



STUDENT HANDBOOK & AGENDA

2016-2017

Administrative Team

Dr. Daniel J. Johnson III

Principal

Mr. Brian Howes
Assistant Principal

Mr. Brent Cook
Assistant Principal/Activities Director

Mr. Dan Merritt
Assistant Principal

Ms. Joan Schueller
Assistant Principal

Ms. Trica Brokus
Student Needs Facilitator

Mr. Chris Oberhoffer
Assistant Principal, ALC

1800 Clarke Drive
Dubuque, Iowa
(563) 552-5500

Faxes: (Main) 563.552.5721 (A.P.) 552.5704
Weather: 552-3035 School lunch line: 552-3250

www.senior.dbqschools.org

If found, please return to:

Name _____

Address _____

Telephone number _____

E-mail Address _____



To develop
world-class learners
and citizens of
character in a safe and
inclusive learning
community.



The mission of Dubuque Senior High School is to provide a climate of mutual respect and support where all may develop their intellectual, creative, social and physical potential.

PUBLIC NOTICE OF NON DISCRIMINATION

The Dubuque Community School District does not discriminate nor tolerate harassment on the basis of age, color, creed, disability, gender, marital status, national origin, physical attributes, religion, sexual orientation or socio-economic status in its educational program. The District does not discriminate in its employment policies or practices as required by Title VI and VII of the Civil Rights Acts of 1964, Title IX of the Educational Amendments of 1972, Section 504 of Public Law 93-112 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Inquiries about this statement need to be directed to the Dubuque Community School District Central office at 2300 Chaney Road, Dubuque, IA 52001 Phone 563-552-3000.

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Graduation Requirements

English 1-2

2 credits

Applicable Courses: English 1-2 (Regular, Honors)

English 3-4

2 credits

Applicable Courses: English 3-4 (Regular, Honors)

Writing

1 credits

Applicable Courses: Composition, Foundations in Communication, Journalism, AP Language & Comp, American Studies, Creative Writing

Speech

1 credits

Applicable Course: Speech

Mathematics

6 credits

Applicable Courses: Any Mathematics course.

Applied Learning

2 credits

Applicable Courses: Any Business Education, FHCS, Industrial Technology, plus Newspaper, Yearbook, and Computer Programming courses.

Fine Arts

2 credits

Applicable Courses: Any Art or Music course, plus Creative Writing, Film Study, Adv. Film Study, Theatre, Adv. Theatre, Adv. Speech.

Literature

2 credits

Applicable Courses: Foundations in Literature, Contemporary Literature, U.S. Literature, British Literature, World Literature, Young Adult Literature, American Studies, AP Literature, AP Language & Composition.

Graduation Requirements

Natural Sciences & Wellness

Science

2 Global Science credits

Applicable Courses: Any Science course

2 Life Science credits

2 Physical Science credits

Wellness

3.2 credits

Applicable Courses: Any Physical Education course.

Social Sciences

World History

2 credits

Applicable Courses: World History or AP World History

U. S. History

2 credits

Applicable Courses: U.S. History or AP U.S. History

Government

1 credits

Applicable Courses: Government or AP Government

Human/Society Study

1 credits

Applicable Courses: Economics, AP Economics, Psychology, AP Psychology, Sociology

World Cultures & Issues

2 credits

Applicable Courses: AP Human Geography, World Cultures & Languages, plus any German, French, or Spanish course.

Elective & Directed Credits

10.8 credits

These credits are any course that does not fulfill above requirements or is in excess of the number of credits in a requirement category. Some courses in writing or mathematics may be directed by staff rather than elected by students based on proficiency requirements.

Total Credit Requirement

46

SCHEDULING

In February, students have an opportunity to register for classes for the following school year. Each student may receive a Course Registration Guide that describes each course offered at Senior High. This information is also available on the Senior High website (www.senior.dbqschools.org). Students will be given one (1) week in which to develop their course requests. Some courses may be dropped due to insufficient enrollment or limited by the capacity of the available classes.

SENIOR YEAR PLUS

Students interested in earning college credits while in high school should contact the school counselor for information, application forms, and enrollment procedures.

The Senior Year Plus Program replaces the previous Post Secondary Enrollment Option and provides students a way to concurrently access secondary and postsecondary credit through advanced placement, concurrent enrollment, and the postsecondary enrollment option. Other options allowed by statute, but not offered by Dubuque schools at this time include: career academies, regional academies, and internet-based and ICN coursework.

Courses may supplement, but not supplant a course provided by the school district. The content of a course provided to a high school student for postsecondary credit shall not consist of substantially the same concepts and skills as the content of a course provided by the school district.

STUDENT ELIGIBILITY FOR ANY SENIOR YEAR PLUS COURSE

1. The student must attain approval from the school district prior to enrollment in any Senior Year Plus program.
2. The student must have passed appropriate course prerequisites as determined by the school district or the postsecondary institution.
3. The student must meet enrollment requirements of the postsecondary institution.
4. No student may be enrolled as a full-time student in any one postsecondary institution. There is no minimum or maximum number of credits that can be earned with Senior Year Plus.

ADVANCED PLACEMENT PROGRAM

(grades 9-12)

1. Advanced placement courses must be listed in high school registration guides with prerequisite courses established.
2. Every eighth grade student must receive the full high school registration guide prior to development of their core curriculum plan.
3. AP courses are available to dually enrolled high school students (competent private instruction).
4. AP courses are available to accredited non public high school students in the school district. AP exams and reduced fees for exams apply to eligible nonpublic students the same as for district students.

5. The student must be proficient in reading, math, and science on the ITBS/ITED most recently administered.

POSTSECONDARY ENROLLMENT OPTIONS PROGRAM

(grades 11 and 12, or identified in grade 9 or 10 by gifted and talented criteria)

1. Student Eligibility Counselors, GT Facilitators, department chairs, principal and/or designated assistant principal may assist in determining student eligibility.
 - a. Parents/guardians of eligible students must furnish transportation to and from the eligible postsecondary institution.
 - b. A student enrolled in an accredited nonpublic school who meets all eligibility requirements (including residency in Iowa) may apply to take a course, provided that neither the accredited nonpublic school nor the school district offers a comparable course.
 - c. Postsecondary enrollment option courses are available to dually enrolled students (competent private instruction).
 - d. No student may audit a postsecondary enrollment option course.
 - e. The student must be proficient in reading, math, and science on the ITBS/ITED most recently administered.
 - f. Students must notify the high school of their intent to enroll in a PSEO course by March 15 for the following year (for both semesters).
2. Course Eligibility
 - a. Nonsectarian courses
 - b. Courses not comparable to courses offered by the Dubuque public high schools
 - c. Credit bearing courses that lead to an educational degree
 - d. Courses in: math, science, social sciences, humanities (English, art, music, language), vocational-technical education
3. High School Credit
 - a. Approved and completed college courses will be given high school credit. Each semester-length college course equals one semester high school credit.
 - b. Completed college courses will count toward high school graduation requirements and subject area requirements. Credit will not be calculated in a student's grade point average or rank in class. Evidence of successful completion of each course and high school units of credit and postsecondary academic credits will be included in the student's high school transcript.
4. Payment for College Tuition Cost
 - a. The school and/or district will pay directly to the postsecondary institution the legally limited costs of approved enrollments by eligible students who complete and receive credit for the approved course(s) in which they are enrolled.
 - b. Students who fail to complete and receive credit for a postsecondary course are responsible for all costs directly related to the course, and will be billed by the district for those costs. If the student is under 18 years of age, the parent or guardian will assume the costs.

CONCURRENT ENROLLMENT PROGRAM

(grades 9-12)

1. Concurrent enrollment courses must be listed in high school registration guides and must indicate that the courses generate college credit as well as high school credit.
2. Every eighth grade student must receive the full high school registration guide prior to development of their core curriculum plan.
3. Concurrent enrollment courses are available to dually enrolled high school students (competent private instruction).
4. Concurrent enrollment courses are available to accredited non public high school students in the school district as long as they are residents of the DCSD.
5. The school board must annually approve courses to be made available for high school credit. Comparable courses must not already be offered by the school district.
6. No student may audit a concurrent enrollment course.
7. No student may be charged tuition for a concurrent enrollment course.

Enrollment Information

NEW STUDENT REGISTRATION

The Dubuque Community School District assigns student to attend Dubuque Senior or Hempstead High School depending on their residence location in Dubuque. Upon enrollment, students will meet with the Assistant Principal and a Guidance Counselor to determine proper placement. A New Student Registration Form will be filled out with a Request for Records from the student's previous school (Transcript and Medical Records).

TRANSFERS FROM ONE SECTION OF A COURSE TO ANOTHER

Under some circumstances, a student may transfer from one section of a course to another. When this occurs, the grade earned prior to the transfer will be brought forward and become the initial grade in the new section of the course. This applies in all cases any time during the year.

WITHDRAWAL FROM SCHOOL

Students leaving Dubuque Senior High School for any reason must complete a Withdrawal Form. This form may be picked up in the Assistant Principals Office. This form requires students to meet criteria for withdrawal; fee payment, books turned in, locker cleaned out, etc.

DROPPING COURSES

The Guidelines for dropping courses are the following:

1. All 9-11 grade students are expected to take six (6) majors during each semester of attendance. (A major is a class that meets five days per week.)
2. A course may be dropped during the first two (2) weeks of a semester with no grade being recorded for the course. Whenever dropping a course reduces a student's schedule below six (6) majors, the student is expected to add a replacement course or study hall. After the second week of a semester, a

student who drops a course will have a grade recorded on the official transcript. Unless there are mitigating circumstances such as illness, injury or other factors beyond the student's control, a grade of "F" will be recorded for any course dropped. An administrator may assign the student who drops a course with an "F" to a supervised study area.

3. In cases where mitigating circumstances are the primary reason for a drop, a grade of "W" which means "withdraw" will be recorded.
4. If a student's ability is not consistent with that required by a course and the teacher or counselor recommends a drop, a grade of "W" will be recorded on the official transcript. Under such a recommendation, whenever feasible, the student should add a course at a more appropriate level.
5. Students may DROP a seventh class with no grade recorded on the official transcript if they are passing the course and drop by October 1 (first semester) or March 1 (second semester). If students are failing the course when they drop, a grade of "F" will be recorded on their official transcript.
6. Students who fall below the minimum load of six (6) majors are subject to a review of their school placement status. NOTE: In all cases, a course may only be dropped by following proper procedure which includes a consultation with the teacher and counselor or an administrator.

PROCEDURES FOR EARLY GRADUATION

Early graduates from high school must have completed all necessary credits and required subjects for graduation. Wellness must be completed first semester.

The following are the requirements for early graduation from the Dubuque Community Schools:

1. Students may graduate from high school before they complete the traditional four years of schooling if they complete all the requirements of a diploma prior to the time when they would normally graduate. To do this they must:
 - a) Have written approval from the parents/guardian. This is mandatory.
 - b) Have completed forty-six (46) credits for classes.
 - c) The Wellness course must be completed first semester.
 - d) Complete paperwork one semester before the requested early graduation. For a January early graduation, the request must be submitted prior to the end of the previous school year. Requests submitted after the above date may not be honored if the request causes an overload in any classes in the student's schedule.
2. Students and their parents should review all the advantages of early graduation and should consider dual enrollment (Post Secondary Program) during their senior year because this may be a better option than early graduation.
3. Student must have enrollment verification from the Admission Office of the post secondary school if the student must begin classes before the end of the semester at Dubuque Senior High School.
4. Diplomas are awarded only at the conclusion of the second semester, however, a confirmation letter will be provided upon request.

5. In order for students to participate in graduation ceremonies, students must have their signed application on file by the end of the semester preceding the graduation date.
6. Students in jeopardy of failing a course at Dubuque Senior High School may be denied early graduation.

OPEN ENROLLMENT

Dubuque Community School District students interested in applying for open enrollment to a different school must meet the **March 1st 4:30 P.M.** deadline to be eligible. Contact the Superintendent's Office at the Forum at 552-3012.

The primary factors to be considered in determining approval or denial of the application are availability of appropriate programs, school space, and class size. If granted the open enrollment, the student must complete the school year at that school. *More information can be found in DCSD Policy 6218.*

SEMESTER FINAL EXAMS

Final exams are given in most classes at the end of each semester. On final exam days a special schedule is followed that allows 90 minutes for each exam. Final exams can count for up to 20% of the final grade in any class. Only on Semester Finals days can students leave campus on their free time. All students are expected to be in attendance on Semester Final school days. Students are not allowed to change their schedule unless they have a meeting with the Registrar, Mr. Howes, prior to the start of semester finals.

PHYSICAL EDUCATION EXEMPTIONS

ATHLETIC EXEMPTIONS

The following Grade 9-12 Athletic Exemptions will be honored at Dubuque Senior High School for the 2014-15 school year:

Students who have documented participation in **two sports** (cross country, volleyball, football, swimming and diving, golf, cheerleading, basketball, wrestling, bowling, track, baseball, softball, tennis or soccer.) are exempt from Physical Education/Wellness.

In addition to documented participation in a sport, a written parent/guardian request is required for an athletic exemption for students in grades 9-12.

ACADEMIC EXEMPTIONS

Students in Grade 12, Academic Exemptions will be honored at Dubuque Senior High School for the 2015-16 school year:

Students in Grade 12 are permitted an academic exemption from the physical education requirement if they have a full schedule of academic classes both semesters of the school year. The parent/guardian must request the academic exemption in writing.

Grading

MINIMUM TEACHER EXPECTATION FOR PASSING GRADES

Teachers are asked to issue a written statement to each student within the first week of the semester, outlining the minimum amount of work required to pass for the quarter and/or semester. Course requirements should not be confused with course objectives, departmental or school policy. Course objectives do not include competency levels for students nor do they state specific dates or deadlines. Minimum course requirements set forth the standards that must be met to receive a passing grade within the specific course. Course requirements will consist of the following elements:

1. Minimum number and types of major projects required for the quarter and/or semester.
2. The minimum number of major examinations required for the quarter and/or semester.
3. The minimum number and kinds of activities in which each student will actively participate during the quarter and/or semester.
4. The minimum expectations of amounts of homework to be completed by each student.
5. The weighting of class assignments, class participation, attendance, examinations, and other required activities used to determine the final quarter and/or semester grade.

GRADING SYSTEM

A	Excellent
B	Very Good
C	Average
D	Lowest Passing Mark
F	No Credit
S	Satisfactory
U	Unsatisfactory
I	Incomplete
P	Pass
W	Withdrew, No Credit, Passing Course
N	Audit, No Credit

GRADING SYSTEM

The following weights will be calculated to figure grade point averages:

A = 4.0	A- = 3.7	B+ = 3.3
B = 3.0	B- = 2.7	C+ = 2.3
C = 2.0	C- = 1.7	D+ = 1.3
D = 1.0	D- = 0.7	F = 0

Weights for Advanced Placement Classes

A = 5.0	A- = 4.7	B+ = 4.3
B = 4.0	B- = 3.7	C+ = 3.3
C = 3.0	C- = 2.7	D+ = 1.3
D = 1.0	D- = 0.7	F = 0

Grades in Special Education classes may carry a weight different than General Education classes.

