

2018-2019

HOOVER HIGH SCHOOL PARENT & STUDENT HANDBOOK

Hunkies

"Be the Change"

*Learning, Thriving,
and Belonging For
All*



CONTACT INFORMATION

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Bookkeeper 242-7374**

**Counseling 242-7305
Registrar 242-7306
Main Office 242-7300
Nurse 242-7303**

HOOVER FIGHT SONG

We're going to cheer, cheer for Hoover High.
We're going to fight for the green and gold.
We'll stand behind the Huskies, victory we'll see!
We will never fold. Fight! Fight!
We're going to show every team around.
We're going to show'em how to play the game.
To build a legend of our fame tonight,
We're going to win this game!
Go Hoover High School!
Fight! Fight! Fight!

HOOVER HIGH SCHOOL ALMA MATER

Our fathers gone before us
Proudly built our school
To honor our colors
Strive in all we do
And in distant future
As we meet our goals
Then we can look back on Hoover
Dear old Green and Gold

DES MOINES PUBLIC SCHOOLS --MISSION

The Des Moines Public Schools Exist So That Graduates Possess the Knowledge, Skills and Abilities to Be Successful at the Next Stage of Their Lives.

DES MOINES PUBLIC SCHOOLS --VISION

Becoming the model for urban education in the United States.

HOOVER HIGH SCHOOL MISSION STATEMENT

We are a community of reflective global citizens who create positive change in the world.

IB MISSION STATEMENT

By embodying the IB Mission and Learner Profile, we create systems that empower and equip all students to meet their individual academic, behavioral and social/emotional needs, enabling them to seek and appreciate multiple perspectives.

IB instruction engages each learner through relevant, rigorous, student-centered learning experiences through the inquiry cycle. Teachers and students closely monitor the learning in order to determine the focus of future learning experiences. Our lens of International mindedness calls us to action in the global world.

OUR COLLECTIVE COMMITMENTS FOR ALL STUDENTS ARE TO:

- Create a safe and welcoming environment where students feel cared for and supported.
- Provide differentiated instruction, challenging opportunities and equal access across all content areas for students to grow in their learning.
- Know who our students are both inside and outside the classroom.
- Plan for and prepare for rigorous, meaningful learning opportunities every day.
- Collaborate within all PLCs to improve student achievement through the implementation of shared learning.

Educational Equity Statement

It is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have (or your child has) been discriminated against or treated unjustly at school, please contact Dr. Anne Sullivan at 2323 Grand Avenue, Des Moines, IA 50312, (515) 242-7911, anne.sullivan@dmschools.org

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WHY IS AN INTERNATIONAL BACCALAUREATE SCHOOL RIGHT FOR MY STUDENT? We believe that an IB curriculum creates an opportunity for all students to take part in a school that is an international-minded, inquiry-minded place. *IB instruction engages each learner through relevant, rigorous, student-centered learning experiences through the inquiry cycle. Our lens of International Mindedness calls us to action in the global community*

HOOVER'S FOCUS ON EQUITY: *We are committed to all of our students learning, thriving, and belonging in our school community.* With that, our decisions and action steps are taken to ensure that all students have equity of access and equity of outcomes to academic coursework that gives them the essential knowledge and skills to ensure success.

Hoover School Hours and Class Schedule

HOOVER SCHOOL HOURS

8:25 A.M. to 3:25 P.M. -- Monday, Tuesday, Thursday and Friday.

8:25 A.M. to 2:10 P.M. -- Wednesdays.

The building opens at 7:40 A.M. Breakfast will be available for *all* students beginning at 7:50 a.m.

HOOVER CLASS SCHEDULE

Bell Schedule Mon., Tues., Thurs., and Friday	Bell Schedule for Wednesday
Block 1: 8:25-9:50 AM (85 minutes)	Block 1: 8:25-9:40 (75 minutes)
Block 2: 9:55-11:20 AM (85 minutes)	Block 2: 9:45-11:00 (75 minutes)
Husky Time 11:25-11:55 (30 minutes)	Block 3: 11:05-12:20 (75 minutes)
Block 3: 12:00-1:55 PM 11:55-12:25 Lunch 1 (30 minutes) 12:30-1:55 Block 3 (85 minutes) 12:00-1:25 Block 3 (85 minutes) 1:25-1:55 Lunch 2 (30 minutes)	Block 4: 12:25-1:40 (75 minutes)
Block 4: 2:00-3:25 (85 minutes)	Lunch: 1:40-2:10 (30 minutes)

***Freshmen and sophomores are required to stay on campus for lunch.*

All policies and procedures located in this handbook are in place to provide a safe, caring and orderly learning environment for all students. If you have any questions or need clarification, please do not hesitate to reach out to any of us at Hoover to help!

EXPECTATIONS OF ALL STUDENTS

Students are to be under the direct supervision of a teacher, coach, or sponsor of an activity at all times. This includes before 7:40 a.m. and after 3:25 p.m. .

It is the expectation that students will be out of the building by 3:45 p.m. (Monday, Tuesday, Thursday and Friday) and 2:20 p.m. on Wednesday if not under direct supervision of a teacher, coach, or sponsor. This includes the front vestibule area.

The Hoover main entrance and vestibule **doors open up at 7:40 a.m. daily for all students.** When entering the building after the school day begins you must report to the attendance center.

PARENT/GUARDIAN COMMUNICATION

As a parent/guardian, you are encouraged to play an important role in your child's education. Please feel free to contact the teachers or administrators with any concerns at any time. We want to work together to ensure your student is a success at Hoover and has a great high school experience.

SCHOOL ISSUED STUDENT IDENTIFICATION

Students will be expected to have their school issued ID on as they enter the building each day and should wear it throughout the school day on a lanyard or clip. This is done to ensure that all students in the building are students enrolled at Hoover. Any staff member who also has their school issued ID on and visible, may request to see a student's school ID at any time.

All students will be provided a student ID at the start of the year, along with a clip or a lanyard. Replacement ID's are made in the attendance center. Replacement ID's cost \$5. Temporary ID's are available and are made in the attendance center. Temporary IDs cost \$1.00.

For further information, see the Des Moines Public School website.

STUDENT PLANNERS:

Each student at Hoover High school will be issued a planner so they can better manage their time and coursework. *Students are to have their planner with them when they are in the halls while classes are in session signed by a staff member with date, time and locations specified.* This is to ensure that any activity is well communicated between staff, students and administration.

PERSONAL ELECTRONIC DEVICES

Hoover High is committed to maintaining a disciplined, orderly and safe learning environment for all students. All students are encouraged to leave all personal electronics at home. *Hoover is not responsible for lost or stolen items.*

NOTE: It is important for all students to understand their responsibility in appropriate use of cell phones. School officials will continue to monitor abuse of cell phones as it relates to cyber-bullying, harassment issues by students, academic cheating, and inappropriate use of pictures on cell phones in violation of students' right to privacy.

