be given the white copy of the Bus Conduct report to take home to the parents. The parents will then comment and sign the report and send the report back to the driver. The driver will turn the signed copy in to the Transportation Director.
4. Based on the seriousness of the violation and the students disciplinary history, the Transportation Director and the Principal will determine if riding privileges will be revoked.
5. The following are grounds for immediate revocation of bus privileges.
 - Assaults against other riders or the driver.
 - Verbal attacks or threats to other students or the bus driver.
 - Intentional damage to the school bus.
 - Bullying other students or fighting.

Bus Consequences

1. First Bus Conduct Report: The student may be placed in an assigned seat or denied bus privileges. A copy will be sent home to parents to be signed and returned to the driver.

2. Second Bus Conduct report: The student may lose the privilege of riding the bus for up to five actual school days. A copy will be sent home to parents to be signed and returned to the driver. The Transportation Director will give the parents a telephone call regarding the problem.

3. Third Bus conduct report: The student may lose the privilege of riding the bus for up to 45 actual school days. A copy will be sent home to the parents to sign and return to the driver. The parents will be notified by a telephone call explaining that a fourth Bus conduct report will result in the loss of the privilege to ride the bus for the remainder of the school year.

4. Fourth Bus Conduct Report: The student may lose the privilege to ride the bus for the remainder of the year. The parents will be responsible for transporting the student to and from school. Reinstatement of Bus riding privileges will come only after a conference with the student, Parents, Bus driver, Transportation Director and the school Principal. The loss of riding privileges may be appealed to the Superintendent and the School Board.

Activity/Field Trip Bus

The school district may sponsor an activity/field trip bus to transport students to school activities. Riding on the activity/field trip bus is a privilege that can be taken away.

Students who ride an activity/field trip bus must ride to and from the event on the bus. Students ride home on the activity/field trip bus unless prior arrangements have been made with the principal or the student's parent personally appears and requests to transport the student home.

VIDEO CAMERAS

The Adel DeSoto Minburn Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behaviors, to maintain order on the school buses, and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding.

Regular Day Schedule

<i>Regular Schedule</i>		
Period	Time	Class Schedule
1	8:15 - 8:56 (41)	Class
2	8:59 - 9:40 (41)	Class
3	9:43 - 10:24 (41)	Class
4	10:27 - 11:08 (41)	Class
5	11:11 - 11:36 (25) 11:36 - 12:01 (25) 12:04 - 12:45 (41) 11:11 - 11:52 (41) 11:55 - 12:20 (25) 12:20 - 12:45 (25)	Intervention/SSR 7th Grade Lunch for 7th Grade Period 5 for 7th Grade Period 5 for 8th Grade Intervention/SSR 8th Grade Lunch for 8th Grade
6	12:48 - 1:29 (41)	Class
7	1:32 - 2:13 (41)	Class
8	2:16 - 2:57 (41)	Class
9	3:00 - 3:35 (35)	Tiger Time

12:30 Dismissal Day Schedule

12:30 Dismissal		
Period	Time	Class Schedule
1	8:15 - 8:41 (26)	Class
2	8:44 - 9:10 (26)	Class
3	9:13 - 9:39 (26)	Class
4	9:42 - 10:08 (26)	Class
5	10:11 - 10:37 (26)	Class
6	10:40 - 11:06 (26)	Class
7	11:09 - 11:35 (26)	Class
8	11:38 – 12:01 (23) 12:04 – 12:30 (26) 11:38 – 12:04 (26) 12:07 – 12:30 (23)	Lunch for 7th grade Period 8 for 7th grade Period 8 for 8th grade Lunch for 8th grade

Two Hour Late Start Schedule

<i>Two Hour Late Start</i>		
Period	Time	Class Schedule
1	10:15 - 10:49 (34)	Class
2	10:52 - 11:26 (34)	Class
3	11:29 – 11:54 (25) 11:57 – 12:31 (34) 11:29 – 12:03 (34) 12:06 – 12:31 (25)	Lunch for 7th grade Period 3 for 7th grade Period 3 for 8th grade Lunch for 8th grade
4	12:34 - 1:08 (34)	Class
5	1:11 - 1:45 (34)	Class
6	1:48 - 2:22 (34)	Class
7	2:25 - 2:59 (34)	Class
8	3:02 - 3:35 (33)	Class