CUMULATIVE GRADE POINT AVERAGE (GPA) AND RANK IN CLASS (SEMESTER)

Cumulative G.P.A. and Rank in class will be determined by averaging all semester final grades except Driver Education, Wellness, and Audit Courses. All semesters attended in high school, including summer school, will be computed in this average.

INCOMPLETE GRADES

Students who receive an incomplete in a class must complete the class within 2 weeks from the end of that quarter. Failure to finish an incomplete within the allotted time may result in a failing grade and loss of credit.

PROGRESS REPORTS

Students will be given a progress report three times during the year. One of those progress reports will be issued at the end of the 1st quarter (semester 1) and at the end of the 3rd quarter (semester 2).

REPORT CARDS

Report cards will be issued at the end of each nine week quarter. First and third quarter report cards will be distributed at parent/teacher conferences. First semester report cards will be distributed at school. The fourth quarter report card will be mailed to the student's residence.

Class rank and G.P.A. are determined at the end of each semester and are cumulative throughout four years. Quarter grades are not included in class rank and G.P.A., but are used to determine quarter honor rolls, Renaissance qualification, and eligibility for extracurricular activities.

F.A.S.T. PROGRAM

The FAST program is a highly structured work time that is designed to assist students with homework completion, preparation for tests/quizzes, test/quiz make-up, or just a quiet place to work where support is available. FAST is held every Friday that school is in session, and all Senior students are welcome to attend. This program is staffed by Senior's paraeducators, as well as student tutors.

Students attending FAST need to be at the cafeteria doors between 7:25 and 7:35 AM on Friday mornings. Students will sign in and go directly to the library. Students must be working on school related tasks the entire period. Computer access is available during this time as well. Students will be asked to leave if they are not using this time to complete school work.

Questions regarding the FAST program should be directed to Mrs. Brokus, 552-5504

Mondays and Wednesdays with R.A.M.S.

What: 11th and 12th grade students assisting other students with academic needs.

Where: Southeast corner of the library.

When: Mondays and Wednesdays, Every period of the school day; before school and after school as assigned.

Who can use R.A.M.S.: Any student who needs assistance with academics during a free hour or before or after school; students can be assigned to R.A.M.S. during their free hour or study hall time.

NATIONAL HONOR SOCIETY

The National Honor Society, active since 1926 at DSHS, is a service and honorary organization. The National Honor Society is a National School Honor Organization. Members are selected based on academic excellence (3.2 cumulative G.P.A.), leadership, service, and character. Behavior violations of the good conduct code, whether a candidate is or is not out for an activity, and suspendible offenses during the year of eligibility will disqualify that student from National Honor Society membership.

MEMBER CODE OF CONDUCT

1. All current members are expected to adhere to the rules and regulations set forth in the Dubuque Community School District Code of Conduct.

Consequences for students that violate the Code of Conduct standard may include:

- 1st offense: 30 school day suspension from NHS, and upon return to active status, will remain on probation for the remainder of the school year.
- 2nd offense: Results in removal from National Honor Society.

Students that violate laws that lay outside of the Code of Conduct (theft, assault, etc...) will be subject to a hearing in front of the National Honor Society Faculty Council to review that students standing in this organization.

2. All members are expected to complete 15 hours of Community/School Service each semester of membership. Failure to adhere to this standard will face removal from the National Honor Society.

The Renaissance Program

The Renaissance Program is a partnership between the school and community to recognize student academic achievement. Renaissance discounts for school events will only be available at the Business Office.

Red Card (All A's)

- \$1.00 off picture package at Homecoming, Snowcoming, Prom
- \$3.00 off Homecoming ticket
- \$2.00 off Snowcoming ticket
- \$5.00 off Prom ticket
- Eligible for 1 semester test exemption if "A" in per semester*
- Eligible for various drawings
- Renaissance Discount Card
- Renaissance Pen
- 1 Renaissance t-shirt per year
- 1 Renaissance Drawstring Bag

Blue Card (All A's & B's)

- \$1.00 off picture package at Homecoming, Snowcoming, Prom
- \$2.00 off Homecoming ticket
- \$1.00 off Snowcoming ticket
- \$3.00 off Prom ticket
- Eligible for 1 semester test exemption if "A" in per semester*
- Eligible for various drawings
- Renaissance Discount Card
- Renaissance Pen
- 1 Renaissance t-shirt per year

White Card (All A's, B's & C's)

- \$1.00 off Homecoming ticket
- Eligible for various drawings
- Renaissance Pen
- Renaissance Discount Card

A Commitment to Excellence, a Partnership between school and the community to recognize academic achievement.

- ❖ Semester Test Exemption: Students may exempt 1 final per semester in a class they have an "A" in; have no more than 4 absences; the same class may not be exempted the 2nd semester; Senior's may not exempt 2nd semester finals.

School Counseling Information

SCHOOL COUNSELING CENTER

The goal of the Dubuque Senior High School Counseling Center is to assist and support students, parents, and faculty in the following three areas: personal/social development, academics, and college/career readiness. The School Counselors offer a variety of services including collaboration and referrals for community services based on student needs. For a complete listing of services available through our school counseling office, we invite you to visit our website – the **RAM RESOURCE CENTER**. To access this site: 1) “Google Search”: Ram Resource Center or 2) <https://sites.google.com/site/ramresourcecenter>

Your School Counselor can be reached at 563-552-5700:

Laura Lawrence (A-C) Tisha Busch (L-N)

Gina Richman (D-G) Nikki Berna (O-Si)

Pete Ross (H-K) Angela Barth (Sj-Z)

Wanda Pfab, Secretary

ACT TEST DATES (Register at actstudent.org)

<u>Test Date</u>	<u>Registration Deadline</u>	<u>Late Registration</u>
October 22, 2016	September 16, 2016	Sept. 17–30, 2016
December 10, 2016	November 4, 2016	November 5-18, 2016
February 11, 2017	January 13, 2017	January 14-20, 2017
April 8, 2017	March 3, 2017	March 4-17, 2017
June 10, 2017	May 5, 2017	May 6-19, 2017

SAT TEST DATES can be accessed at: sat.collegeboard.org

<u>Test Date</u>	<u>Registration Deadline</u>	<u>Late Registration</u>
November 5, 2016	TBA	TBA
January 21, 2017	TBA	TBA

**these are LOCAL test dates; other dates are listed on collegeboard.com*

(PSAT/NMSQT) PRELIMINARY SAT/ NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (Juniors):

Registration Dates: September 26 – October 17, 2016

Test Date: Wednesday, October 19, 2016

ACT Aspire for Sophomores: Fall 2016

JOIN US on TWITTER: @dshs_counselors

RAM RESOURCE CENTER:

<https://sites.google.com/site/ramresourcecenter>

ADVANCED PLACEMENT EXAM SCHEDULE - 2017

Week 1

	<u>Morning session</u>	<u>Afternoon session</u>
	<u>8:00 A.M.</u>	<u>12:00 P.M.</u>
Monday, May 1	Chemistry	Psychology
Tuesday, May 2	Computer Science A	
Wednesday, May 3	English Literature and Composition	
Thursday, May 4	Government	
Friday, May 5	U.S. History	

Week 2

Monday, May 8	Biology	
Tuesday, May 9	Calculus AB Calculus BC	
Wednesday, May 10	English Language and Composition	Macroeconomics
Thursday, May 11	World History	Statistics
Friday, May 12	Human Geography Microeconomics	

Business Office Information

WORK PERMITS

Work permits can be obtained at the Forum, 2300 Chaney Road, Dubuque, Iowa between the hours of 8:00 a.m. and 4:30 p.m. You must take a copy of your birth certificate, baptism record or a passport with you for age verification.

TRANSCRIPTS

All current students can obtain transcripts by submitting a written request to the Business Office at Dubuque Senior High School. Students under the age of 18 must have a parent signature to release transcripts.

Seniors should request final transcripts by senior's last day. Transcript requests received after the school year is completed may not be processed before August 1st because of summer vacations. All transcript requests must be made in writing. It is your responsibility to supply the full address. No phone request will be taken.

Transcripts of Senior's who graduated in the spring will be available until the second week of June at the Dubuque Senior High School Business Office. Beginning the third week of June, requests need to be sent to Dubuque Community School District, 2300 Chaney Road, Dubuque, IA 52001 or by calling 563-552-3013.

GOOD STUDENT VERIFICATION

Students must obtain this information from their insurance company. Bring this form to the Business Office. A student must have a 3.0 or above grade point to be eligible for this verification.

LUNCH PROGRAM

Information of the reduced lunch program will be included in the registration material and can be obtained in the Business Office. The following prices of the Food Services Program are in effect for the 2016-17 school year: Subject to change.

Breakfast

\$1.60 per day

Lunch

\$2.85 per day

Reduced tickets are:

\$0.30 per day

\$0 .40 per day

Students will use their Student ID card for the Food Service Program. Money needs to be deposited into the student's lunch account in the cafeteria. Any questions regarding a student's lunch account, call Food Services 552-3225 on Chaney Road.

FEES

The student fee for all students will be \$85.00.

The following fees are optional to the needs of the student:

Agenda Replacement.....	\$ 5.00
Activity fee (optional)	\$30.00
Yearbook (optional).....	\$45.00
Cap & Gown (Graduates only)	\$25.00
Replacement Safety Glasses	\$ 3.00
CNA Students—Background Check	\$20.00
New Color Guard	\$60.00
Music Uniform Cleaning and Maintenance	\$30.00
Marching Band Shoes (one time purchase)	\$25.00
Concert Tux Shirt fee (one time purchase boys only).....	\$30.00
Driver Education	\$349.00
(No refunds in Driver's Education after the class begins)	
Instrument rental.....	\$50.00
Student Parking Permit.....	\$40.00
Second Semester (if available)	\$20.00

*All of these prices are subject to change.

CHANGE

Change will not be made for any bills larger than \$20.00 and checks will not be cashed. If a student needs change, ask at the Business Office.

STUDENT BILLS

Checks should be made out for the exact amount of the bill. If a check is issued for a higher dollar amount, the balance will be deposited into the student's lunch account. It is the parent's responsibility to request a refund in writing. All refund checks are mailed directly to the parents.

Daily Schedules

REGULAR SCHEDULE

1	7:35	8:21
2	8:26	9:12
3	9:17	10:08
4	10:13	10:59
5	11:04	12:38
A lunch	11:04	11:29
B lunch	11:24	11:49
C lunch	11:53	12:18
D lunch	12:13	12:38
6	12:43	1:29
7	1:34	2:20

1 HOUR LATE ARRIVAL

1	8:35	9:11
2	9:16	9:52
3	9:57	10:38
4	10:43	11:19
5	11:24	12:58
A lunch	11:24	11:49
B lunch	11:44	12:09
C lunch	12:13	12:38
D lunch	12:33	12:58
6	1:03	1:39
7	1:44	2:20

2 HOUR LATE ARRIVAL

1	9:35	10:01
2	10:06	10:32
3	10:37	11:08
4	11:13	11:39
5	11:44	1:18
A lunch	11:44	12:09
B lunch	12:04	12:29
C lunch	12:33	12:58
D lunch	12:53	1:18
6	1:23	1:49
7	1:54	2:20

Library Open 7:00-3:00

Health Services

SCHOOL NURSE

Jane Rollins R.N. is the school nurse, and her telephone number is 552-5520. Lori Streit is the Health para-professional and her telephone number is 552-5519. Health Service is located in Room 222 and office hours are 7:10-2:40, Monday thru Friday.

The school nurse provides assessment of illness and injury, health interventions, health education, screening for health factors that may impact student education, medication administration, accommodations in school and referrals to school and community and governmental services to meet student needs..

Procedures for the use of the Health Office are as follows:

- a. A student who becomes ill or is injured should notify their teacher or another employee as soon as possible so the student can be sent to the health office. A school pass or the student's agenda will be signed by the teacher/para-professional from the class the student is excused from. The attendance office will be notified of the time of departure from the health office, if the student is sent home ill/injured.
- b. If the student is too ill or injured to remain in school, the student will be released to the student's parent or, with parental permission, to another person directed by the parents. In the case of a serious illness or injury, the school shall attempt to notify parents according to the information in the Health Assessment/Emergency Contact Screen in PowerSchool. **It is the parent/guardian responsibility to keep these emergency contacts and phone numbers up to date.**
- c. Students must not leave the building for illness or injury without authorization through Health Services.
- d. Teachers may consult the nurse if they have a concern regarding the health of a student. Information regarding a health issue can be released to school personnel who need to know with parent/guardian electronically signed permission on the PowerSchool health assessment screen completed at registration.
- e. Parents/guardians are encouraged to contact the school nurse when students are absent with a communicable disease, surgery or other pertinent health problems. Accommodations can be arranged as necessary.

Immunizations

According to Iowa State Law (Paragraph 2 Chapter 139 Code 1977 as amended), **no child may be enrolled without an immunization record.** Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health Certificate of Immunization.

A **Public Health Immunization Certificate** signed by a health care provider stating that the student has received the immunizations is required by law. Students without the proper certificate are not allowed to attend school until they receive the immunization or the student makes arrangements with the school nurse. Only for specific medical or religious purposes are students exempted from the immunization requirements.

Insurance: Hawk-I Insurance for Children

Parents can apply for low-or no-cost health insurance for their children (birth to age 19) through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Parents are urged to call 1-800-257-8563 (toll free) or go to the web site at <http://www.hawk-i.org/> for more information.

VISITING TEACHER SERVICES

A physician may request a visiting teacher if a student is unable to attend regular classes for a period of two weeks or more due to illness/injury. The physician written order must state the reason for the visiting teacher and length of time visiting teacher will be needed. Health care providers can fax a release to the school nurse at 563-552-5723.

HOMEWORK REQUESTS

Students absent from school can access their teacher's email through the Dubuque Senior High School web-site at: www.senior.dbqschools.org to request assignments. **A request for homework from the health office is done only for health related absences of 3 days or longer.** After requesting homework please allow one school day for homework to be prepared and turned in to the Main Office to be picked up.

When a student is taking a personal leave or vacation, he/she must contact the Attendance Office **prior to leaving**. The student will be required to obtain approval from teachers and obtain homework for the absences.

MEDICATION POLICY

The administration of prescription and/or over-the-counter medication by school personnel to students in school shall be done only with written authorization and direction of a licensed healthcare provider legally authorized to prescribe. The written authorization is only valid for the current school year.

- Prescription medication must be in the original containers with the pharmacy label attached. Over-the-counter medications must also be in the original containers.
- Parents should bring their child's medication to the school's Health Office or have it delivered by the pharmacy. If the medication is sent to school with your child, please call the Health Office and notify us.
- **Students are only allowed to take medication in school when it is administered by the school nurse/qualified personnel in the health office.** Exceptions will be when written permission is granted by the prescriber for students with asthma to carry an inhaler with them or for diabetics to administer insulin or students who require an EpiPen for life threatening allergic reactions.
- No medication will be kept at school through the summer months. Any medication left will be discarded.