The following expectations are put into place for all Hoover students in regards to personal electronics:

1. Typically devices should be silent or off and should never cause a disruption while in class. Expectations for using phones in class for academic purposes vary from teacher to teacher and those expectations will be clearly communicated between teacher and students.
2. It is an expectation that while talking with staff members or while in class, a students' headphones and earbuds should be removed.
3. Since our goal is student learning and academic success, any devices used for nonacademic purposes may be confiscated. Students are expected to understand this policy and if asked, hand over the device with the understanding that it will be returned to them by either the teacher or the student's administrator.
4. On-going misuse will result in the device being returned to a parent/guardian directly from an administrator.
5. If personal devices are brought to school they are to be used only in designated areas before school, during lunch,

after school, and/or after approval from individual staff members.

UNACCEPTABLE USES OF CELL PHONES THAT WILL RESULT IN DISCIPLINARY ACTIONS:

- Taking photos in locker room or restroom
- Taking any photo of another person for the purpose of ridiculing the other person
- Use of a cell phone or any device to cheat
- Use of a cell phone or any device to harass another person
- Use of electronic device to bully, harass, threaten, or intimidate another person.
- Dissemination of inappropriate photos

This list may not be all inclusive of unacceptable uses of cell phones.

Reminder – Students are encouraged to leave all electronic devices at home and cyber bullying will not be tolerated.

ATTENDANCE POLICY

Rationale for Attendance Policy: Hoover’s mission is to “become a community of reflective global citizens who promote positive change in the world”. To live out our mission statement, we believe that *all* students should be active learners in their classrooms so they can truly be prepared to live out this work. Additionally, students who are not in class for extended periods of time are at risk of failing academically, not learning at the same rate as their peers, and put at a disadvantage for success after high school.

Outline of Policy: Once a student reaches a total of **15 unexcused absences (including Husky Time)** that student will **be ineligible to attend or participate in extracurricular activities** such as athletic events, debate, plays/musicals, dances, shows, or concerts. Unexcused absences will reset at the beginning of each month. Adjustments on a case by case basis may be warranted if circumstances arise.

Monitoring of Policy: This policy will be monitored by Coaches, Sponsors, Administration and the At-Risk Coordinator. We encourage all families and students to actively monitor their own absences as well.

Parents: Parents should make every attempt to notify the school in a timely manner when their child will be gone from school.

Teachers: Teachers will take attendance within the first 20 minutes of class and will update attendance at the end of each class.

10 Day Rule: If a student has ten days of consecutive unexcused absences, they will be dropped from their coursework.

In order for a student’s absence to be excused, the Attendance Office must be notified as soon as possible.

For more information regarding the district attendance policies in both English and Spanish, see Appendix A in this handbook, or visit the Des Moines Public Schools website at www.dmschools.org.

TARDIES AND LATE ARRIVALS

Tardies: If a student is already at school and is late arriving to class, the students will be counted as “unexcused tardy” by the classroom teacher. Teachers will use the following system to code student tardies:

T1- Student arrive up to 10 minutes late to class

T2- Student arrives 11-30 minutes late to class

T3- Student arrives more than 30 minutes late to class

An accumulation of tardies will result in administrative action, ranging from detention to being dropped from class and receiving no credit for the class.

Late Arrivals: Students arriving late to school (either before their first block or after lunch) report to the attendance center to receive an electronic pass. These are either excused or unexcused passes. An accumulation of late arrival passes (either excused or unexcused) will result in a parent meeting to help resolve the issues surrounding the late arrivals.

Truancy: If a student is not in an assigned classroom or area during the day without a pass OR beyond the scope of the pass (time, reasonable duration, destination, area of building etc.) without having prior parental and/or administrative approval AND has not signed out in the main office will be considered truant. When school officials have reasonable grounds for suspecting that a search will produce evidence that a student has violated or is violating either the law or a school rule or regulation, truant students shall be subject to search. For more information, see Code of Iowa Chapter 808A.

20/20 RULE: Since the beginning and end of class time is typically openers, directions, review, or reflection, it is imperative that students do not miss this portion of class. Therefore, **students will not be released from class the first and last twenty minutes of each block.**

STUDENT DISCIPLINE CODE & PROCEDURES-- Please see DMPS Discipline Code/Procedures and searches related to Students, Protected Student Areas, Lockers, Desks, and Other School Facilities or Spaces for more detailed information found at www.dmschools.org.

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

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

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

ANTI-BULLYING/HARASSMENT PROCEDURE:

Nondiscrimination: No student in the Des Moines Independent Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the District programs on the basis of race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background. The District will provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities, and potential.

Harassment And Bullying Defined: Any communication toward a student including electronic (such as e-mails or instant messages), telephonic, written or verbal communication, or any physical act or conduct that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment is prohibited. An objectively hostile school environment is created if the act or conduct:

- ✓ places the student in reasonable fear of harm to the student's person or property; or
- ✓ has a substantially detrimental effect on the student's physical or mental health; or
- ✓ 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 or benefit from the District services, activities, or privileges.

Harassment And Bullying Prohibited: Harassment and bullying of students is *against federal and state law, and against the policy and procedures of the District*. The District is committed to maintaining an educational environment free of any form of bullying or harassment by or toward students, parents/guardians, employees, and volunteers while in school, at a school sponsored activity, or at any school sponsored function. The District prohibits harassment or bullying based on the student's actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, sexual orientation, gender identity, physical attribute, political party preference, political belief, or socio-economic background or familial status. *Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, termination of an employee, and exclusion of a volunteer from District activities or school premises.*

EXAMPLES OF PROHIBITED BEHAVIOR MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- ✓ unwelcome touching;
- ✓ inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs, or posters;
- ✓ implied or explicit threats concerning grades, awards, property, or opportunities;
- ✓ requiring explicitly or implicitly that a student submit to harassment or bullying as a term or condition of the student's participation in any educational program or activity.

GENDER IDENTITY

Statement of Non-Discrimination: *The Des Moines Independent Community School District does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.*

The District strives to create a supportive environment for its students. Discrimination, harassment, and bullying of students for any reason, including on the basis of gender identity and/or sexual orientation are prohibited by state law and District policy. Complaints of discrimination or harassment based on a student's actual or perceived gender identity or sexual orientation must be handled in accordance with District Policy.

Definitions

Gender identity: A person's gender-related identity, which may be the same as or different from the person's sex assigned at birth.

Transgender: an umbrella term used to describe a person whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.

Sexual orientation: an individual's enduring pattern of physical, romantic, or other attraction to another person. Sexual orientation is not the same as gender identity.

Privacy: In accordance with the Family Educational Rights and Privacy Act (FERPA), only those District employees with a legitimate educational interest are permitted to access a student's records. Absent consent from the parent or adult student (18 years or older), information contained in a student's records, including information regarding a student's sex, sexual orientation, gender identity, or transgender status may only be disclosed under the limited circumstances set forth

in FERPA. Students have the ability to discuss and express their gender identity openly and decide when, with whom, and how much of their private information to share with others. Schools should work closely with the student and parent(s)/guardian(s) to devise an appropriate plan regarding the confidentiality of the student's gender identity.