Health Care providers can fax a medication release to Senior at 563-552-5723: Local health care providers have the school medication release form.

EXCEPTION ONLY FOR MIDDLE SCHOOLS AND HIGH SCHOOLS: Acetaminophen (i.e. Tylenol) and ibuprofen (i.e. Motrin) medications may be administered in the middle and high schools by the school nurse after assessment of appropriate use for the student with **ONLY** a parent or legal guardian consent.

PHYSICAL EDUCATION

Students who are unable to fully participate in physical education class due to health reasons are required to have a written excuse from their health care provider explaining the student's limitations and the length of time the limitations will be necessary. The nurse fax number is 563-552-5723. If a student is not able to participate in PE at all due to health reasons, the student is still required to show up to PE class daily for attendance purposes and an alternate assignment will be given to the student by the PE teacher. The health office is able to release a student from PE for a minimum of 1 day and for a maximum of 3 days at the discretion of the school nurse.

School Policies

ELECTRONIC DEVICES (AUDIO EQUIPMENT/CELL PHONES)

We recommend that students not bring cell phones and personal audio (iPods, MP3, etc.) equipment to school. **If a student brings such equipment to school, the school is not responsible for any stolen personal property.** Electronic devices may be used by students **ONLY** during passing time and before and after school. If sound can be heard from device or earbuds it may be confiscated and/or banned.

The use of electronic devices is prohibited during class time in classrooms, study areas, locker rooms, detention rooms and offices unless the classroom teacher or supervisor determines that the use of the equipment would enhance the lesson or activity. Students who leave class to use their electronic device in the hallways or restrooms will be directed to turn those devices in to the AP office.

Consequences for Electronic Device Violation are:

1. First offense, the student can pick their electronic device at the **end of the school day.**
2. Second offense a **Parent/Guardian** will be asked to come to school to **pick it up.**
3. Repeat offenders may have their electronic device **banned** from the school.

HEAD APPAREL AND CLOTHING APPEARANCE

- Bandannas, do-rags, picks and sunglasses are prohibited during the school day.
- Shoes are **REQUIRED** to be worn at **ALL TIMES.**
- **ALL HATS, HOODS BANDANAS and DO-RAGS will be in lockers by 7:30AM. NO EXCEPTIONS.**
- Shirts/blouses must have closed sides and extend to the top of pants, undergarments will not be seen or student may be sent home to change.
- No strapless top; straps must be attached to the OUTER most top.
- Students are prohibited from wearing chains or jewelry with spikes.
- Students not following the Senior High School Apparel expectations will be asked to change and/or be sent home.

The school district prohibits the wearing of clothing that expresses suggestive or profane messages, or that advertises prohibitive materials or conduct. Any clothing or signage that promotes gang activity, colors, symbols, and/or affiliations is prohibited.

If any type of clothing becomes disruptive or distracting to the educational program of Dubuque Senior High School as determined by the administration, it will be prohibited.

STUDENT LOCKERS

Student lockers are assigned to each individual student. When a student changes lockers without permission books and assignments cannot be sent home during a student's illness.

1. During his/her first registration, each student will be assigned to a particular locker which is to be used by that student for all of his/her remaining years of enrollment. Locker locations **cannot** be changed upon request. The locker remains the property of Dubuque Community School District.
2. **A locker is to be used only by the student to whom it has been assigned.**
3. Any locker not working properly is to be reported to the Activities Office immediately.
4. Lockers are to be kept locked at all times.
5. Lockers are to be used for storing students' books, class materials, clothing and personal equipment. These articles are not to be left in classrooms or corridors. **Food and drink items are NOT to be stored in lockers.** Students may be asked to clean lockers periodically.
6. Do not leave money or valuables in lockers. The school does not guarantee the protection of materials left in lockers.
7. Students are responsible for maintaining the appearance and condition of the locker assigned to them. Kicking, punching or slamming doors results in damage. Cost of repair for damage beyond the normal use shall be charged to the student's account in the Business Office.
8. Items that are appropriate and in good taste may be hung inside the locker if they do not damage the locker.

SKATEBOARDS/SCOOTERS

Students are to have their skateboards/scooters locked up by 7:30am. There are bike racks on the west side of the building for scooters and skateboard racks in the stairwell by the cafeteria; students need to provide their own lock. **NO RIDING ALLOWED ON SCHOOL PROPERTY.**

COATS

Students are expected to store their coats in their locker and not wear them in the building. Teachers may give permission for students to wear coats in their classroom only when the heating system fails to warm the classroom adequately.

MONEY AND VALUABLE ARTICLES

Please do not bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. **THE SCHOOL CANNOT ACCEPT RESPONSIBILITY FOR STOLEN MONEY OR OTHER ARTICLES.**

PA ANNOUNCEMENTS

General announcements and congratulations will be read from the Main Office each day during 3rd hour and can be found on the school website

www.senior.dbqschools.org. Announcements should follow these guidelines.

1. Have the announcement to the Main Office by the beginning of 2nd period.
2. Keep announcements brief. Announcements may be read a maximum of three times.
3. Administrators or student council members will read announcements. An administrator must approve special announcements made by other students.

TELEPHONE / STUDENT MESSAGES

Each classroom has a telephone and students may use those phones with teacher permission. **In the case of an emergency**, parents may call the Main Office and we will attempt to notify students. Non-emergency messages will be delivered if office runners are available. Students will be notified of a delivery during their last class. Students may pick up packages and flowers at the end of their school day in the Main Office.

PARENT-TEACHER CONFERENCES

Parent -Teacher conferences will be held **October 19th & 20th and February 22nd & 23rd**. Progress reports will be distributed at this time. Report cards will be distributed to the students at the end of first semester. The second semester report card will be mailed home.

HOMECOMING/PROM COURT

Students elected to the Homecoming/Prom courts must have senior status with a minimum of 34 credits to be eligible. Students who are on the Homecoming Court are not eligible to be on the Prom Court.

STUDENT INFORMATION & CHANGE OF ADDRESS

If your last name, address, or telephone number changes at any time during the school year, please notify the Main Office immediately. This is very important in keeping our records up-to-date and also being able to contact a parent or guardian in case of an emergency.

LOST AND FOUND

The Lost and Found Department is located in the Intervention Room - A201. If you have any lost articles or lose anything, check with the para-educator in the Intervention Room.

ID CARDS

Every student will be issued an ID card. Students will be expected to have their IDs at all times. Formal policy not completed at time of production, please look for the full policy on the district website This card identifies the holder of the card, in this case, YOU, the student. Student's entering after 7:35 will need their ID cards to sign into the building. On occasion you may be asked to show your ID card to a staff member. Failure to do so constitutes in and of itself a violation of the discipline code and will result in disciplinary action. **STUDENTS ARE REQUIRED TO HAVE THEIR I.D. CARDS FOR THE LUNCH PROGRAM, TO ENTER A SCHOOL SPONSORED DANCE AND OTHER SCHOOL ACTIVITIES AS DETERMINED. YOU MAY BE DENIED ADMISSION TO THE DANCE WITHOUT YOUR I.D.**

If the student loses the I.D. card, the cost for replacement is \$5.00. Pay for the replacement of the I.D. card in the Business Office. Take the receipt to the Activities Office to replace your student I.D.

VISITORS PASSES

Visitors will be asked to present a valid state-issued ID when checking into a district school or the administration building.

Prior to a visitor being escorted by a Dubuque Senior High School student through the school, the student must have permission from the Main Office 24 hours prior to the day of the visit. Students from other Dubuque high schools are prohibited.

No visitor will be allowed at school during the last week of each semester. All visitors must wear a badge throughout the day.

CARE OF BUILDING AND GROUNDS

A school building is not a school until it is occupied by students. When a building becomes a school, it takes on character and meaning and expresses itself to the student body and visitors. We feel it is a matter of personal and school pride that each student makes a commitment to do everything possible so that the appearance of our school and grounds expresses a positive message to everyone.

This commitment includes using the common sense approach. Trash belongs in trash cans. **Food and drink can only be eaten in the cafeteria. Water in clear containers is allowed with teacher permission.** Gum and graffiti have no place on the floor or walls or furniture. The furniture and equipment in our school are for your use and not abuse.

WAITING FOR RIDES

- Students waiting to be picked up during the school day should do so by the cafeteria door entrance.
- Students waiting to catch the Jule should wait for the bus outside at the bus stop. In the case of inclement weather students should wait by the cafeteria east entrance doors.

STUDENT PARKING

There are approximately 200 student parking spaces available. Students eligible for upper lot stickers were assigned using a lottery system. Students may pick up parking forms at registration and return the completed forms to the AP Office. **(Do Not Lose the Parking Sticker.)**

Students must bring to the AP office the following:

- ✓ valid driver's license
- ✓ proof of insurance for the car you will be driving to school
- ✓ valid registration for that car

You will not be able to receive a parking sticker without this information.

Cost: \$40.00 to be paid 1st Semester; \$20.00 for 2nd semester only.

PARKING LOT RULES

1. Your parking sticker must be placed in the back window, driver's side of your car unless special arrangements are made.
2. If you drive a different car to school, you **MUST** let the Assistant Principal's Office know before 7:35AM or you may be ticketed.
3. If you sell (or drive a different car, other than the car you had at registration time), then you **MUST** bring your old parking sticker into the Assistant Principal's Office in order to receive a new sticker at no charge.
4. **If you are caught leaving campus without school authorization, you will lose your parking sticker.**
5. If you have authorization to leave and you are with someone who **does not** have authorization, you will lose your parking sticker.
6. **Parking in our lots is a privilege not a right.** Any vandalism to anyone's car, speeding, squealing of tires or reckless driving will not be tolerated and you will lose your parking privilege. We have **ZERO TOLERANCE** for this.
7. Students are not allowed to park in the West Staff parking lot between the hours of **6:30AM to 3:30PM** or during conferences.
8. Senior's are sold parking stickers first in the Upper lot and then the Lower lot. Junior's are sold parking stickers to park in the Lower lot only and must have a valid parking sticker. If spots are available after the second week of school parking spots may be opened to Sophomore, then Freshman student's.
9. Violator's will receive a city parking ticket and may be towed at owner's expense.
10. **Student parking is between the yellow lines and faculty is between the white lines.**
11. Parking stickers are not transferable to another student or sibling when a student is graduating early.

TOWING

To maintain proper parking in our lots and around Dubuque Senior High School, towing of cars may be necessary. With the exception of an emergency situation, the following procedures should be followed **before** a car is towed.

- A recent warning and a ticket should be issued to the offender. A record of this warning must be kept by the supervisors.
- If the offender continues to park in restricted areas then:
 1. Contact the police and towing agency to have the car(s) towed.
 2. A ticket should be made out and the police should be present **before** the car is hooked up to tow.
 3. A record should be kept of the following information:
 - a. Ticket Number
 - b. Time car was towed
 - c. Name of police officer
 - d. Name of the offender (car)
 - e. Who is the towing company
 - f. Where the car will be towed (to pick up)
 - g. Cost to pick up the car
 - h. Condition of the car - any visible damage
 - i. Notification to the Assistant Principal's Office and the Main Office

The towing of a car should be a "last effort" to correct the problem after recent warnings have been issued.

School Discipline Policy

Dubuque Senior High School follows the Dubuque Community School District Student Behavior Expectations and Consequences Policy 5200 which governs the conduct of its students and provides student due process. The 5200 policy is written in this student handbook under District Policies.

The goal of the Discipline Policy is to establish a safe and secure learning environment. Expectations, philosophy, standards, rules, and regulations are set here to be clearly communicated to students, parents, and staff. Our focus is to establish a positive school climate built on cooperation and teamwork. Please read and discuss these policies and become familiar with the procedures that are followed here at DSHS. If you have any questions, please contact one of the school administrators, counselors, or teachers and we will discuss them with you.

School rules limit the opportunity of any individual to interrupt another student's educational growth and protect the student who might choose to interfere with his/her own educational growth. We believe discipline exists to make possible a good educational program and to protect the welfare of those who participate in the program. Our intent is to clearly establish teaching and learning as the priority activity at DSHS.

1. All people have worth and dignity.
2. All people have the capacity to learn cooperation, respect, and self discipline.
3. All people should understand the policies that affect them.

You will be held responsible for your actions as student citizens of DSHS. Your first responsibility is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences of your actions.

There are two major components of the Discipline Program at DSHS. The first component concerns the individual classroom plans which will be constructed and implemented by each teacher with the support and cooperation of the administration. The second component concerns the school-wide plan which governs the common areas of the school.

It is each student's responsibility to be aware of these rules and the consequences if you choose not to follow them. Parents, please support our efforts with appropriate follow-up at home if your son and/or daughter is disciplined at school.

Any student involved in fighting, insubordination, verbal threats, and possession of illegal items including: all drugs, alcohol, smoking, or smokeless tobacco, destruction of school property, defacing lockers, or theft will be referred to the Assistant Principal's Office. Consequences for these actions could be: 1) referred to the Intervention Room, 2) in-school suspension 3) out-of-school suspension, 4) suspension served at the Four Oaks program, 5) parent conference, 6) legal charges with the police, and 7) expulsion from school.

GENERAL SCHOOL RULES

1. Respect ourselves and others.
2. Respect our property and the property of others.
3. Follow the class schedule and be to class on time.
4. Follow the rules in the following areas:
 - a. Central Learning Center
 - b. Lounge Area
 - c. Study Halls
 - d. Cafeteria & Concession Stand
 - e. Hallways
 - f. Individual Classrooms
 - g. Parking Lot

CAFETERIA - FOOD / DRINK

No student is to leave campus during the lunch period. Students are to eat in the cafeteria only. No food or drink except water in clear containers may be taken out of the cafeteria.

1. Remain seated until the dismissal bell rings. There are no exits from the cafeteria the last two minutes of the lunch periods.
2. Enjoy conversation in a normal speaking voice.
3. Do not cut in front of others in line.
4. Do not litter-return all trays to the proper area.
5. Show respect to personnel and property by being courteous to others.

STUDY HALL RULES

Students who are assigned to study hall:

1. Sit in assigned seat.
2. No talking, eating, or sleeping.
3. Respect all school property.
4. Bring homework or school-related reading materials each day.

THE INTERVENTION ROOM

The Intervention Room (A201) is an extension of the Assistant Principal/Attendance office. Students will be sent to the Intervention Room to address unresolved attendance issues or to schedule detentions. Only students placed by an Administrator/Student Needs Facilitator or by teacher to take a test/complete make up work will be allowed.

ASSEMBLY RULES

Assemblies and pep rallies are held for several purposes: to teach, to entertain, to honor, to display school spirit, to celebrate, and etc. Depending upon the purpose of the assembly, there is a specific type of behavior expected of the audience. First and always, the members of the audience should respect the rights of the performer or speaker who is presenting the program. There is an obligation of courtesy that each student at DSHS owes other people in this school. It is our expectation that you respect that obligation and our belief that you are due that level of courtesy in return.

1. Follow assembly instructions as given to you by a teacher or administrator.
2. Honor and respect the dignity of the program.
3. Avoid talking, yelling, clapping, or indicating your approval or disapproval when such is not appropriate. Even at pep rallies there is a time to cheer and a time to listen.
4. Students are to sit on the bleachers or chairs.
5. Students are expected to attend assemblies. Those that leave will be marked as absent for the class period.

SCHOOL DANCE

Guests to Senior High School dances must be at least a 9th grade student and at most the age of 20. Senior High School student's bringing a guest to a dance must have their ticket purchased and the guest's name on the guest list no later than Thursday at 10AM the week of the dance in the Business Office. If a Senior High School student attends a DCSD High School dance and is found to be impaired, they will be suspended from school for 3 days and suspended from the next Senior High School dance. If the infraction occurs during the last dance of the year, they will be suspended from all other after school activities for seven days from the date of the infraction.

SCHOOL ACTIVITY

If a student attends a DCSD school activity and is found to be impaired, they will be suspended from school for 3 days and suspended from all after school activities for seven days from the date of the infraction.

PUBLIC DISPLAY OF AFFECTION

Students may hold hands, but overt displays and demonstrations of affections such as kissing, long embraces, and petting are prohibited on school grounds. Students who fail to comply with this rule will be subject to referral to the AP Office for disciplinary action and parents will be contacted.

Attendance Policy 5107

The District Policy #5107 (School Attendance) is outlined below. Please also see Dubuque Senior's attendance procedure as outlined on page 37.

Mandatory Attendance

According to Section 299.1 of the Iowa Code, the parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age is accountable for the child's attendance at school. Section 299.1A of the Iowa Code mandates that children who have reached the age of six and are under sixteen years of age by September 15 are of compulsory attendance age for that school year.

School Attendance and Punctuality

Any day or part day of instruction missed, whether excused or unexcused impacts a student's learning. Families play a key role in making sure their children attend school on time every day. It is important that both schools and families understand why attendance is important for school and success. Parents/guardians are strongly urged to schedule vacation during the summer and various breaks in the school calendar. All students including students over the compulsory attendance age will be held to the Dubuque Community School District attendance policy. Each school will have procedures to address school attendance and punctuality.

Absences

Parents will notify the school and provide the reason for each absence of their child. Schools will analyze attendance data and engage parents and students to generate solutions to improve school attendance. Generally, absences of 5% or less of current membership days represent good attendance. Missing between 5% and 10% of the current membership days can significantly impact a child's academic achievement. Chronic absenteeism is missing 10% or more of the school year. Based on the unique circumstances of each absence, the principal or designee will make the final decision on whether the absence is excused or unexcused. The principal or designee may request documentation or verification for any of the following absences and may consider an excess of absences (more than 10% of current membership days) as unexcused truant days:.

Excused Absences

The following reasons may be identified as possible excused absences: personal illness, professional appointments which cannot be arranged outside of school time, recognized religious observances, required court appearances, College visits, pre-arranged/approved absences (contact school office in advance of absence), bereavement, and out-of-school suspensions.

Unexcused Absence

Unexcused absences will include, but not be limited to, the following: class cuts, falsely informing the school about the reasons(s) for the absence, and failure to contact schools.

Truancy

Students are expected to be in attendance every day of the school calendar and parents, guardians, legal or actual custodians are expected to assure attendance of their children. In accordance with 299.8 of the Iowa Code, any child of compulsory attendance age who fails to attend school as required by the school board's policy or who fails to attend competent private instruction under chapter 299A, without reasonable excuse for the absence, shall be deemed to be a truant.

According to Iowa Code, 299.5A, if a parent, guardian, legal or actual custodian, or child refuses to accept the school's attempt to assure the child's attendance or the school's attempt to assure the child's attendance is otherwise unsuccessful, the truancy liaison shall refer the matter to the county attorney for mediation or prosecution.

Absence and Academic Accountability

Students who are absent from school miss instruction which could negatively impact the student's grades. Students are required to do make-up work within a reasonable amount of time for all absences. Teachers will provide full credit and if necessary, additional and/or alternative instructional interventions for each and every absence. Additionally, no student will be dropped from classes based exclusively on attendance.

Absences may impact grades in the following ways:

- Failure to attend make-up sessions as assigned.

Mediation/Prosecution

In accordance with Section 299.1B of the Iowa Code, students under the age of 18 who are not in daily attendance may be referred by the superintendent to the Iowa Department of Transportation for the suspension of their driver's license.

If interventions have not resulted in satisfactory attendance, the case may be referred to the county attorney's office as outlined in 299.5A, Mediation, of the Iowa Code. The school district shall be responsible for monitoring any agreements arrived at through mediation. If a parent, guardian, legal or actual custodian refuses to engage in mediation or violates a term of the agreement, the matter shall be referred to the county attorney's office for prosecution under section 299.8 of the Iowa Code.

The truancy liaison may refer a truant and his or her parents/guardian to the County Attorney's office if mediation breaks down without an agreement being reached. Any person who violates a mediation agreement is subject to Iowa Code 299.6.

Administrative Guidelines -5107A1 - School Attendance

Absences

Principals will be responsible for designating school personnel who address attendance issues. High School: Attendance is taken each class period. Each school will develop protocol to address tardiness.

Interventions

Each school's will include a series of interventions designed to provide school personnel with methods to work with families to improve student attendance and punctuality. These interventions begin with notification to students and their family and increase in intensity if attendance does not improve. It should be noted that notification alone is not considered an adequate response to persistent truancy. In choosing an intervention, authorized school personnel will consider the student's attendance history. Interventions will begin at the first sign of an attendance problem and may include, but are not limited to, the following:

- Student conference with school personnel (may include truancy liaison)
- Agency referral
- Consequences and interventions as stated in Policy 5200
- Medical evaluation
- Parent contact (phone calls/written communication/electronic communication)
- Parent conference with school personnel
- Referral to an alternate program
- Referral to truancy liaison for possible mediation
- Student improvement plans
- Suspension of Driver's License
- Referral for evaluation to determine eligibility for a 504 Plan

DUBUQUE SENIOR HIGH SCHOOL ATTENDANCE PROCEDURE

- Attendance letter will be sent home at 6 and 9 absences regardless of whether or not they are excused.

Admit Slips

- Students, who do not have a first period class and arrive before second period begins, report to the cafeteria until the dismissal bell. He/she does not need an admit slip into school.

REVOKING DRIVER'S LICENSE

Iowa code 299.1B Failure to Attend-Driver's License

A person who does not attend a public school, an accredited nonpublic school, competent private instruction in accordance with the provisions of chapter 299A, an alternative school, or adult education classes shall not receive an intermediate or full driver's license until age eighteen.

A student who is 16 and no longer of compulsory attendance age, but who has not reached the age of 18, will have his/her driving privilege suspended if he/she no longer attends a public school, an accredited nonpublic school, competent private instruction, an alternative school, or adult education classes.

The building principal or designee shall make the referral using the Revoking Driver's License form and send the form to the Director of Student Services.

Upon review of the information, the Director of Student Services shall forward the information to the Superintendent of the Dubuque Schools for a signature.

The superintendent shall send the signed form to the Iowa Department of Transportation (IDOT).

If a student decides to re-enroll after having his/her license revoked, it is up to the student to work with the IDOT to prove he/she is re-enrolled and to provide appropriate documentation in an effort to regain his/her driver's license.

IN CASE OF SERIOUS INCLEMENT WEATHER, AN ADMINISTRATOR-APPROVED ANNOUNCEMENT WILL BE MADE VIA EMAIL TO TEACHERS TO ADMIT STUDENTS WITHOUT PENALTY.

SIGN-OUT PROCEDURES FOR EARLY RELEASES

If the parent-guardian comes to the office to sign the student out, classes cannot be interrupted to get a student, except in the case of a genuine emergency. Parents are asked to take note of the time during which students may be dismissed for non-emergencies.

If an early release permission request is received in the Attendance Office by 7:40 a.m. or immediately upon arrival at school on the day on which the student is to sign out, arrangements will be made to dismiss the student at the appropriate time. The student will then pick up his/her Early Release Verification form at the Attendance Office **prior to leaving school**. If the above request is in the form of a note, it must include a phone number where a parent/guardian can be reached so a school official can confirm that the student has parental permission to leave school. This security measure provides for the safety of the student and insures that the school is conforming to the intent of the parent/guardian.

All requests may be verified. If the parent/guardian cannot be reached, the student will **not** be given permission to sign out early.

No student is permitted to leave school without signing out in the attendance or the nurse's office. Parent or guardian must be contacted before a student can be released.

LATE ARRIVALS

When a student is late to school, the **student must enter through the cafeteria doors after 8:15am.** The clerical paraprofessional at the door will write a form out for the student to give to the teacher. They will be marked PENDING until parents have contacted the Attendance Office. The student has **48 hours** to clear the late arrival or absence. If not cleared within 48 hours, the absence may be marked unexcused and a detention assigned. When the absence or tardy is APPROVED, the student will receive an excused absence or excused tardy.

PRE-ARRANGED ABSENCES

- During the year there may be a time when it is absolutely necessary for a student to miss school. These days are excused if the student has parent/guardian permission and completes a pre-arranged absence form (located in the Attendance Office) **prior to leaving.**

FALSIFICATION OF ATTENDANCE

A student who turns in a forged parental note, makes an unauthorized phone call to the Attendance Office, or forges a hall pass, or a teacher's signature will be seen by an Assistant Principal for disciplinary action and an unexcused absence will be issued.

CLOSED CAMPUS:

Dubuque Senior High maintains a closed campus policy. **Students are not allowed to leave campus during school hours.** Students are expected to be in class or in a supervised area, not wandering around the building. **Students who leave campus and/or an unsupervised school building area without permission during their school day will receive UNEXCUSED absence for the missed class periods. Before** a student can leave campus during school hours, he/she must obtain a Leave the Building Permit form from the nurse or Attendance Office.

CLASSROOM TARDY POLICY

It is the classroom teacher's responsibility to hold students accountable for their tardiness to class. It is the teacher's responsibility to keep accurate records of attendance and tardiness. All students are expected to be in class when the period begins. **Students who are 10 or more minutes late to class without an authorized pass will be issued a class cut.**

STUDENTS WHO ARE LATE TO CLASS WITH AN AUTHORIZED PASS FROM ANOTHER TEACHER, COUNSELOR, NURSE OR ADMINISTRATOR ARE NOT TARDY.

DISCIPLINE TARDY POLICY

1st Tardy: _____ (Date)

2nd Tardy: _____ (Date)

3rd Tardy: _____ (Date)

Step 1: Teacher Interventions

- A. Classroom expectations reviewed with student.
- B. Consequences for tardiness
- C. Contact Parents/Guardian _____

Date Contacted/Phone Number

Step 2: Parents/Guardian contacted if student is non-compliant.

Step 3: Student referred to Assistant Principal for failure to respond to Intervention on ____/____/____.

4th Tardy:

_____ Teacher contacts parents informing them of tardy.

_____ Detention issued and served with teacher.

5th Tardy:

_____ Teacher contacts parents informing them of tardy.

_____ Detention issued and served with teacher.

6th Tardy:

_____ Teacher contacts parents informing them of tardy.

_____ Detention issued and served with teacher.

7th Tardy:

Student will be referred to the AP office.

DSCD Policies & Federal Laws

ARMED FORCES RECRUITER AND INSTITUTIONS OF HIGHER LEARNING ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION ACT

The school makes student names, addresses, and telephone numbers available to military recruiters and institutions of higher learning. Students and parents may opt out so that such information is not released without their prior consent. Students and parents should contact the Dubuque Senior High School Guidance Department. (No Child Left Behind Act of 2001)

INSTRUCTIONAL MATERIALS AND SURVEYS

The Protection of Pupil Rights Amendments of 2001 (PPRA) ensures that any instructional materials used by Dubuque Senior High School are made available to parents for inspection if those materials will be used in connection with a survey, analysis, or evaluation in which their children participate. Parent permission is required if the survey, analysis or evaluation asks students to reveal information related to any one of the following:

- political affiliations or beliefs held by the student's family;
- psychological issues of the student or the student's family;
- sexual attitudes or behaviors;
- antisocial, self-incriminating, or illegal behavior of the student;
- critical appraisals of other individuals with whom the student has close family relationships;
- information related to a legal privileged relationship such as attorney/client or doctor/patient;
- religious practices, affiliations, or beliefs held by the student of the student's family
- income, where the information is not related to the evaluating of the student's eligibility for a financial assistance program.

STUDENT NETWORK/INTERNET ACCEPTABLE USE POLICY

The use of school-owned technology, including computers whether stand alone, local area network, part of a wide area network such as the Internet or other electronic communication services is a privilege and not a right. The use of Network/Internet resources must be consistent with the educational objectives of the Dubuque Community School District, and in accordance with the terms of this policy. Use of networks or electronic resources of any other organizations must comply with the rules and regulations relating to those networks.

Network/Internet Acceptable Use Agreement. Specific guidelines for use of Network/Internet resources will be outlined in a Network/Internet Acceptable Use Agreement which shall be updated as necessary by the Superintendent or his/her designee and made available online to students enrolled in the district. Each

School will develop a procedure for discussing proper network participation with all students.

Unacceptable Use. Transmission of any material in violation of any United States, state, or local law, regulation, or board policy is prohibited. This includes, but is not limited to, transmission of copyrighted material, threatening or obscene material, or material protected by trade secret. Interruption of network services is not acceptable. Use for non-educational activities is not acceptable. Non-educational activities include, but are not limited to, product advertisement, political lobbying, game playing, unauthorized “chat,” computer “hacking,” knowingly spreading computer viruses, chain letter communication, or any other use for private benefit. Students’ Internet activities will be monitored by the school district to assist in restricting students from accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. (The school district will use technology protection measures to comply with CIPA.)

Bullying and Cyberbullying – intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

No Warranties. No warranties of any kind, whether expressed or implied, for the services provided through Network/Internet are made by the Dubuque Community School District or any school within the District. Neither the District nor any school within the district will be responsible for any damages users suffer, or liabilities, financial or otherwise, incurred through the use of Network/Internet. This includes violations of laws, contracts entered into on Network/Internet, loss of data resulting from backup procedures, delays, nondeliveries, misdeliveries, or service interruptions caused by user negligence, errors, or omissions. Use of any information obtained via Network/Internet is at the user’s own risk. The Dubuque Community School District specifically denies any responsibility for the accuracy or quality of information obtained through electronic services.

Privacy: The Dubuque Community School District exercises exclusive control over all school-owned technology, and students should not expect privacy regarding their use of any such equipment or network because school property is subject to search and inspection at any time by school officials. This search and inspection includes, but is not limited to, electronic mail, Internet access, site storage and transfer. Students are responsible for whatever is contained in computer files assigned to them. All student Internet activities are subject to being monitored.

Financial Responsibility. The individual student and/or parent/guardian will be responsible for any financial obligation incurred through the use of Network/Internet.

Security. Security on any computer system is a high priority, especially when the system involves many users. Users must not share passwords with anyone. Anyone who attempts to use another person's account will be subject to sanctions as outlined in this policy or in the Network/Internet Acceptable User Agreement.