Requesting Support: The District recognizes that it is a highly personal decision for a student to determine whether they identify with a different gender than their sex assigned at birth. Students are encouraged to speak with a building administrator or guidance counselor if they need support or accommodations at school.

In some cases, transgender students may not want their parents to know about their transgender status. These situations must be addressed on a case-by-case basis and will require schools to balance the goal of supporting the student with the requirement that parents be kept informed about their children. The paramount consideration for school officials in such situations will be the health and safety of the student.

Student Names and Pronouns: Every student is entitled to be addressed by the name and pronoun that correspond to the student's identity including gender identity that is consistently asserted at school. Students are not required to obtain parental consent or a court-ordered name or gender change as a prerequisite to being addressed by the name and pronoun that correspond to their gender identity. Teachers and school staff should be made aware of and honor a student's request to be referred to by their preferred name and gender that correspond to their gender identity.

District-Maintained Records: The District may be required to maintain certain records including the student's name and sex assigned at birth (including, but not limited to, the student's permanent record). These records will only be maintained and used as required by law, policy, or rule, and will only be disclosed in accordance with such law, policy, or rule. Any student, regardless of gender identity, must file appropriate court documents to get their legal name changed in their permanent record. Under the Family Educational Rights and Privacy Act ("FERPA"), a parent or eligible student may ask to have the student's education records amended if they are inaccurate, misleading, or in violation of a student's privacy rights. The District will respond to requests to amend information in student records for transgender students consistent with how other students' records are amended.

Other than documents where the students name and sex assigned at birth are required to be listed, any reference to the student's name and gender should match the gender identity of the student.

Student "directory information," as defined by FERPA, is information that may generally be disclosed without prior consent from the parent or eligible student. Directory information is defined by District policy and families must receive notice each year of their rights under FERPA. Directory information shall not be used by the District in any way that intrudes on the privacy interests of students with respect to gender identity.

Restrooms and Locker Rooms: Administrators should discuss options available to the student and parent(s), including the use of the restroom or locker room of the gender with which the student identifies. While open discussions about safety, comfort-levels, and other situations are helpful, the student should be allowed to use the facility that corresponds to the student's gender identity. Students, including but not limited to transgender students, who are uncomfortable using a restroom deemed available for more than one person or for a particular gender should be provided with a safe alternative, such as a single gender-neutral restroom. Transgender students will not be required to use a separate or single-use facility if they do not voluntarily wish to do so. In locker rooms that involve undressing in front of others, any student who voluntarily wishes to have additional privacy, regardless of that student's sex or gender identity, will be provided with an accommodation that best meets the needs and privacy concerns of that student.

These accommodations may include, but are not limited to:

1. Use of a private area in a larger room such as a bathroom stall in a multi user restroom, an area separated by a curtain, or a nurse's or PE instructor's office.
2. A separate changing schedule, before or after other students use the facility.

Extra-Curricular Activities and Interscholastic Sports: The District encourages participation in District-sponsored activities for all students regardless of their gender identity. In general, student will participate in sex segregated interscholastic

sports consistent with their gender identity. However, participation in interscholastic sports may be subject to the rules and requirements of the Iowa High School Athletic Association and/or the Iowa Girls High School Athletic Union. Participation in activities and sports will be determined on a case-by-case basis by a team consisting of the appropriate Executive Director, Principal, and Activities Director of the school. If there is no Activities Director assigned to the school, the Executive Director shall choose one from another school within the District.

Physical Education/Gym Class: Transgender students shall not be denied the opportunity to participate in physical education, nor shall they be forced to have physical education outside of the regularly scheduled class time. In general, students should be permitted to participate in gender-segregated recreational gym and physical education classes in accordance with their gender identity.

Student Dress: Students are allowed to dress in clothing consistent with their gender identity, including at school-sponsored special events (e.g., Prom).

Questions about these guidelines, please call Office of Schools, 515-242-7725

LUNCH and CAFETERIA INFORMATION

Community Eligibility Provision (CEP): Hoover High School is part of CEP. Students eating at Hoover will receive standard breakfast or lunch at no charge. Ala Cart items are not part of CEP. Central Campus students must eat lunch at Hoover to receive the meal at no charge. The CEP is not available at Central Campus.

A Fee waiver remains necessary for other school related fees. This is done online – dmschools.org

Lunchtime Expectations: All Hoover High School students are encouraged to stay on campus for lunch. Supervision is provided on campus during lunchtime.

- ✓ Most 9th and 10th graders are scheduled to eat “A” lunch and are **required** to stay on campus.
- ✓ Most 11th and 12th graders are schedule to eat “B” lunch. They have “open” lunch, which means they have the option of leaving campus during lunch. It’s recommended they stay on campus and eat school lunch. The decision to leave campus is made between the student and parent/guardian.

All students are responsible for maintaining a quiet and clean cafeteria (student center). Students must dispose of all litter. Lunches purchased outside of the building should be eaten before the student returns.

Money can still be deposited into student accounts before school or at lunch; and *money can be deposited online through the DMPS Web Store at <https://www.schoolpaymentsolutions.com>*

See “Student Fees” for more information.

ACADEMIC PLANNING AND PROGRAMMING

Staff associated with academic advising can be found in the *Counseling and Career Center*.

Students meet yearly with their counselor to review their MYAP (My Academic Planning) and regularly with their Husky Time teacher to review overall academic progress. Students and parents are encouraged to communicate with teachers and the assigned administrator whenever the need arises.

CURRICULUM

Course curriculum will be available online on the district website.

REPORTING ACADEMIC GROWTH TO PARENTS

Progress toward achieving proficiency on content standards can be monitored through Infinite Campus.

Technical assistance on accessing the parent portal is available by calling the Hoover main office, 242-7300.

Report cards are available at the end of each semester. The classroom teacher may send progress reports at any time throughout the semester. Semester grades are determined at the end of each semester and are recorded on an official transcript.

Academic growth is expected. Therefore, on-going communication between staff, students, and parents/guardians is encouraged and welcomed. To ensure effective communication, staff is required to return correspondence within one working day.

Any changes in a student's schedule requires a meeting with their assigned counselor and is contingent on any prerequisites as well as available space in the course the student is requesting.

Students may drop a course, without penalty, within the first 20 days of each semester. Courses that are dropped between days 20 and 30 of the semester will be coded as a W on the student's official transcript to note that the student has withdrawn from the course. Any course that is dropped after the first 30 days of the semester will receive an F for the course on the student's official transcript. Students that drop a course after the first 5 days of the semester will be placed in Study Hall for no credit.

RELEASE TIME REQUEST FOR JUNIORS AND SENIORS

Applications can be picked up in the Main Office. Applications must be signed by the parent/guardian, student, and an administrator. Freshmen and sophomores are not allowed to have release time. Release does not become effective until the request has been approved, processed, and the student receives notification.

Students who have a morning release time are not to report to Hoover sooner than 10 minutes before the start of their first class of the day. Students who are granted afternoon release should leave within 5 minutes after their last class, unless they are under the direct supervision of a faculty member. Students who are unable to meet this expectation will have their release time revoked. It is best when students on release have their own transportation.