Vandalism, Mischief, Tampering, Theft, and Crimes. Acts of vandalism, mischief, tampering, theft and other criminal acts through the use of Network/Internet or other electronic communication services and/or the data infrastructure hardware and wiring used to access these services are prohibited. This prohibition includes, but is not limited to, interruption of network services, vandalizing computers and computer equipment, tampering with or attempting to harm or destroy data of another user or data on the Network/Internet, or to damage wiring hardware, or software, stealing computer equipment, and the uploading, downloading, or creation of computer viruses. This includes the content and functionality of the district web site, as well as individual school building web sites within the district.

Sanctions. A violation of the guidelines contained within this policy or within the Network/Internet Acceptable Use Agreement may result in sanctions against the user. These sanctions may include, but are not limited to, temporary or permanent suspension from the use of Network/Internet, suspension or expulsion from school, or any other appropriate disciplinary or legal action available to the district.

Adopted: November 10, 1997

Revised: January 23, 2012

Revised: May 30, 2012

MULTI-CULTURAL NON-SEXIST POLICY - 1002

It is the policy of the Dubuque Community School District to provide equal educational and employment opportunities and not to discriminate or tolerate harassment on the basis of age, ancestry, color, creed, familial status, gender identity, marital status, national origin, physical attributes, physical or mental ability or disability, political belief, political party preference, race, religion, sex, sexual orientation, or socioeconomic status in its educational programs, activities or its employment or personnel policies. Affirmative steps should be taken to integrate students in attendance centers, programs, and classes on the basis of ethnicity, disability, and gender.

This school district will provide program activities, a curriculum and instructional resources which reflect the ethnic, racial, and cultural diversity of both men and women present in the United States and the variety of roles, careers, and life options open to both women and men in our society.

One of the objectives of this district's curriculum, programs, instructional strategies, and general services is to reduce stereotyping and to eliminate all forms of bias based on age, ancestry, color, creed, familial status, gender identity, marital status, national origin, physical attributes, physical or mental ability or disability, political belief, political party preference, race, religion, sex, sexual orientation, or socioeconomic status. The curriculum, programs, instructional strategies, and services are designed to foster tolerance, respect, and appreciation of the cultural diversity of the United States. The district will utilize curriculum

content and instructional materials which include an emphasis on the perspectives of African Americans, Asian Americans, Latino/a Americans, Native Americans, women, and persons with disabilities.

In addition, the goal of this policy is to increase the levels of awareness and sensitivity about the rights and responsibilities of all persons as members of a pluralistic civic culture.

It is the policy of this district to affirmatively seek women and men, members of legally recognized ethnic groups, and persons with disabilities for jobs in categories in which they are historically under-represented. A harassment-free and emotionally supportive environment is provided for all students and employees.

Inquiries or grievances related to this policy may be directed to the Executive Director of Human Resources, The Forum, 2300 Chaney Road, Dubuque, Iowa, (563) 552-3028; to the Educational Equity Consultant, Iowa Department of Education; to the Director of the Iowa Civil Rights Commission in Des Moines; to the Region VII Office of the United States Equal Employment Opportunity Commission; or the Director of the Region VII Office of Civil Rights, U.S. Department of Education, Kansas City, Missouri.

Adopted: September 17, 1990

Revised: July 16, 2007

Revised: March 11, 2013

Legal Reference:

Iowa Code, Chapter 256.11

Iowa School Standards, 281.12 (8)

Cultural Proficiency Philosophy -1003

The Dubuque Community School District is committed to developing positive relations in all its operations as an essential outcome of the learning process and to providing leadership in improving the environment for all protected classes in our schools and in the community.

This will be achieved through the following measures using a proactive approach: Professional learning opportunities for staff centered around cultures and cultural proficiency

- Increased communication with parents and the community to enhance relations
- Use of appropriate language that respects all cultures

Protected classes of the Iowa Safe Schools Law:

Color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical ability/disability, mental ability/disability, ancestry, political party preference, political belief, socioeconomic status, familial status.

Adopted: April 9, 1990

Reviewed: July 30, 2008

Revised: October 14, 2013

ANTI-HARASSMENT/BULLYING- 1001

Harassment and bullying of students and staff members are against federal, state and local policy, and are not tolerated by the school district. The Dubuque Community School District is committed to providing all students and staff members with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate harassment and bullying as well as processes and procedures to deal with incidents of harassment and bullying. Harassment and bullying of students and staff members by students, staff, and volunteers who have direct contact with students and staff members will not be tolerated in the schools or school district.

The district prohibits harassment, bullying, hazing, initiations, or any other victimization, of students and staff members, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, ancestry, color, creed, familial status, gender identity, marital status, national origin, physical attributes, physical or mental ability or disability, political belief, political party preference, race, religion, sex, sexual orientation, or socioeconomic status.

Policy 1001 in its entirety can be view at, <http://www.dbqschools.org/schoolboard/policies/index.html>

STUDENT RECORDS AND DIRECTORY INFORMATION

The student records maintained by the Dubuque Community School District are composed primarily of testing records, psychological reports, grade reports, health records, attendance records, records relating to extracurricular activities, age records, and records of former disciplinary actions. These records are kept at the school of attendance and are under the charge of the principal of each school. A parent of a student or a student who has reached age 18 may inspect the educational records of the student except as limited by law. The opportunity to inspect may be made at the school of attendance and shall be provided within 45 days of the request by a parent, or by a student who has reached age 18. The principal of the school may require that such request be made in writing. The parent of a student or a student who has reached age 18, who believes that information contained in the records is inaccurate or misleading, may request in writing that certain records be amended and the reason therefore, and such request will be considered by the school district as provided by the Educational Rights and Privacy Act. The Family Educational Rights and Privacy Act (FERPA) of 2000 specifies rights related to educational records.

The Dubuque Community School District also has specific policies regarding student directory information that includes:

1. No release of information that directly identifies a student to a third party.
2. Directory information can include name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletics teams, dates of attendance, and degrees and awards received.

POLICY 5200 - STUDENT BEHAVIOR EXPECTATIONS AND CONSEQUENCES

Overview

A. Statement of Beliefs for Policy 5200

In order to fulfill the mission of the Dubuque Community School District, and to develop world-class learners and citizens of character in a safe and inclusive learning community, student behavior expectations and consequences must be shared with and understood by the community. This community includes students, parents, teachers, administrators, school staff, volunteers, related community agencies, and the general public.

Students should conduct themselves in a manner fitting to their age level, intellectual ability, and maturity and with respect and consideration for the rights of others. Student behavior which interferes with the mission of the school or denies the rights of other students and staff is not acceptable and will not be allowed.

Policy 5200 addresses student behavior expectations and consequences, and district administration has the authority to develop guidelines for administration of this policy. This policy supports ***the vision and values*** already established by the school district and uses the following beliefs as the basis of this document.

1. **Rights carry responsibilities.** Students must be guided to make choices and take actions which respect the rights of others, recognize their impact on others and understand that all choices have consequences.
2. **Individuals can learn to demonstrate appropriate school and public behaviors.** Students need a school environment where they will experience success and learn from their mistakes.
3. **All students should have the right to achieve a quality education.** All students and staff have a joint responsibility to create learning conditions that result in substantial learning and respect the dignity of all people.

4. **The individual worth of each person must be valued.** Student behavior expectations are consistent. Consequences and interventions are appropriate to the situation and the student.
5. **Positive student behavior is based on a partnership between student, school, family, and community.** Quality, long-term relationships among family, educators, staff and the community result in greater learning, better use of resources and greater student satisfaction of school life.
6. **School must be a safe place for all.** Students must comply with all local, state and federal law, which enhance their personal safety and that of others. Unsafe and dangerous situations that threaten or harm others will not be tolerated.

B. Student Behavior Expectations Apply In These Situations

A student's behavior is expected to conform to the school's rules of conduct in situations which influence the effective operation and welfare of the school. These include the following:

1. While in school or on any school district grounds.
2. While attending or engaged in school sponsored activities, whether at school or away from school, (see Policy 5305: Participation Code for Activities)
3. While in all officially sanctioned vehicles used for student transportation to and from school and school sponsored events. While on school-owned or school operated buses, vehicles or chartered buses.
4. While away from school grounds, if such conduct would distract from the learning environment or directly affect the good order, efficiency, management, and welfare of the school district, students, or staff.
5. While using district hardware, software or network. (see Policy 5504: Student Network/Internet Acceptable Use)

C. Due Process

Due process serves the interest of the school in maintaining an orderly environment conducive to learning and the rights of the student.

For infractions, procedures will include:

- Notifying the student of the infraction.
- Explaining the evidence of such an infraction.
- Giving the student the opportunity to explain his or her side of the story.

D. Consequences and Interventions

Student conduct which violates the beliefs and policies of the Dubuque Community School District is subject to intervention, correction, or other consequences determined by school officials as set forth in this policy, which may include suspension or expulsion. Consequences and interventions are listed in the Administrative Guidelines to this policy in order to provide the Principal/designee with options for improving

student behavior. In choosing a consequence or intervention, authorized personnel will consider the facts and circumstances surrounding the incident including the student's past performance, the duration, intensity and frequency of the student's behavior, as well as seriousness of the incident.

E. Appeal Process

An appeal process exists for students in the administration of consequences and interventions. Students, parents, or guardians wishing to appeal a consequence or intervention should first speak with the person administering the consequence or intervention. If the issue is not resolved, the order of levels to follow is:

Level 1: Teacher or staff member

Level 2: Student Needs Facilitator, Assistant Principal,
Principal or other building
level designee

Level 3: Superintendent or designee

Level 4: School Board*

*Only incidents involving suspension for more than 10 consecutive days or expulsion have a right to a hearing before the Board of Education. For consequences short of that, a student or parent may request a review by the Board of Education. Such review may be granted or denied at the discretion of the Board.

F. Students identified for special education services shall receive all due process consideration required under federal and state law. State of Iowa law pertaining to special education is detailed in the Iowa Administrative Rules for Special Education.

A copy of this policy will be made available to each student and staff member in the district at the beginning of the school year, and to each new student who enters the school system during the academic year. In addition, copies of this policy are always available to students, parents or guardians, and staff at each school, at The Forum, 2300 Chaney Road, and on the district's website at www.dbqschools.org.

OFFENSES

The following categories define behaviors which are prohibited because they are disruptive to the learning process, student achievement, and respectful relationships. This list is considered comprehensive, but not all inclusive. Any behavior that distracts from the learning environment or adversely affects the good order, efficiency, management, or welfare of the school is under the jurisdiction of this policy.

Abusive/inappropriate language – profanity

Student uses language that is offensive and includes swearing, name calling or use of words in an inappropriate way.

Alcohol – Use/Possession

Student is in possession of, is using, or is found to be under the influence of alcohol.

Arson

Student sets a fire, attempts to set fire, or uses incendiary devices with the intent of causing damage or creating a distraction.

Bomb Threat/False Alarm

Student uses any verbal, written or electronic transmission which causes or seeks to cause fear of the detonation of an explosive.

Student tampers with fire alarm equipment or turns in a false fire or explosive report.

Broke Attendance Contract/Agreement

Student violates agreement previously written and agreed upon to resolve attendance concerns.

Bullying

Student engages in behavior that is considered bullying as defined by Iowa Code 280.28. Bullying means any electronic, written, verbal, or physical act or conduct towards any person which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school. See Policies 1001 and 1005.

Cell Phone Violation

Cellular or other wireless communication devices may be allowed on school grounds only if their use is not disruptive to a productive and safe learning environment as determined by school officials. Students may not use electronic devices for any inappropriate, disruptive, or illegal purpose. Students may not use

electronic devices for activities that disrupt the learning environment to include but not limited to: organizing fights, promoting disruptive or any illegal activity, harassing or bullying another person, or violating another person's privacy. See student acceptable use policy 5504.

Combustibles – Use/Possession

Student is in possession of or uses substances/objects readily capable of catching fire or burning and causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).

Dating Violence

Student engages in a pattern of behavior where as a dating partner, he/she threatens to use, or actually uses physical, sexual, verbal, or emotional behavior to harm, intimidate, or control another person in a current or past relationship. Abuse can occur in both heterosexual and same-sex or serious and casual relationships and covers a wide range of behaviors that include harassment, verbal, emotional and physical abuse, sexual abuse or stalking.

Defiance/Insubordination/Non-compliance

Student refuses to conform to reasonable requests or directives by teachers or other school personnel.

Disrespect

Student engages in behavior that is reasonably considered rude, impolite, or discourteous toward other individuals.

Disruption

Student engages in willful or continued disobedience of rules designed for the orderly operation of the school. Student demonstrates expression in any form, including electronic, or distribution by any means of material which is lewd, indecent, vulgar, obscene, libelous, slanderous, or which encourages violent or unlawful acts.

Dress Code Violation

Students wears any form of clothing, apparel, or personal appearance which is indecent, lewd, immodest, vulgar, obscene, disruptive of the orderly operation of the school, or which constitute a health or safety hazard.

Students are also not allowed to wear or exhibit clothing, apparel, or personal appearance which depict, advertise, or promote any substance prohibited by these rules (including beer, alcohol, controlled substances, or tobacco products).

Drugs – Use/Possession

Student uses, is in possession of, sells, supplies or is under the influence of any controlled or illegal substance (drugs) or has unlawful possession of a prescribed drug. The Board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of controlled substances, synthetic substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned or operated school or chartered vehicles; while attending or engaged in school activities; or while away from school grounds if the misconduct will distract from the learning

environment or adversely affects the good order, efficiency, management or welfare of the school district.

Student is in possession of paraphernalia related to the use or distribution of illegal substances. This includes but is not limited to: pipes, rolling papers, or scales.

Students who need to take medication during the school day or on a school sponsored activity should refer to Policy 7200.

Fighting

Student engages in actions involving intentional physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).

Forgery/Plagiarism

Student has signed a person's name without that person's permission or depicts himself/herself as another person. Student takes someone else's work or ideas and passes them off as one's own.

Gang Affiliation/Display

The appearance of gangs and gang activities will cause a substantial disruption of or materially interfere with school and school activities. A "gang," as defined in this policy and under Iowa Code 723A, means any on-going organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity. The "pattern of criminal gang activity" means the commission, attempt to commit, conspiring to commit or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the same criminal street gang. By this policy and Policy 5201 the Board acts to prohibit the existence of gangs and gang activities as follows:

Violation of this policy would include any of the following on or near school property or at any school activity:

- Student wears, possesses, uses, distributes, displays, or sells any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership in or affiliation with any gang;
- Student commits any act, uses any speech or other form of communication, either verbal or non-verbal (gestures, handshakes, etc.) as evidence of membership or affiliation with a gang;
- Student uses any speech or commits any act in furtherance of the interests of any gang or criminal gang activity, including, but not limited to:
 - soliciting others for membership in any gangs;
 - requesting a person to pay for "protection" or otherwise intimidating or threatening any person;
 - committing any illegal act or violation of school policies;
 - inciting another student to act with physical violence upon another person(s).