It is the released student's responsibility to report to school at the correct times when the daily bell schedule has been adjusted. These adjusted times are published by the office and may be verified with the attendance office if there is a question.

REQUIREMENTS FOR HIGH SCHOOL GRADUATION

Students graduating must acquire **23 credits** to graduate. These credits must include the following:

Classes to graduate

Social Science	3	units
English	4	units
Mathematics	3	units
Science	3	units
Fine and Applied Arts	1.5	units
Physical Education	1	unit
Elective Credit	7.5	units

Successfully completing course work earns a student one-half (.5) unit of credit for most courses. In accordance with Iowa education requirements, students must take **at least** one semester of daily PE **each** year of high school and complete CPR certification.

Under Iowa law, all students must complete coursework in Financial Literacy, Health Literacy, Technology Literacy, and Employability Skills.

WEIGHTED GRADES

All courses taken except pass/no pass are considered in computing grade point averages and class rank. Courses so designated as "weighted" are identified in the course catalog by an asterisk "*".

CLASS RANK

Transcripts will only reflect a traditional class rank.

ACADEMIC INTEGRITY AND PLAGIARISM

Plagiarism is copying or imitating the language, ideas, or thoughts of another and passing them off as your own original work. Students are responsible for observing the standards on proper citation of sources for written work or other products. Failure to abide by these standards will be reported to the appropriate school administrative authorities and may result in loss of credit of the assignment or even for the course.

ACTIVITIES & ATHLETICS

The athletic program will provide an atmosphere in which all student athletes and coaches strive for excellence in all school related activities. Sportsmanship, citizenship, camaraderie, sharing and caring will be fostered within individual teams. The use of positive communication between athletes, coaches, parents, administration and faculty allows each student athlete to represent himself/herself, Hoover and the community in a positive manner. Interscholastic athletics are offered at all grade levels. Sports in which students may compete are: football, cross country, swimming, bowling, volleyball, basketball, wrestling, tennis, golf, soccer, track, baseball, softball and cheerleading. An athletic fee is required through the school district policy for participation in each sport.

ACADEMIC REQUIREMENTS FOR ELIGIBILITY:

1. A student must receive credit in at least 4 subjects at all times.
2. Pass all classes and make adequate progress toward graduation to remain eligible.
3. If not passing all classes the semester preceding their season, a student is ineligible for a period of 30 consecutive calendar days from the first day of competition in the interscholastic athletic event in which the student is a bona fide contestant.

If not passing all classes at end of final grading period of the school year and student is a contestant in baseball or softball, the student is ineligible for next 30 days of that sport but has eligibility in the fall.

4. Ability to use summer school or other means to make up failing grades for eligibility purposes is not permitted.

SCHOOL ATTENDANCE

Athletes *must attend classes at least half of the school day in order to practice or participate* in an after school contest or activity the same day. When students return late from out-of-town events, they are expected to attend all scheduled classes the following day. Exceptions will be handled individually. **Once a student reaches a total of 15 unexcused absences that student will be ineligible to attend or participate in extracurricular activities such as athletic events, dances, shows, or concerts. The unexcused absences will reset at the beginning of each month.**

START OF THE SEASON: Before any athlete will be allowed to practice, he/she must first:

- A. Have a physical examination with the form properly filled out and signed by both a doctor and the student's custodial parent/guardian.

- B. Complete **ALL** information requested on the **Emergency Form** and return to the Athletic Director. This form needs to be completed during each sports season in which you participate. Please turn this form in 2 weeks prior to your season's start.
- C. Athletes and parents must READ and sign both the **code of conduct** and **concussion** protocols pages. These forms need to be turned into the athletic office and only need to be completed once a year.
- D. Pay fee at the time you turn in your physical and Emergency Form

UPON **COMPLETION OF THESE REQUIREMENTS**, THE ATHLETIC OFFICE WILL ISSUE **YOUR COACH** AN AUTHORIZATION PERMITTING YOU TO PARTICIPATE IN THE INDICATED SPORT.

The athletic program at Hoover High School is an integral part of the educational program. As such, it is meant to provide learning experiences for the students who participate. It should help to develop habits, attitudes, and ideals necessary for ethical competition and cooperation in our society. It is very important that an athlete attend every practice, on time, from the very first day. He/she must practice to play as well as improve. Information may be obtained on each activity by contacting the various coaches or the Hoover athletic director. (242-7311)

The Hoover High School athletic program consists of nineteen competitive sports and many organizations and clubs. A complete list can be found on the Hoover High School website.

SUMMER SPORTS

In Softball and Baseball, 8th graders are eligible to participate in games on the high school teams. They may tryout and practice with the teams beginning on the normal starting date.

CHEERLEADING

Cheerleading tryouts and squad selections for the following school year will take place in the spring. This is due to summer cheer camps and the need to pre order uniforms. Tryouts are open to all current and incoming students. If you have any questions, please contact the AD Office.

BAND/ORCHESTRA/CHOIR/DRAMA

If participating in these activities outside of the school day schedule, you will be required to turn in an Emergency Form to the Hoover Activities Office.

DANCES

To ensure safety and security for students, no tickets will be sold at the door the night of the dance. Tickets may be purchased at Hoover during designated times the week of the dance. Students and guests must present their driver's license or school ID when purchasing tickets. Hoover students who wish to purchase tickets for a guest who is not a Hoover student, must register the guest when they purchase the ticket and return the signed guest form. No guest tickets will be sold the school day preceding the event and the school can refuse ticket sales to guests at its discretion. Middle School students are not allowed as guests. Guests must be under the age of 21 and must enter the dance with the student who invited them. **Guests must present a photo ID – HHS students must present their student ID.** Appropriate attire is required. Students who leave the dance will not be allowed to return.

The DMPS discipline policy and code of conduct remains in force. *The Hoover administration maintains the right to prevent HHS students from attending dances due to behavior or attendance policy violations.*

SAFETY AND SECURITY

Reporting Student Behavior Concerns: Maintaining a healthy and safe learning environment is a shared responsibility among administration, staff, families, students and the community. *Any individual who becomes aware of an incident that has – or could – disrupt the learning environment has the responsibility to report the incident to the Hoover High School office (242-7300).* Incidents are not limited to but could include: verbal or physical altercations or inappropriate treatment of others (harassment or bullying concern). Incidents that take place on school grounds and off school grounds. In either situation, the incident should be reported to the school if it is believed that the educational environment could be impacted. Individuals involved in reported incidents are subject to the DMPS Discipline Policy and Code of Conduct should the incident be founded

Incidents involving students outside of the school day can also be reported to appropriate public agencies such as the Des Moines Police Department or the Department of Human Services.

Additionally, incidents that happen outside of school can result in actions by the school if it is determined that such actions may reasonably be expected to disrupt the learning environment.

CAMERAS AND SAFETY: Series 700 Code 781

It is the policy of the Des Moines Public Schools to create and maintain a safe school and work environment. *Security cameras (closed circuit television systems – CCTV) are installed within school buildings and buses as well as the exterior of buildings.* Security cameras monitor school property, assisting administrators in detecting and deterring unacceptable behavior or activities and otherwise enforcing district rules. Camera systems also provide a historical record to facilitate investigations. All actions or conversations are subject to being recorded. Riding or operating a school bus constitutes consent to the audio and video recording.

Students and others found to have tampered with or disabled cameras or systems shall be subject to discipline and possible legal action and restitution.

Coats, Backpack & Book Bags: Students may be asked to remove coats at the discretion of the teacher due to safety concerns or interruption to the learning environment. Students may wear backpacks for the sole purpose of carrying school related materials. All students are assigned a locker.

Crisis Situations: In the event a crisis situation occurs in either the school or the community, students and staff should be prepared to respond according to district procedures and follow directions as given by members of the crisis team and community responders. Parents are asked to refrain from calling or coming to school until necessary so staff can focus on resolving the issue.

Fire-Severe Weather-Lockdown Drills: Fire, severe weather, and lockdown drills are practiced at various times during the school year to help prepare for a crisis situation.

- ✓ The fire alarm is a steady blast. In a **fire drill**, students should leave the building immediately, following posted classroom exit routes or through the nearest door. Students should move quickly without talking or crowding. Teachers will follow students from the classroom and attendance will be taken.
- ✓ **Severe weather** drills are conducted by voice commands over the intercom system. Directions related to designated shelter areas are posted in each room.
- ✓ **Lockdown drills** are conducted periodically and directions are given over the intercom.

Visitors: Adult visitors are welcome at Hoover High School. Please enter through the front north east doors and through the vestibule, where you will be directed to the Main Office. Once in the main office visitors new to the building will spend a short amount of time being processed and entered into the TPASS system. A valid form of identification is required for this process. Returning visitors will check-in through the TPASS system and receive a visitor's badge. Visitors must display the visitor badge while in the building. Visitor parking is available in the west parking lot.

Students from other schools are not allowed to visit other DMPS schools or be on school grounds during the school day without prior notification.

WWW.SEXOFFENDER.COM

This website is available for citizens to access information regarding laws, services, and registries pertaining to sex offenders and child molesters.

HEALTH PROCEDURES

We have a full-time school nurse on duty to assist students and staff with health matters. The nurse's office is located next to the main office. Students need a signed pass from a staff member in order to visit the nurse, unless it's an emergency situation. Expectations are as follows:

1. Students are to bring a note to the attendance office from the parents or guardian stating date, time and with whom the student has the appointment.
2. Absences from PE due to medical excuses must be approved by school nurse.
3. Injuries requiring medical or dental care or absence from school must be reported to the nurse AND the attendance office.
4. The student is to obtain written pass from a staff member to go to the nurse's office for illness and minor injuries. Written permission is waived in an emergency. *A student wishing to leave school for medical reasons must obtain a pass from the nurse. No student will be released without parent permission.*
5. All medication is to be stored in the nurse's office (District Policy). Students carrying inhalers during school hours must provide an annual doctor's permission slip. A student may receive up to 5 doses of either Acetaminophen or Ibuprofen during the school year WITH parent permission. Cough drops are available in the nurse's office, 5 administered during the year and is up to the nurse's discretion.
6. If a student is absent due to a communicable disease, the parents are to notify the nurse.
7. School Physical Forms are to be turned in to the nurse.
8. If a student needs to use the elevator due to medical reasons they should contact the nurse for the elevator procedures.
9. A current "annual health review" form (completed during online registration) must be on file in the nurses' office.

LOCKERS

All students are assigned a locker mate of the same gender. Although school lockers are temporarily assigned to individual students, ***LOCKERS REMAIN THE PROPERTY OF THE SCHOOL.*** The school district has a reasonable and valid interest in ensuring that the lockers are properly maintained and harbor no illegal or inappropriate materials. For this reason, periodic unannounced inspections of lockers may be carried out to check for missing or overdue books, cleanliness, vandalism, or illegal or inappropriate items. Any contraband discovered during such inspections shall be confiscated by the administration. Sweeps of locker areas and parking lots by police canine searchers may be periodically scheduled without prior notice to students. Students should not share lockers unless assigned to share by the office. No more than two students may share a locker. (See pg. 26 – District Policy)

Students having trouble with their corridor lockers should contact the custodian or personnel in the Main Office. Students are responsible for lost or stolen articles. Locker combinations should not be shared with other students.

PE LOCKERS: Students must either provide their own padlocks for PE lockers, or they will be provided one. Locks that are provided will be returned at the end of the semester. (The cost of replacing a school issue lock will be added to student fees) Locks must be kept on assigned lockers. Combinations for student supplied locks will be provided to the PE teachers. All locks are subject to being cut off without notice.

MONEY, VALUABLES AND ELECTRONIC DEVICES

Students are requested to bring only a small amount of money to school. If it is necessary to carry large amounts of money, the money should be left in the office vault for safekeeping. Money and valuables should never be left in PE or corridor lockers. *The school is not responsible for lost or stolen property, but will attempt to assist students to the greatest extent possible in these circumstances.*

PARKING LOTS AND VEHICLE REGISTRATION

Bicycles/Skateboards: All bicycles are to be parked and locked in the bicycle racks. All bicycles should be equipped with locks. The school assumes no liability for damage or theft to these units. Skateboards are not to be used on school property.

Vehicle Parking: Students who drive accept responsibilities for parking their vehicle correctly. Illegal parking includes the following: parking in the lot other than the lot identified as student parking; parking at the end of rows outside of the two yellow lines; parking in areas marked no parking; parking in visitor spots; parking in the church lot across the street and parking without a handicapped tag in areas marked handicapped. Illegal parking and/or parking violations may result in the following consequences:

- ✓ *1st Offense* - Warning to student.
- ✓ *2nd Offense* –Ticket issued by DMPD School Resource Officer
- ✓ *3rd Offense* – Ticket issued by DMPD School Resource Officer; parent called by vice-principal and notified about possible impoundment.
- ✓ *4th Offense* –Ticket issued by DMPD School Resource Officer; parent called by vice principal, car impounded and/or parking privileges revoked.

Vehicle Registration: All vehicles must be registered. The campus monitor assists students with the vehicle registration process. In order to register, students must provide a valid driver's license, proof of insurance and vehicle registration. Stickers will be available at this time for a \$10 fee. This sticker must always be displayed properly in the vehicle. If a student changes cars permanently during the school year, the information will need to be updated with the campus monitor. In the event a sticker is lost, there will be a three dollar fee to replace it.

Students who operate their cars in an unsafe manner will have their parking privilege suspended. Students will not be allowed to loiter in the parking lot. The north side of the building on Aurora Ave. is also a bus drop off and loading area. Signs posted by the street in front of the building indicate those times when buses use this area.

Note: Vehicles on school property are subject to search under state law. (Series 500, Code 519)

RELEASE OF STUDENT'S PERSONAL INFORMATION

Federal legislation requires that high schools must provide military recruiters access to student names, addresses and telephone listings. Parents or students may request that this information not be provided without written parental/guardian consent and districts must comply with all such requests. **The completion and return of the opt-out form serves as your request to withhold release of the student's private information to Military Recruiters.**

A parent may also request their student not be pictured or quoted for media purposes.