Harassment

Student engages in behavior that is considered harassment as defined by federal or state law. Under federal law, discriminatory harassment is considered unwelcome conduct based on a protected class. These protected classes are: race, color, national origin, disability, age, sex and religion. Harassing conduct may take many forms, including threats, physical assaults, and verbal and written abuse. This conduct may be physically threatening, degrading, or humiliating. Harassment can happen in person, by electronic device, or on the internet. Harassment creates a hostile environment when the conduct is sufficiently serious to interfere with or limit a student's ability to participate in or benefit from the school's program on the basis of a protected class

Under Iowa law, harassment is paired with bullying. See bullying above and refer to district policies 1001 and 1005.

Inappropriate Display of Affection

Student engages in any verbal or physical gesture or contact of a sexual nature with another student.

Inappropriate Location/Out of Bounds

Students are not to be in areas of school property for which they have not been given permission or granted access.

Student is in an area that is outside of property within the jurisdiction of the school district, school owned and/or operated school or chartered vehicles, or area being used for school activities.

Lying/Cheating

Student delivers a message that is untrue and/or deliberately violates rules.

Student acts dishonestly or unfairly in order to gain advantage on academic assignments or examinations.

Other Behavior

Student engages in behavior that is detrimental to the best interest of the school, staff, students or self.

Parking Violations

Student parks a motorized vehicle in an unauthorized area or without a proper permit on school property or is in violation of any other parking lot rules of the school.

Parking vehicles on school premises is a privilege for which the district may charge a fee and for which the school may establish procedures and regulations.

Peer Conflict

Student engages in behavior that creates a physical, verbal or cyber conflict with a peer or peers. Peer conflict differs from bullying and harassment when the students have equal power, when the behavior is intermittent or accidental, when both parties are willing to resolve the conflict, or when the relationship is valued/maintained.

Physical Aggression/Assault

Student engages in any act which is intended to place another in fear, is intended to cause or does cause physical contact, which is offensive, insulting, painful, or

injurious to another person, coupled with the apparent ability to execute the act. An assault may occur even though there is no physical contact or injury inflicted.

Property Damage/Vandalism

Student willfully defaces, destroys, or causes damage to school property or any person's property.

Sexual Abuse

The student engages in behaviors that demonstrate a broad continuum of sexually violating and abusive behaviors that include, but are not limited to: sexual assault, sexual harassment or sexting. The definition includes any completed or attempted physical contact when the victim is unable to consent (e.g. due to age or illness) or unable to refuse (e.g. due to physical violence or threats) or where consent is not obtained or able to be given freely, by any person regardless of their relationship to the targeted student.

Stalking

The student willfully engages in an intentional pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress, and/or makes a threat with the intent to place the person in imminent fear of harm to the person, other persons or property.

Skip Class

Student leaves or misses class without permission.

Skip Detention

Student leaves or misses a previously assigned detention (lunch, after school or Saturday School).

Tardy

Student is tardy to class or school as defined in Policy 5107.

Technology Violation

Student transmits any material (e.g., pornography, obscene material) in violation of federal, state, or local law or uses any device for non-educational activities. Access to and use of Internet and other electronic communication is a privilege and not a right for students. A violation of the guidelines is explained fully in Policy 5504. Also see Policy 1001 regarding cyber-bullying.

Theft

Student takes or attempts to take property which belongs to another person or the school district.

Tobacco – Use/Possession

Student is in possession of or is using tobacco or other nicotine based products. See policy 4601.

Truancy

Students are expected to attend school regularly and punctually every day of the school year. See Policy 5107 for more detail.

Verbal or Written Aggression

Student engages in verbal or written communication (including cyber) which is intended to place another in fear or is offensive, insulting, painful, or hurtful to another person. Verbal or written aggression may occur without physical contact.

Weapons – Look-Alike

Student is in possession of or uses look-alike weapons, which are items resembling an actual weapon or dangerous object, including, but not limited to, squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades, and other similar items.

The Principal shall have the authority to determine the extent and nature of the disciplinary action based upon the student's age, the actions of the student in possessing and using the look-alike weapon, and the student's intent, and the nature of the look-alike weapon's resemblance to a real weapon.

Weapons - Firearms - Use and Possession

Possession or use of firearms on school property or at school events is strictly prohibited. Any student found to be in possession of or who uses a firearm on school property or at a school event shall be immediately referred to law enforcement and, pursuant to federal law, expelled from school for not less than twelve months.

A firearm is defined as

(A) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, including but not limited to, a shotgun, a short-barreled shotgun, rifle, short-barreled rifle, ammunition, armor piercing ammunition, machine gun, semi-automatic rifle, handgun, pistol, revolver, starter gun;

(B) The frame or receiver of any such weapon;

(C) Any firearm muffler or firearm silencer; or

(D) Any destructive device.

A "destructive device" is

(1) any explosive, incendiary or poison gas, including but not limited to, a bomb, grenade, rocket having propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or similar device;

(2) any type of weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and

(3) any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled.

This section does not apply to:

- Students who possess firearms under the authority of a school district, such as for demonstration, rifle competition, or firearms safety courses;
- When it is determined by the Principal, in consultation with the superintendent that based on the student's age and intent, that expulsion is not appropriate under the circumstances.

Dangerous Weapon (other than firearm) – Use/Possession

Student is in possession of or uses a dangerous weapon or threatens to use a dangerous weapon while having the apparent ability to do so. A "dangerous weapon" is any instrument or device that is not a firearm, designed primarily for use in inflicting death or injury upon another. "Dangerous weapons" include but are not limited to: any offensive weapon, dagger, razor, razor blade or similar

instruments with sharp cutting edges, stiletto, switchblade knife, ballistic knife, knife, any portable weapon directing an electric current, impulse, wave or beam that produces a high-voltage pulse designed to immobilize a person, chains, pipes, ice picks, nunchuck sticks, brass knuckles, throwing stars, billy clubs, and shanks.

The Principal, in consultation with the Superintendent, shall have the authority to determine the extent and nature of the disciplinary action based upon the student's age, the actions of the student in possessing and using the weapon and the student's express or apparent intent. However, the following classifications may be taken into consideration in determining disciplinary action:

Level 1: A student is in possession of a weapon but has no intention of using it or displaying it in a threatening manner. (e.g. hunting knife in a student's backpack).

Level 2: A student is in possession of a weapon, is well aware that it's a weapon, and has intent to use it or threatens to use it.

Level 3: A student is in possession of a weapon and either uses it for harm or displays it in a threatening manner.

If Level 2 or Level 3 apply, then in addition to any disciplinary action by the School, the student will be referred to law enforcement.

MENU OF CONSEQUENCES AND INTERVENTIONS

The purpose of this section, Menu of Consequences and Interventions, is to provide the Principal/designee with potential options for improving student behavior.

Interventions

Interventions assume that the student's behavior is symptomatic of an underlying issue; therefore, actions taken with a student who has violated this policy will be intended to help the student understand and refrain from engaging in the behavior again. Factors such as the student's past performance, the circumstances of a specific infraction (including its frequency, intensity and duration), and the seriousness of any incident will also be taken into consideration.

Attendance Contract/Agreement

The student and parents/guardians may be asked to sign an agreement addressing the student's regular attendance in all scheduled classes. See Policy 5107.

Community Service

The student may be assigned duties directly related to the offense or infraction in the student's school building, in district facilities, district buses/vehicles, or in the community.

Confiscation of Inappropriate or Dangerous Items or Materials

Materials or items which are illegal, in violation of school rules, or used in a manner prohibited by this policy may be confiscated.

Conflict Resolution or Mediation

The student may be assigned participation in the process of conflict resolution or mediation facilitated by school officials, students, or community agencies agreeable to school officials to identify causes of unacceptable behavior, to examine alternative behaviors and develop a plan of action to resolve the conflict.

IEP Meeting

The student's IEP team may be called together for a meeting to determine if the student's actions are related to the identified disability and if determined, the appropriate measures to take to prevent the behavior from reoccurring.

Individualized Instruction

The Principal/designee may assign individualized instruction specifically related to the student's problem behaviors.

Intervention

In lieu of suspension a student may be temporarily assigned to a contracted facility for behavioral remediation. Interventions may also be specific activities addressed in the student's IEP, 504 plan, or behavioral plan.

Letter Sent

A letter or another form of communication to the student's parents/guardians may be sent explaining the student's behavior and suggestions for improvement.

Mentoring

The use of an adult mentor, including school officials and community members, may be used as a means of offering students support in adjusting their behavior.

None

A Principal/designee may decide that the student's behavior does not warrant interventions or consequences.

Parent Conference

Conferences with parents or guardians may be scheduled to review a student's conduct and to work collaboratively to alter that behavior.

Pending

A Principal/designee may use additional time for investigation or decision making regarding the intervention or consequence to employ.

Physical Restraint

Physical restraint or self-defense may be used if it is necessary to prevent a student from disrupting school activities or from injuring himself/herself, or others. All physical restraints will be conducted and documented according to Policy 5203.

Police Intervention

School officials may call upon the police department to assist in situations involving illegal student behavior or where the immediacy, severity or chronic nature of the behavior poses a serious threat to staff or other students.

Referrals to Outside Agencies

School officials may use referrals to external agencies to bring special expertise or resources to the modification of student behavior.

Saturday Success Lab

A student may be required to attend classes/make up work on a Saturday.

A student may also be required to attend a Saturday session to re-learn bus safety expectations/guidelines.

Search

This Student Search Rule is adopted for the purpose of implementing Iowa Code Chapter 808A, as amended. In order for searches to be conducted, there must be reasonable suspicion. Searches are based upon consideration of relevant factors, which include, but are not limited to, the following:

- the nature of the violation for which the search is being instituted;
- the age or ages and gender of the student who may be searched pursuant to the rule; and
- the objectives to be accomplished by the search.

Whenever an item, which is illegal or in violation of a school rule, is obtained by school officials, whether by the voluntary action of a student, by search of the student's person or locker, desk or other facilities or spaces owned by the school, or in any other lawful fashion, school authorities may seize such an item and may turn it over to law enforcement authorities. In the case of discovery of illegal items, the police will be contacted.

Inspection of school owned spaces may be conducted by school officials under the following circumstances:

- a. Reasonable suspicion for suspecting that the search will produce evidence that the student has violated or is violating either the law or a school rule or regulation.
- b. Students, parents, guardians and legal custodians are put on notice that school officials may conduct periodic inspections of school owned spaces. Such inspections may be made without prior notice to the student or the student's parents, guardians, or legal custodians.
- c. Either of the above inspections shall occur either in the presence of the student whose locker is being inspected or in the presence of at least one other adult person.

Search of Protected Student Areas may be conducted by the Principal / designee if all of the following apply:

- a. There is reasonable suspicion for suspecting that the search will produce evidence that a student is violating or has violated either the law or school rule or regulation.
- b. The search is conducted in a manner which is reasonably related to the objective of the search and which is not excessively intrusive in light of the age and gender of the student and the nature of the infraction. The search will be done by an official of the same sex. A strip search, a body cavity search or the use of sniffing animals will not be used. If a student is not or will not be present at the time of the search, the student will be informed of the search either prior to or as soon as reasonably practical after the search is conducted.

1. Lockers, desks, facilities, school owned spaces

Lockers, desks, facilities and other school-owned spaces are the property of the school district and are provided as a courtesy to students. The furnishing of a school locker, desk, facility or other space owned by the school district shall not create a protected student area. Students shall not expect privacy with respect to that locker, desk, facility or space. Allowing students to use a

separate lock on a locker, desk or other facility or space owned by the school and provided to the student shall also not create the expectation of privacy.

By accepting a locker, desk and other school-owned facilities or spaces, each student agrees that these are owned by the school district and provided as a courtesy to the student. The school shall retain a master key and/or reference to the combination of each locker and will have access to desks and other school-owned facilities or spaces. Individual lockers, desks, facilities or other school-owned spaces may be inspected without notice by the Principal/designee if there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or a school rule or regulation.

2. Vehicle

Any vehicle parked on school premises is subject to search.

3. Body, Clothing, Apparel, Containers

“Protected student area” is defined to include, but is not limited to:

- a student’s body,
- clothing worn or carried by a student,
- a student’s purse, pocketbook, briefcase, duffel bag, bookbag, billfold, backpack, knapsack, cell phone, personal electronic device, or any other container used by a student for holding or carrying personal belongings of any kind and in the possession or immediate proximity of the student. However, a school locker, desk, or other facility or space owned by the school / school district are not protected student areas.

Use of Police Canines in Searches

In order to deter or detect the presence on school property of drugs or other contraband items, school officials may use trained, certified, and reliable police canines (drug-detecting or drug-sniffing dogs) to assist in the search of lockers, desks, facilities, school owned spaces and vehicles parked on school premises under the following conditions:

- a. The school Principal requests such assistance based upon reasonable suspicion that cannot be resolved by an individualized search.
- b. The Superintendent authorizes such assistance.
- c. The search is supervised at all times by school officials.
- d. The police canine is under control at all times by its police handler.
- e. All appropriate means are used to ensure that no contact occurs between students and the police canine.
- f. In addition to the above Principal-initiated searches, the Superintendent may schedule a canine-assisted search in any district facility to deter or detect the presence on school district property of drugs or other contraband items.

Canines will not be used to search "protected student areas" as defined in this policy.

Student Conference

Consequence for referral results in student meeting with administrator, staff, and/or parent (in any combination).

Student Responsibility Plan

Students, in cooperation with school staff, will develop a written plan to be used to correct an infraction. This will include desired behavior, action steps, and timeline.

Truancy Mediation

A truant student and the student's parents/guardians may be required to meet with the district's Truancy Liaison to establish a plan for regular school attendance as defined in Policy 5107.

Warning

Student may be given a warning that repetition of the identified behavior will result in more serious interventions or consequences.

Consequences

Consequences for any of the above infractions will be left to the discretion of the building administrator. Factors such as the student's past performance, the circumstances of a specific infraction (including its frequency, intensity and duration), and the seriousness of any incident will be taken into consideration.

Apology/Restitution

The student may be required to submit an apology to another student, adult or the school body regarding misbehavior. This apology may be written, verbal or communicated electronically. A student may also be required to restore stolen or damaged property to its original state or engage in activities designed to restore the good order and effective management of the school.

Board Hearing

The student may be required to go before the DCSD Board of Education for determination of the consequences to behavior.

Bus Suspension

Students who violate rules established for appropriate behavior for school bus passengers may be denied opportunity to ride the bus for a specific period of time. Students who have lost the privilege of riding the bus may be required to attend sessions designed to re-teach bus behaviors in order to regain bus privileges. These sessions may be held during the school year or summer months.

Detention

Detention is before, during, or after school time as assigned.

Eligibility

School officials have the authority to deny privileges to participate in any extracurricular activity. The specifics of this action are addressed in Policy 5305.

Expulsion

Expulsion is the removal of a student from school by majority vote of the School Board of the school district, after which such student may be readmitted only after a majority vote of the School Board. The Board may expel any student from school for a violation of these rules established by the School Board, or when the presence of the student is detrimental to the best interests of the school.

The expulsion of any student shall be in compliance with the following procedures:

1. Superintendent is notified of incident. District Behavioral Support Specialist investigates the incident. If warranted, Superintendent receives a written recommendation for expulsion from the Principal.
2. Superintendent meets with Student and Parent/Guardian. If expulsion is recommended, a contract will be presented that sets forth the requirements that must be met before reinstatement by the Board may occur. At this time, parents may waive their right to a hearing.
3. A recommendation to the School Board that a student be expelled may be made by the Superintendent. When such a recommendation is made, a hearing by the School Board shall be set to consider the expulsion recommendation, unless the parent/s waive their right to a hearing.
4. A student may be temporarily dismissed (suspended) by a Principal/designee, or Superintendent for the conduct for which the student's expulsion is being considered. Such temporary dismissal shall be imposed in accordance with the usual procedure for temporary dismissal as described in these rules. If the Superintendent determines it is in the best interests of the school, or necessary for the orderly operation of the school, the Superintendent may continue the period of dismissal pending the hearing on expulsion, but in no case shall the total period of temporary dismissal exceed a total of 10 school days unless due to extraordinary circumstances determined by the Superintendent.
5. Notice of Hearing (if applicable). Written notice of the hearing shall be sent by certified mail or personally delivered at least 5 days prior to the hearing to the student's parents or guardian and to the student. The notice shall clearly state:
 - The name of the student whose expulsion is to be considered.
 - The time, date, and place of the hearing.
 - The fact that expulsion is being considered and a brief explanation of the effect of the expulsion.
 - The rule allegedly violated by the student or other cause of the possible expulsion.
 - A summary of the evidence to support the recommendation of expulsion. A copy of any written materials that will be presented at the hearing will be available to the student.
 - A brief summary of how the hearing will be conducted indicating that the student and parents or guardian will have an opportunity to be heard.
 - Notice that the student and parents or guardian may be present together with an attorney.
 - Notice of the names of witnesses against him or her unless the witnesses are students and the circumstances warrant that these witnesses remain unidentified.
 - Notice that the student or advocate has a right to cross examine adverse witnesses.

- The fact that the board decision will be issued in writing to the student.
- Notice that the student may appeal any adverse decision.

In School Suspension

During in-school suspension a student is isolated from one or more classes while remaining on school property. In-school suspension will be imposed only after an investigation by the Principal/designee shows that there is factual basis to believe that the student was involved in unacceptable conduct. Such investigation shall include notice to the student and parents of the allegations and an opportunity for the student to respond.

A student who is serving an in-school suspension will receive academic credit for work missed during the period of suspension if the student completes the work during the time period designated by school personnel. It shall be the responsibility of such a student to make all arrangements necessary for the completion of such work. Any in-school suspension shall be counted as an approved absence. The student's re-integration following the suspension will be at the discretion of the Principal/designee.

Interim Setting by School Personnel

A student may be assigned to attend a suspension center on contract with the school district instead of an out of school suspension.

Legal

The school district may refer a student's behavior to the police department and county attorney for consideration of criminal charges or municipal infractions.

Loss of Privilege

A student may be denied privileges and access to equipment or specified areas.

Out of School Suspension

Suspension is an exclusion from school for a specific period, not to exceed three (3) days for the same infraction. In order to suspend a student for a period longer than three (3) days for the same infraction, permission must be obtained from the Superintendent. The Principal / designee may suspend a student only after conducting an informal investigation of the charges against the student and providing the student with:

1. Oral or written notice of the allegations against the student.
2. An oral or written statement of the facts which are the basis for the allegations.
3. The opportunity for the student to respond to those charges. Nothing shall prevent the immediate suspension of a student when that student's continued presence would endanger the student's safety or well-being, the safety or well-being of the other members of the student body, teachers, or other personnel, or substantially interfere with the proper functioning of the school.

Notice of the suspension shall be given to the student's parents or guardians, the Superintendent of Schools, and the President of the School Board of the school district. Such notice may be given in writing or orally, but where given orally it shall be followed by the mailing of a written notice.

A student who is suspended from school will receive academic credit for work missed during the period of suspension if the student completes the work in a time period designated by the administrator. It shall be the responsibility of such a student to make all arrangements necessary for the completion of such work. Out-of-school suspension shall be counted as an approved absence. The student's re-integration following the suspension will be at the discretion of the Principal/designee.

Removal (Permanent) From a Class

Principal / designee may remove a student from a segment (class) of the school day or activity for the duration of a semester or trimester if the student's behavior is deemed substantially disruptive following several other intervention measures by school officials. The student may be assigned to a similar class.

Removal (Temporary) From Class/Activity

School officials may temporarily remove a student from one segment (class) of the school day or activity.

Restrictions

Consequences may result in a student being restricted from an area of school property or from school sponsored activities.

Time in Office

Consequence for referral results in student spending time in the office away from scheduled activities/classes.

Revised May 9, 2016

ILLEGAL SUBSTANCES

Schools receive (from law enforcement per Iowa Code 124.415) notification of students under the age of 18 found to be in possession of or arrested for illegal substances. These students will be referred to the school's substance abuse counselor (SASC) for a minimum of one intervention.

HOMELESS INFORMATION

Homeless are individuals who lack a fixed, regular, and adequate nighttime residence. Homeless include children, youth and families who share the housing of other persons due to loss of housing, economic hardship or a similar reason. However, the situation must be temporary and not considered a fixed living situation.

Call 563-552-3083 if you have questions regarding the above information.

BUS SAFETY & GUIDELINES

Bus Video Monitoring Systems

Notice:

The school district will annually provide the following notice to students and parents:

The Dubuque Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior, 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. The content of the videotapes is a confidential student record and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child and if no other child depicted in the tapes has prohibited release of her/his student information.

Adopted: January 11, 1993

Revised: April 13, 2009

Legal Reference:

Iowa Code 279.8; 285: 321(2003) and the Privacy Act

Appeal Process

An appeal process exists for students in the administration of consequences and interventions. Please see the DCSD student Behavior: Expectations and Consequences Policy 5200 for more information.

School Bus Passenger Rules

Parents/Guardians please read and review the following with your child(ren):

Passengers will:

Obey all bus rules.

- Board and exit the bus at the assigned locations.
- Stand at least 20 feet away from the roadway unless specifically directed otherwise by the driver or paraprofessional.
- Wait for driver's hand signal before proceeding to cross a street or road to board or exit, the bus.
- Move toward the bus and board it only in the loading zone, after the bus has been brought to a complete stop.
- Board buses in single file (pushing or shoving is not allowed).
- Walk to buses (do not run) when they are loading or unloading.
- Face the front of the bus, and wait until the bus comes to a complete stop before standing up to exit.

- Remain seated at all times and keep aisles clear.
- Use appropriate language and talk at a classroom-noise level (i.e. no profanity, hand gestures, yelling, screaming or distracting noises).
- Obey the driver or paraprofessional's directions.
- Keep hands, feet and other objects to yourself.
- Respect other students, adults, and property.
- Keep the interior of the bus clean and free of litter.
- Pay for vandalism damage to buses and other district property.

Passengers will not:

- Distract the driver through misbehavior.
- Open emergency exit doors or windows except in an emergency situation or when directed to do so by the driver or paraprofessional.
- Attempt to crawl under a bus for any reason.
- Bully or harass other passengers.
- Extort property (to obtain something from someone by force or threat).
- Throw objects out of the windows.
- Drink or eat on buses.
- Bring weapons, dangerous objects, "look-a-likes," or other items used as weapons to school, onto school grounds, to school events, or onto school vehicles.
- Bring skateboards, snow sleds, trading cards, balloons, or animals on the bus.
- Be permitted to transport large classroom projects or large musical instruments.

Passengers may use electronic games, media players, or cell phone on the bus. Headphones must be used on any device producing music or sound. The sound on electronic games must be turned off. The District assumes no responsibility for damaged, misplaced, or stolen items.

RULE VIOLATION CONSEQUENCES

Bus drivers and paraprofessionals are responsible for managing student behavior while students are on the bus or at loading and unloading areas. The driver or paraprofessional may issue a verbal warning or change a passenger's seat location if a rule violation occurs. If a bus passenger's behavior is inappropriate, a Bus Conduct Referral will be written and shared with the parents/guardians and school principals. These referrals are accumulated for the entire year. The driver or paraprofessional will inform bus passengers of the reason for any referral.

The steps of progressive discipline for rule violations are as follows:

1st Incident—Verbal warning (individual or group)

2nd Incident—Bus driver determines new seat assignment and communicates infraction with parent/guardian and building principal.

3rd Incident—Bus Conduct Referral report is sent to the building principal. School sends copy to parent/guardian and includes “School Bus Safety and Security Guidelines” brochure.

4th Incident—Student loses five (5) school days of bus privileges. School notifies parent/guardian. Parent/guardian becomes responsible for student transportation.

5th Incident—Student loses fifteen (15) school days of bus privileges. School notifies parent/guardian. Parent/guardian becomes responsible for student transportation.

6th Incident—Student loses forty-five (45) school days of bus privileges. School notifies parent/guardian. Parent/guardian becomes responsible for student transportation. See * below.

7th Incident—Student loses bus privileges for the remainder of the school year. School notifies parent/guardian. Parent/guardian becomes responsible for student transportation.

* Incidents 5 and 6 **require** that a Mandatory Behavior Contract be written and signed at a conference with the student, parent/guardian, transportation director, and school representative **before** the student can ride again.

THE SCHOOL BUS RIDE: RIGHTS AND RESPONSIBILITIES

Every school bus passenger has the right to a safe and enjoyable ride that is free from intimidation, threat, or harassment.

The Dubuque Community School District has established student behavior rules that apply to all transported students. These rules apply while students are on the bus and while at the bus loading/unloading areas.

A student’s eligibility to ride the school bus may be suspended or revoked for a violation of school bus safety and security guidelines, school bus passenger rules, or for violation of any other law or policy governing conduct on a school bus. The removal of a student’s bus riding privileges is not considered to be a suspension or expulsion from school.

The safety of all school bus passengers is the number one priority for the District, bus drivers, and paraprofessionals. Please contact the Transportation Department, if you have questions about these guidelines.

Dubuque Community School District: Transportation Department

1350 West Locust Street Dubuque, Iowa 52001-4112

Phone: (563) 552-3275 Fax: (563) 552-3274

Inclement Weather Line: (563) 552-3035

PARTICIPATION CODE FOR ACTIVITIES - 5305

Belief Statements

The Dubuque Community School District offers a variety of activities designed to enhance education by promoting additional interests and abilities in students during their school years and for a lifetime. The District believes that:

- Participation in school activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors.
- Students who participate in activities serve as ambassadors of the school district throughout the calendar year, whether away from or at school.
- Students who wish to exercise the privilege of participating in school activities must conduct themselves as good citizens both in and out of school at all times. They must serve as positive role models to other students and members of the community.

The middle schools and high schools will enforce the following policies and procedures for participation in activities. Activities include athletics, cheerleading, vocal and instrumental music, speech, and drama. Students participating in other activities such as student council, yearbook, newspaper, or school sponsored groups are covered by Policy 5200, Student Behavior: Expectations and Consequences, and bylaws of the sponsoring group.

Academic Eligibility

High Schools

To be eligible for an activity, a student must:

1. Be enrolled or dual-enrolled in school.
2. Be enrolled in at least four classes at all times.
3. Be under 20 years of age if participating in athletics, music or speech activities.
4. Be enrolled in high school for eight semesters or less if participating in athletics, music, or speech activities.
5. Have not been a member of a college athletic team nor trained with a college squad, nor participated in a college contest, nor engaged in that sport professionally.
6. Have met all transfer requirements, if the student is a transfer student or be eligible under state laws and regulations if the student is an open enrollment student.

Special education students or students covered by a Section 504-B plan that is directly related to their course work shall not be denied eligibility on the basis of scholarship if the student is making progress, as determined by the building special education team, towards the goals and objectives on the student's IEP or accommodation plan.

Coursework taken under the provisions of Iowa Code Chapter 261C, Postsecondary Enrollment Options, shall be used in determining eligibility.

Grades will be checked four times per year: At the end of the first nine weeks, at the end of the first semester, at the end of the third nine weeks, and at the end of the second semester.

If a student is not passing all subjects at the end of the first nine (9) weeks of either semester, the school will provide appropriate interventions and academic supports.

A. Athletics

1. If a student is not passing all subjects at the end of a grading period (semester), the student is ineligible for the first period of thirty (30) consecutive calendar days in the interscholastic athletic event in which the student is a contestant. Start Date as defined by IGHSAU/IHSAA.
 - a. Current semester requirement – At the end of the thirty (30) day period of ineligibility, the student must also produce evidence of passing all subjects in the current semester. The student remains ineligible until passing all classes can be verified.

B. Music

1. If at the end of any grading period (semester) a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any competitive event sanctioned by the IHSMA or any IHSMA sponsored event that is non-graded (event doesn't affect course GPA) within a period of 30 consecutive calendar days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district.
 - a. Current semester requirement – At the end of the thirty (30) day period of ineligibility, the student must also produce evidence of passing all subjects in the current semester. The student remains ineligible until passing all classes can be verified.
 - b. Students receiving a failing grade are ineligible to participate in non-graded music events which are not sponsored by the IHSMA (e.g. Musical).

C. Speech & Theater

1. If at the end of any grading period (semester) a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any event sanctioned by the IHSSA or IHSSA sponsored event within a period of 30 consecutive calendar days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district.
 - a. Current semester requirement – At the end of the thirty (30) day period of ineligibility, the student must also produce evidence of passing all subjects in the current semester. The student remains ineligible until passing all classes can be verified.
 - b. Students receiving a failing grade are ineligible to participate in speech and theater events, which are not sponsored by the IHSSA (e.g. Mime and Comedy).

Special education students or students covered by a Section 504-B plan that is directly related to their course work shall not be denied eligibility on the basis of scholarship if the student is making progress, as determined by the building special education team, towards the goals and objectives on the student's IEP or accommodation plan.

Attendance

In order to participate in practice or in a contest/event on that day or on a non-school day that immediately follows, a student must attend the last three (3) periods of his/her school schedule. However, the student may be granted permission to participate by the Assistant Principal – Activities/Athletics or designee upon review of the reason for absence. Students are expected to be in attendance for all classes on the day following a contest/event.

Conduct

Students participating in the Activities Program are expected to observe the DCSD Student Behavior Policy 5200 as well as the following:

Participants must refrain from –

1. Possession, use, purchase or sale of tobacco products, regardless of the student's age.
2. Possession*, consumption, or purchase of alcoholic beverages. (Consumption includes having the odor of alcohol on one's breath.)
3. Possession*, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs (including steroids), look-alike drugs, or drug paraphernalia.
4. Sale, distribution of, or providing location for the illegal consumption of controlled substances or alcohol. (Such a violation will carry a third offense penalty.)
5. Being in a car or in attendance at a social function or party where alcohol or other illegal drugs are illegally available to or being consumed illegally by minors.
6. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s). Examples include, but are not limited to theft, possession of stolen property, vandalism.
7. Inappropriate or offensive behavior. Non-exclusive examples include fighting, insubordination, refusing to cooperate with authorities, teachers, or school administrators, hazing or harassment of others, or any behavior that is not in the best interest of the district. Hazing is defined as any humiliating or dangerous activity expected of a new or potential member of a group regardless of the individual's willingness to participate.