These items are completed during on-line registration

SCHOOL BUSES

The DMPS Transportation Department is working hard to ensure safe, effective, and efficient school transportation. As part of our service, we have created a resource guide to assist you with transportation issues.

Free Transportation: High school students must live more than three miles from the school designated for attendance. Economic status does not automatically qualify a student to obtain transportation consideration.

Open Enrollment: Students approved for within-district open enrollment may request discretionary transportation to the receiving school.

Bilingual/ELL Programs: The Bilingual/ELL Coordinator in Intercultural Programs must approve students eligible for these programs, and in need of transportation services. The secretary at the assigned building will complete the Transportation Request Form for new students and submit to Transportation.

Special Ed team: The building secretary makes transportation requests in conjunction with the Special Education Consultant via the Transportation Request Form. Special education students may qualify for services under other District procedures (i.e., distance).

Request for Exceptions: Written requests for exception or special consideration may be made by the building principal to the Transportation Department for review.

DART: Students who live three or more miles from school but are still within the Hoover boundaries are eligible for transportation and may receive *a DART pass QR code embedded on the Hoover ID*. If a student loses their ID, they will need to purchase a new ID. Single ride passes are provided on a limited basis.

If a student is referred to a vice principal by DART personnel, the following interventions* are in place:

- ✓ **First offense:** A conference will be held with the student and the parent will be notified with a copy of form 917 indicating the nature of the infraction.
- ✓ **Second offense:** The student will be suspended from riding the bus until a conference can be held with the parent, student, transportation personnel, and the vice principal.
- ✓ **Third offense:** The student will be excluded from riding the bus.

*Depending upon the seriousness or frequency of the infractions, the vice principal may deviate from the above interventions, and the student may be subject to the DMPS disciplinary code.

DART Benefits for All Students: *Only students that qualify for DART school ridership can use their school issued ID as a bus pass before school, after school before 4pm and during the regular school day. However, any DMPS student ID can be used as a bus pass during certain dates and times.*

- Weekdays after 4 pm
- Weekends / Holidays / Spring Break / Winter Break
- Summer Break - all day - until school starts

STUDENT DRESS AND LANGUAGE

Hoover students are expected to exhibit good taste in dress; and use appropriate language in order to support a positive climate for learning. The grooming or dressing by students in any manner that presents a health hazard, safety hazard or is a disruption to the educational process in the school is not acceptable. Student dress and grooming is the responsibility of students and their parents.

Students are not to use inappropriate/profane language in classrooms, in the hallways, or during other school related activities.

Students whose dress or language is deemed to be disruptive to the learning environment will be provided an opportunity correct the issue. *Failure to meet the dress and language expectation may cause a student to be subject to the district disciplinary code.*

STUDENT FEES

School registration is now on-line and families pay fees online. In order to pay school fees through the online option you will have to have an Infinite Campus portal account. . If you do not have one currently, please contact the school office at 242-7302.

The district has teamed with RevTrak, a company that provides secure e-commerce support to school districts and local governments, to allow parents and students to make payments online for various school fees using the web store link on the district web-site, under the parent tab.

District textbook Fee ... \$70

Student Activity Ticket (S.A.T.)_optional...\$65 Hoover High School uses Student Activity Tickets for making many activities accessible to the student at a lower cost. The student activity ticket will allow students to enter all extra-curricular activities. The students will be admitted to drama productions at a discounted price.

Yearbook: optional.... \$50 The Husky yearbooks will be full-color for 17/18 school year. Price at registration until Spring Break, is \$50.00. After Spring Break, the price will be \$65.00. Order Early!

Additional Fees: There will be additional fees assessed at the end of each semester for lost or damaged books, or for PE locks that are not returned. All financial obligations should be met by the end of the school year.

Fee Waivers: Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fee waived or partially waived. Students whose families are experiencing a temporary, financial difficulty may be eligible for a temporary waiver of student fees. Parents who believe they may qualify for temporary, financial hardship should contact the school vice principal/principal at registration time for a waiver form. *These waivers do not carry over from year to year and must be completed annually. When* application for any fee waiver is granted, the fee or fees waived under the application are not collectible. This does not apply to temporary waivers.

TECHNOLOGY LEARNING CENTER

The school library is a place for students and staff to gather, read, and learn in a relaxed and inquiring environment. The basic mission of a 21st century school library, as stated by the State Library of Iowa, is two-fold: the instruction of technological and information literacies and the promotion and development of reading. The teacher librarian collaborates with teachers as they develop research projects and instructs students in the best resources to locate, interpret, evaluate, use, communicate, and document information. The librarian also works with the entire student body in groups and individually as they make reading selections for projects or leisure reading.

Hours: The library is open until 3:30 daily. Classes are scheduled through the librarian or library associate.

Access: Individual students may come with a written pass from the teacher. The library staff reserves the right to send any student who is creating a disturbance in the library back to the classroom. Books are checked out for a three-week period using a current student ID card. No fines are charged for overdue books, but lost items must be paid in full. Students are allowed three items to be checked out at any given time.