*Possession in numbers 2, 3 and 5 is considered to be any presence while illegal transportation and/or consumption is taking place with knowledge that the illegal activity is occurring and failure to leave the location.

Consequences

When the administration has reasonable grounds to believe that a student has violated the above conduct rules, the following procedures will be followed:

1. Administrator and student conference. Parent/Guardian phone call.

2. Suspension from a number of regularly scheduled contests/performances
 - A. First offense – Consult tables for specific penalty
 - B. Second offense – Consult tables for specific penalty
 - C. Third – One calendar year
 - D. Fourth Offense- Loss of extra-curricular participation
3. Completion of an approved education program
4. Written notice to parent/guardian and coach/sponsor.

Successful completion of a suspension includes the following guidelines:

1. If the student is currently involved in an activity, the suspension begins immediately with the next and successive dates on the schedule and includes only those dates in which the student could or would have been a participant. State sponsored dates are included in the suspension. The suspension includes all scheduled events at the student's current level of competition.
2. If the suspension is not completed during a current activity, it will carry over to the next activity in which the student participates. No awards will be given until the suspension is completed.
3. To avoid participating in an activity for the purpose of fulfilling a suspension, the student must complete the season in good standing.
4. A student involved in two or more activities which occur simultaneously will be suspended from both (all) of them. (Consult tables)
5. The participant must attend all practices/rehearsals/contests during the period of suspension.
6. Violations will not be carried over as part of the record when the student moves from eighth to ninth grade. Prior violations will be carried over from ninth through twelfth grade.
7. In those activities that receive academic credit, suspension shall not affect the student's grade.
8. The penalties listed above are not exclusive. In addition to or in lieu of such penalties, a student may be denied the privilege to participate on a temporary or permanent basis.

Reduction in Penalty

1. Admission Prior To Determination: Self-reporting of any behavior that could be construed as a violation of the Participation Code prior to knowledge of civil or school authorities may result in the suspension being reduced by one half. The purpose of this option is to provide a mechanism in which the student can receive assistance.
2. Evaluation and Treatment: A student who has a violation of the alcohol, tobacco, or drug provisions of the Participation Code may elect to seek an evaluation and, if recommended, treatment from a recognized substance facility at the student or student's parent/guardian's expense. If the student seeks the evaluation, agrees to waive confidentiality, and allows the facility to report the recommendations for treatment, the student's suspension may be reduced by one half upon written confirmation of participation in the treatment program.

3. Behavior: Students who have violated provisions regarding inappropriate or offensive behavior may seek to reduce the penalty by entering into a Behavior Contract. The contract shall be in writing and could include apologies to affected parties and restitution where appropriate. Signatures of student, parent(s), coach/sponsor, and administrator are required. The reduction shall not exceed one-third of the penalty.

Appeal Procedure

1. District Level Hearing
 - a. Date of request – Within 5 school days of notification of parents by principal/designee. Request should be made in writing to District Activities Director.
 - b. Date of hearing – Within 7 days from the day the request is received, unless an extension is mutually agreed upon.
 - c. Participants – Student, parent(s)/guardians, Administrative Review Board (Associate Superintendent or designee, two administrators from schools other than the school from which the appeal is filed, two coaches from schools other than the school from which the appeal is filed).
 - d. Procedure
 - i. The hearing will be held in private. The Board may limit attendance to allow orderly procedure.
 - ii. A record of the hearing shall be made by tape recorder. The tape shall be kept by the district for a minimum of 30 days and shall be made available to student or parent(s)/guardians upon request.
 - iii. The principal or designee shall present evidence in behalf of the recommendation for suspension.
 - iv. The student, student's parent(s)/guardians, or attorney shall present the student's version of or refutation of the allegation through explanation, documents, witnesses.
 - v. Witnesses at the hearing or persons, whose testimony has been submitted, in written form, shall be subject to cross-examination by any party as is necessary for a full disclosure of the facts.
 - vi. The decision of the Administrative Review Board shall be based only on evidence introduced at the hearing.
 - e. Results

The Administrative Review Board shall report the decision to the District Activities Director who will inform the student and parent(s)/guardians of the decision.

Revised: February 10, 2014

SUSPENSIONS—ATHLETICS

<u>SPORT</u>	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>
Baseball	5 Dates on Schedule	10 Dates on Schedule
Basketball/Cheerleading	5 Dates on Schedule	10 Dates on Schedule
Bowling	3 Dates on Schedule	6 Dates on Schedule
Cross Country	2 Dates on Schedule	4 Dates on Schedule
Football/Cheerleading	2 Dates on Schedule	4 Dates on Schedule
Golf	3 Dates on Schedule	6 Dates on Schedule
Soccer	3 Dates on Schedule	6 Dates on Schedule
Softball	5 Dates on Schedule	10 Dates on Schedule
Swimming	3 Dates on Schedule	6 Dates on Schedule
Tennis	3 Dates on Schedule	6 Dates on Schedule
Track	4 Dates on Schedule	8 Dates on Schedule
Volleyball	4 Dates on Schedule	8 Dates on Schedule
Wrestling/Cheerleading	4 Dates on Schedule	8 Dates on Schedule

*When a reduction of penalty occurs, the remaining penalty will be rounded up.
(Ex. 5 game suspension, reduced to 2 ½, penalty would be 3 games)*

**Suspensions from a second offense are in addition to suspensions from a first offense.*

SUSPENSIONS—MUSIC

Dubuque Community School District students involved in curricular music groups will be expected to participate in all graded (curricular) performances of the music group. Violations of the Participation Code for Activities will cause students to be withheld from the non-graded/extra-curricular portion of the music group’s performance schedule at the same rate as that of activities that are totally non-graded/extracurricular. Students who have violated the Participation Code for Activities will be suspended from 25% of the scheduled non-graded/extra-curricular events for their first violation, and 50% of the scheduled non-graded/extra-curricular events for their second violation.

Occasionally, students who participate in graded (curricular) music groups also participate in non-graded (extra-curricular) activities such as sports or clubs. Students participating in both graded and non-graded groups will be expected to participate in the graded (curricular) performances and suspended from the non-graded/extra-curricular performances as a result of the code violation.

SUSPENSIONS—MUSIC/SPEECH/THEATRE

<u>Activity</u>	<u>First Offense</u>	<u>Second Offense</u>
Band	One performance	Twelve Weeks
Orchestra		
Color Guard		
Vocal Music		
VPA/Drama	One performance	Current school year (Leading role if involved)

Speech

Individual Events

First Offense:	Removal from event. Pay entry fee.
Second Offense:	Removal from event – Not allowed to audition or participate in the next speech/theatre event. Pay entry fee. Lose consideration for awards.

Large Group

First Offense:	Prior to fourth week of rehearsal – Removal from event. Pay portion of entry fee. After third week of rehearsal – Student is allowed to perform but not allowed to audition for next event.
Second Offense:	Removal from event. Lose consideration for awards. Not allowed to audition for or participate in next speech/theatre event. Pay portion of entry fee.

Theatre

Fall/Spring Play

First Offense:	Prior to third week of rehearsal – Removal from show. After third week of rehearsal – Allowed to perform but cannot audition for next speech/theatre event. Lose consideration for awards.
Second Offense:	Prior to third week of rehearsal – Removal from show. After third week of rehearsal – Allowed to perform but cannot audition for next two speech/theatre events. Lose consideration for awards.

Mime & Comedy

First Offense:	Removal from next two performances. Removal from leadership positions. Cannot audition for next speech/theatre event.
Second Offense:	Removal from Troupe for remainder of the school year. May be reinstated the following school year, pending review by the principal. Lose consideration for awards.

Story Theatre

First Offense:	Up to one week before performance – Removal from the troupe for the remainder of the school year.
Second Offense:	Immediate removal from troupe for the remainder of the school year. May be reinstated the following school year, pending review by the principal.
Thespians	Removal from leadership positions. Lose consideration for awards. Barred from social events and troupe traveling events for the remainder of school year.

FERPA—FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The student records maintained by the Dubuque Community Schools are composed primarily of testing records, psychological reports, grade records, health records, attendance records, records relating to extracurricular activities, age records, and records of former disciplinary actions. These records are kept at the school of attendance and are under the charge of the principal of each school.

A parent of a student or a student who has reached age 18 may inspect the educational records of the student except as limited by law. The opportunity to inspect may be made at the school of attendance and shall be provided within 45 days of the request by a parent or by a student who has reached age 18. The principal of the school may require that such request be made in writing.

The parent of a student or a student who has reached age 18, who believes that information contained in the records is inaccurate or misleading, may request in writing that certain records be amended and the reason therefore, and such request will be considered by the school district as provided by the Family Educational Rights and Privacy Act.

Upon request, the School District may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

If a parent feels the school district failed to comply with this policy, they have a right to file a complaint. Complaints are forwarded to Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, Washington DC 20202-4605.

RELEASE OF STUDENT INFORMATION

The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises:

Name, Address, Telephone Listing, Photograph, Date and Place of Birth, Major Field of Study, Participation in Officially Recognized Activities and Sports, Weight and Height of Members of Athletic Teams Dates of Attendance, Degrees and Awards Received, and the Most recent Previous School or Institution Attended by the Student.

Any parent/guardian wanting this information withheld must make an objection in writing within two weeks of receiving this notice to the principal or other person in charge of the school which the student is attending. This request must be made on a yearly basis.

Federal law requires schools that receive federal aid to give military recruiters the names, addresses, and phone numbers of high school junior and seniors, and to provide military recruiters with the same access to students as employers and college recruiters.

Any parent or guardian wanting this information withheld from the military must make an objection in writing within two weeks of receiving this notice to the principal or other person in charge of the school which the student is attending. This request must be made on a yearly basis.

Dubuque Community School District

2300 Chaney Road

Dubuque, Iowa 52001

Phone: (563) 552-3000

PUBLIC NOTICE: SECTION 504 OF THE REHABILITATION ACT OF 1973/AMERICANS WITH DISABILITIES

Section 504 and ADA is an Act which prohibits discrimination against persons with a disability by any institution receiving federal financial assistance. These Acts define a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. has a record of such impairment, or
3. is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the Dubuque Community 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.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

A parent may request a form to initiate a referral for any student by contacting the principal of any school or the Section 504/ADA Coordinator.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to:

1. inspect and review his/her child's educational records;
2. make copies of these records;
3. receive a list of all individuals having access to those records;
4. ask for an explanation of any item in the records;
5. ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and
6. a hearing on the issue if the school refuses to make the amendment.

If there are any questions, please feel free to contact the Dubuque Community School District at 563-552-3000.

STUDENT ACCOUNT BALANCES FOOD SERVICE DISTRICT POLICY

It is the policy of the Dubuque Community School District to offer lunches to all students within the District. As a student's account approaches a zero balance or becomes negative, the following procedures will be put in place.

Secondary Schools

The same policy exists for the secondary schools as the elementary schools with the following restrictions. We offer many types of additional food items and a la Carte items for sale at all secondary schools. These types of items **cannot be charged** to a student's account when the account is in a negative status. **No a la Carte items can be charged whatsoever that result in or add to a negative balance to a student's account.** Again, no child will be turned away hungry. In the event that a student's account has a negative balance and he/she takes the sunbutter/jelly or cheese sandwich and milk option, but attempts to purchase a la Carte items, the purchase of these a la Carte items may be denied. The reason for this denial is, if a student has money available, they should be applying these funds to their overdue lunch account. If a student with a negative account balance chooses to purchase a la Carte items, and not take the "free" sunbutter/jelly or cheese sandwich and milk option, they will be reminded of their account balance, but will be allowed to purchase a la Carte items with cash. Their account information can be accessed on the DSCD web site.

PUBLIC NOTICE

Physical and Sexual Abuse of Students

Abuse of Students by School District Employees (4606)

Physical or sexual abuse of students by school district employees will not be tolerated. "Physical abuse" means nonaccidental physical injury to the student as a result of the actions of an employee. "Sexual abuse" means any sexual offense as defined by Iowa Code Chapter 709 or Iowa Code Section 728.12(1). The term "sexual abuse" also encompasses acts of an employee that encourage a student to engage in prostitution as defined by Iowa law, as well as inappropriate, intentional sexual behavior, or sexual harassment by an employee toward a student. The term "employees" includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when asked to provide information and to maintain the confidentiality of the reporting and investigation process.

The Board of Directors designates the Superintendent's designee as the primary investigator in cases of alleged physical or sexual abuse of students by employees. The alternate investigator is also a Superintendent's designee.

The investigator will review any allegation to determine whether or not a case of abuse took place. The investigation will be conducted pursuant to 281 Iowa Administrative Code Chapter 102. A copy of the investigator's report will be given to the employee's supervisor. In cases where the investigator determines a student was sexually abused in a physical manner or seriously physically (e.g. broken bones, internal injuries) abused, the investigator will notify local law enforcement authorities, in which case the investigation may be temporarily deferred to those authorities.

All founded cases of physical or sexual abuse shall be reported to the Iowa Board of Educational Examiners as required by Iowa Code Section 272.15, and to any other agency or authority as required by law.

Adopted: June 12, 1989

Reviewed: January 6, 2009

Revised: May 24, 2010

ACTIVITIES AT SENIOR HIGH SCHOOL

Activities		
Baseball	Football	Speech/Theater
Basketball: Men/Women	Golf: Men/Women	Special Olympics
Bowling: Men/Women	Intramurals	Swimming: Men/Women
Cheerleading	Music: Band/Choir/Orchestra	Tennis: Men/Women
Color Guard	Publications: Echo/Rampage	Track: Men/Women
Cross Country: Men/Women	Soccer: Men/Women	Volleyball: Men/Women
	Softball	Wrestling

Clubs		
Debate Team	Interact Club	Spanish Club
Discovery Club	Key Club	Student Ambassadors
French Club	Math Club	Student Council
Gay/Straight Alliance	Mock Trial	Trapshooting Club
German Club	Model UN	The Upper Room
Hyperstream	National Honor Society	

DUBUQUE SENIOR

ALMA MATER

All Hail Alma Mater
Thy Rams Cheer Thee Now
To Thee Dubuque High School
All Rivals must Bow
Defeat or in vict'ry
Thy Rams will Be True
Bring Glory forever
To the Royal Red and Blue
(Yell): Hoorah! Hoorah!
Dubuque Rah! Dubuque Rah!
Hoorah! Hooray! I-O-W-A

RAM FITE SONG

D-H fite, We Want to Win
Tonight
D-H Score & Score & Score
Some More
We Want to Win, Win, Win
And That is Why We Sing and
Shout
Our Praises to the Sky
Lie, Lie, Lie
Go, Go, Go
Our Colors Now Unfold
Roll, Roll, Roll Up the Score
With a V-I-C-tory We Want
To Win, Win, Win this Game!

RAM CHEER

Whose House is this?
This is OUR HOUSE!
Whose House?
OUR HOUSE
Gimme an "R"
R-A-M-S, Rams, Rams, Rams!