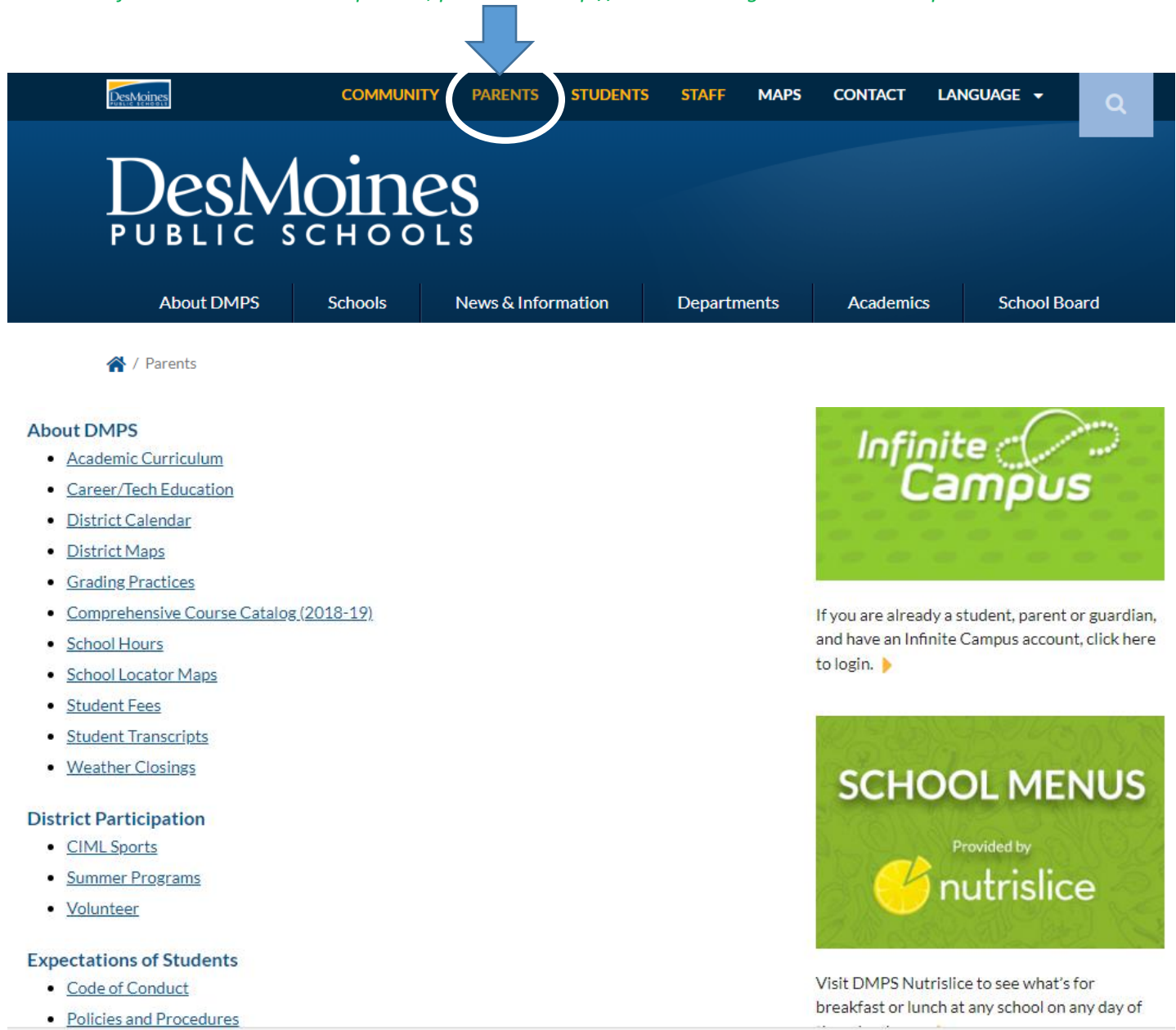
Collection: The library collection is selected and maintained by the library staff with suggestions welcome from both staff and students. Most selections are made with an eye toward maintaining a balanced collection of print and non-print or online materials that will be integral to the overall curriculum and instructional program.

Computers: Computer use is open to all staff and students to type and find school-related materials in the online catalog. Internet use is available to all students who have a signed permission form on file. The permission form includes acceptable use rules, which if not followed, may result in internet privileges being revoked (use of social networking sites,

games, external devices and other non-educational sites are prohibited). All documents being printed in the TLC need to be school and/or classroom related.

Library webpage: Students are encouraged to use the library webpage to access databases and other sites for school related research.

For more information about district policies, please visit <http://dmschools.org> and click on the “parent” tab.



The screenshot shows the Des Moines Public Schools website. The top navigation bar includes links for COMMUNITY, PARENTS (highlighted with a blue arrow and a white circle), STUDENTS, STAFF, MAPS, CONTACT, and LANGUAGE. Below the navigation bar is a search bar. The main header features the Des Moines Public Schools logo. A secondary navigation bar contains links for About DMPS, Schools, News & Information, Departments, Academics, and School Board. The breadcrumb trail shows the user is in the Parents section. The main content area is divided into two columns. The left column lists various resources under three categories: About DMPS, District Participation, and Expectations of Students. The right column features two promotional banners: 'Infinite Campus' and 'SCHOOL MENUS' provided by 'nutrislice'.

About DMPS

- [Academic Curriculum](#)
- [Career/Tech Education](#)
- [District Calendar](#)
- [District Maps](#)
- [Grading Practices](#)
- [Comprehensive Course Catalog \(2018-19\)](#)
- [School Hours](#)
- [School Locator Maps](#)
- [Student Fees](#)
- [Student Transcripts](#)
- [Weather Closings](#)

District Participation

- [CIML Sports](#)
- [Summer Programs](#)
- [Volunteer](#)

Expectations of Students

- [Code of Conduct](#)
- [Policies and Procedures](#)

Infinite Campus

If you are already a student, parent or guardian, and have an Infinite Campus account, click here to login. ▶

SCHOOL MENUS

Provided by **nutrislice**

Visit DMPS Nutrislice to see what's for breakfast or lunch at any school on any day of

Appendix A

Student Attendance Procedures

Attendance is the foundation for learning and achievement. If children do not show up for school regularly, they miss out on fundamental reading and math skills and the chance to build a habit of good attendance that will carry them into post-secondary opportunities. Excused and unexcused absences count toward a student's total absence minutes.

Parents should make every attempt to notify the school in a timely manner when their child will be gone from school.

Teachers will take attendance within the first 20 minutes of class. High School and Middle School teachers will update attendance at the end of each class.

Excused Absences

Excused absences are defined as:

- Medical appointment (notes are encouraged)
- Medical injury
- Illness excused by parent/guardian
- Illness excused by health care provider
- Other than medical/illness. Examples: a religious holiday; court; death or illness in immediate family; other as approved by school administrator, such as college visits, weather related incidents
- In-school and Out-of-school suspensions

Unexcused Absences

Unexcused absences are defined as all other absences. Examples include skipping school, babysitting, family vacations, gone without contact.

When a student reaches 10 days absent (excused and unexcused) during a school year, for any reason, a school may request, in writing, that a parent provide medical excusal documentation for further absences. Medical excusals may be provided by the school nurse or doctor's office. If the student continues to be absent without medical excusal, the absences will be considered unexcused. Schools must provide this request in writing using the 10 day letter.

Late to school/Early leave/Tardy to class

Elementary/Middle School –

- Students who arrive to school up to 60 minutes after the first bell will be considered late to school.
- Students who arrive more than 61 minutes after the first bell will be considered absent, the number of minutes will accumulate to an overall total minutes absent.
- Students who leave school before the last bell of the day will be considered absent for the time missed, the number of minutes will accumulate to an overall total minutes absent.

High Schools-

- Students who arrive to class before the end of the period will be considered tardy.
- Students who have missed an entire class period will be considered absent for the entire period.
- Students who leave school before the last bell of the day will be considered absent for the time missed, the number of minutes will accumulate to an overall total minutes absent.

Appendix A

In middle and high school, when a student is tardy to class, teachers will mark them tardy and in the comments section, enter the appropriate tardy code T1, T2 or T3.

- T1 = student arrives in the first 10 minutes of class
- T2 = student arrives 11-30 minutes late to class
- T3 = student arrives 31 minutes or more late to class

Schools will determine their response to tardies. Examples include loss of privileges, attendance contracts, detention, etc.

Excessive and Consecutive Absences

Excessive absences are defined as five or more absences (excused and/or unexcused) in a semester. Building-based teams will review student attendance data on all students who have excessive absences and provide appropriate intervention as needed.

Consecutive absences are defined as full days in a row and are unexcused.

Schools will determine their response to absences. Examples include loss of privileges, attendance contracts, detention, etc.

Parents/Guardians will be formally notified of absences (including excused and unexcused) within each semester in the following manner:

Protocol for Response to Absences per semester (Elementary & Middle School)	
Daily/unexcused	Office Manager/Attendance Clerk calls/emails
Daily/unexcused	Automated Dialer calls
5 days excessive /consecutive	Teacher will make contact with parents-phone call home/email/messenger
7 days excessive /consecutive	Tier 2 team will review for interventions
10 days excessive /consecutive	Schools will send out letters, at team's discretion upon review of attendance, to indicate further action required which may include, parent meeting request, required excusal by a health care provider, truancy court filing
11 days consecutive	Student will be unenrolled K-6, dropped 7-8

Protocol for Response to <u>Excessive</u> Absences per semester (High School)	
Daily/unexcused	Automated Dialer calls AM or PM
5 days excessive /consecutive	Teacher will make contact with parents-phone call home/email/messenger
7 days excessive /consecutive	Tier 2 team will review for interventions
10 days excessive /consecutive	Schools will send out letters, at team's discretion upon review of attendance to indicate further action is required which may include: parent meeting request, required excusal by a health care provider, truancy court filing.

Protocol for Notification of <u>Consecutive</u> Unexcused day absences (High School)	
Daily	Automated Dialer Am or Pm
7 days	JCSL phone call
8 days	JCSL phone call
9 days	JCSL phone call
10 days	JCSL phone call
11 days	Student will be dropped

Reglamento de Asistencia del Estudiante

La asistencia es la base para el aprendizaje y el logro. Si los niños no se presentan a la escuela con regularidad, se pierden las habilidades fundamentales de lectura y matemáticas y la oportunidad de desarrollar un hábito de buena asistencia que los llevara a las oportunidades posteriores a la secundaria. Las ausencias justificadas e injustificadas cuentan para los minutos totales de ausencia del estudiante.

Los padres deben hacer todo lo posible para notificar a la escuela de manera oportuna cuando su hijo se haya ido de la escuela.

Los maestros tomarán asistencia dentro de los primeros 20 minutos de clase. Los maestros de preparatoria y secundaria actualizarán la asistencia al final de cada clase.

Ausencias Justificadas

Las ausencias justificadas se definen como:

- Cita médica (notes are encouraged)
- Lesiones Médicas
- Enfermedad justificada por el padre/tutor
- Enfermedad justificada por el proveedor de servicios de la salud
- Aparte de médico/ enfermedad. (Ejemplos: día festivo religioso, corte; muerte o enfermedad de un familiar inmediato; otro aprobado por el administrador de la escuela, tales como visitas a universidades, incidentes relacionados con el clima)
- Suspensión dentro de la escuela
- Suspensión fuera de la escuela

Ausencias injustificadas

Las ausencias injustificadas se definen como todas las demás ausencias. Los ejemplos incluyen faltar a la escuela, cuidar niños, vacaciones familiares, sin contacto

Cuando un estudiante llega a los 10 días de ausencia (justificado e injustificado) durante un año escolar, por cualquier razón, una escuela puede solicitar, por escrito, que un padre proporcione documentación de excusa médica para futuras ausencias. Las excusas médicas pueden ser provistas por la enfermera de la escuela o el consultorio del médico. Si el estudiante continúa ausente sin excusa médica, las ausencias se considerarán injustificadas. Las escuelas deben proporcionar esta solicitud por escrito usando la carta de 10 días

Llegar tarde a la escuela/irse temprano. Llegar tarde a clase

Escuelas primarias/ secundarias-

- Los estudiantes que llegan a la escuela hasta 60 minutos después de la primera campana serán considerados tarde.
- Los estudiantes que lleguen más de 61 minutos después de la primera campanada se considerarán

Appendix A

ausentes, la cantidad de minutos se acumulará a un total de minutos totales ausentes.

- Los estudiantes que abandonan la escuela antes de la última campanada del día se considerarán ausentes por el tiempo perdido, la cantidad de minutos se acumulará hasta un total de minutos totales ausentes

Escuelas Preparatorias

- Los estudiantes que lleguen a clase antes del final del periodo se consideraran tarde
- Los estudiantes que han perdido un periodo de clase complete se consideraran ausentes durante todo el periodo
- Los estudiantes que abandonen la escuela antes de la ultima campanada del día se consideran ausentes por el tiempo perdido, la cantidad de minutos se acumularan hasta un total de minutos totales ausentes.

Cuando un estudiante llega tarde a clase, los maestros lo marcarán tarde y en la sección de comentarios, ingrese el código de tardanza adecuado T1, T2 o T3.

- T1 = el alumno llega en los primeros 10 minutos de clase
- T2 = el alumno llega entre 11-30 minutos tarde a la clase
- T3 = el alumno llega tarde 31 minutos o más a la clase.

Las escuelas determinarán su respuesta a las tardanzas. Los ejemplos incluyen la pérdida de privilegios, contratos de asistencia, detención, etc.

Ausencias excesivas y consecutivas

Ausencias excesivas se definen como cinco o más ausencias (justificadas y / o injustificadas) en un semestre. Los miembros del equipo en el edificio revisarán los datos de asistencia estudiantil de todos los estudiantes que tengan ausencias excesivas y proporcionarán la intervención apropiada según sea necesario.

Las ausencias consecutivas se definen como días completos consecutivos y son injustificadas.

Los padres / tutores serán notificados formalmente de las ausencias (incluidas las justificadas e injustificadas) dentro de cada semestre de la siguiente manera:

Protocolo de Respuesta a las ausencias por semestre/ Escuelas Primarias-Secundarias	
Diariamente/injustificadas	Secretaria de la escuela/Personal de asistencia llama/ envía un correo electrónico
Diariamente/injustificadas	Llamadas automatizadas
3 días/consecutivos	El maestro/a llaman a la casa
5 días consecutivos	El maestro/a llaman a la casa
5 días excesivos	El equipo del nivel 2 revisara para intervenciones
10 días excesivos	Las escuelas enviaron cartas a todos los estudiantes con 10 o más días de ausencia.
11 días consecutivos	Los estudiantes de K-6 serán des alistados, y 7-8 dados de baja

Appendix A

Protocolo de Respuestas a ausencias excesivas por semestre/Preparatoria	
Diariamente/injustificadas	Llamadas automatizadas AM o PM
5 días	El equipo del nivel 2 revisara para intervenciones
10 días	Las escuelas enviaron cartas a todos los estudiantes con 10 o más días de ausencia.

Protocolo de Respuestas a ausencias consecutivas injustificadas /Preparatoria	
3 días	EL maestro/a llama a la casa/ envía un correo electrónico
5 días	Personal de Asistencia llama/envía un correo electrónico
6 días	Personal de Asistencia llama/envía un correo electrónico
7 días	Personal de Asistencia llama/envía un correo electrónico
8 días	Personal de Asistencia llama/envía un correo electrónico JCSL Visita al hogar, deja una nota (1 vez entre 8-10 días)
9 días	Personal de asistencia llama/envía un correo electrónico - JCSL visita al hogar, deja una nota
10 días	Personal de asistencia llama/envía un correo electrónico - JCSL visita al hogar, deja una nota
11 días	El estudiante será dado de baja