

# FORT DODGE SENIOR HIGH

2018-2019 Student Handbook



# FORT DODGE SENIOR HIGH STUDENT HANDBOOK

2018-2019

819 NORTH 25TH STREET  
FORT DODGE, IOWA 50501

<http://www.fdschools.org>

FDSH OFFICE	515-955-1770
FAX	515-955-3374
ATTENDANCE	515-574-5798 OR 515-574-5800
COUNSELING OFFICE	515-574-5775
DISTRICT INFORMATION	515-576-1161

## **FDSH Mission Statement**

“To provide quality learning experiences and build relationships that develop productive citizens ready for their futures.”

## **ADMINISTRATION**

Dr. Kenneth Hayes, Principal  
Mr. Kevin Astor, Assistant Principal  
Ms. Staci Laird, Assistant Principal  
Mr. Matt Elsbecker, Athletic/Activities Director  
Mr. Scott Danielson, Dean of Students

## **SUPPORT STAFF**

Mr. Erik Hoveland, Student Services Liaison  
Ms. K.C. Williams, School Nurse  
Officer Johnson, School Resource Officer  
Officer Presswood, School Resource Officer  
Mr. Ben Schnurr, Juvenile Court School Liaison

## **STUDENT ROSTER BY COUNSELOR**

Ms. Jolene Hays	10 <sup>th</sup> – 12 <sup>th</sup> Grade Students A – G
Mr. Scott Timmerman	10 <sup>th</sup> – 12 <sup>th</sup> Grade Students H – O
Ms. Trista Thompson	10 <sup>th</sup> – 12 <sup>th</sup> Grade Students P – Z
Ms. Carrie Traver	9 <sup>th</sup> Grade Students
Ms. Peg Christensen	At-risk Counselor

## **BRIDGES COUNSELORS**

Mr. Corey Moody, Mentoring Case Manager  
Ms. Deborah Koestner-Rees, Mental Health Specialist

# **DAILY SCHEDULE**

## **Monday – Friday**

0 Period:	7:08-7:50
1 Period:	7:55-8:37
2 Period:	8:42-9:24
3 Period:	9:29-10:11
4 Period:	10:16-10:58
5 Period:	11:03-12:34
A Lunch:	10:58-11:28
B Lunch:	11:32-12:00
C Lunch:	12:04-12:34
Last 18 minutes is	Homeroom
6 Period:	12:39-1:21
7 Period:	1:26-2:08
8 Period:	2:13-2:55

## **2 Hour Late Start**

0 Period:	9:08-9:50
1 Period:	9:55-10:20
2 Period:	10:25-10:50
3 Period:	10:55-11:20
5 Period:	11:25-12:55
A Lunch:	11:25-11:55
B Lunch:	11:55-12:25
C Lunch:	12:25-12:55
4 Period:	1:00-1:25
6 Period:	1:30-1:55
7 Period:	2:00-2:25
8 Period:	2:30-2:55

## **Assembly Schedule**

0 Period	7:08-7:50
1 Period	7:55-8:38
2 Period	8:43-9:21
3 Period	9:26-10:04
4 Period	10:09-10:47
6 Period	10:52-11:30
5 Period	11:35-1:05
A Lunch:	11:35-12:05
B Lunch:	12:05-12:35
C Lunch:	12:35-1:05
Assembly	1:10-1:30
7 Period	1:35-2:13
8 Period	2:18-2:55

## Welcome

**Welcome to Fort Dodge Senior High School!** At FDSH we are dedicated to your personal and academic success. As a student at FDSH, we have high expectations for you related to academic success and your overall responsibilities as a student. ***The Mission of Fort Dodge Community Schools is to provide a quality learning experience and build relationships that develop productive citizens ready for their futures.*** Our experienced and caring faculty focuses on teaching and learning as you pursue your academic goals at FDSH. Together we will work to meet your learning needs and guide you toward your academic goals. We will strive together to “Make Every Moment Count!” while you are in attendance at Fort Dodge Senior High.

We encourage you to take advantage of the many activities and events at FDSH; involvement will make you feel a part of the FDSH community and make your high school years more enjoyable. Opportunities in academics, arts, activities, and athletics are available and can be found in the FDSH website under activities/athletics.

Your grades and attendance can be accessed through Infinite Campus using your username and password. It is expected that you (and your parents/guardians) check this regularly to assess your progress in each class in which you are enrolled. Our goal at FDSH is to have all students attend 95% or higher. For those with 100% attendance all four years, a special award will be presented to honor this high achievement at graduation. Thank you in advance for making attendance and obtaining credits toward graduation a high priority!

This student handbook contains guidelines to ensure a productive and successful experience at Fort Dodge Senior High School this year. Please familiarize yourself with its contents; privileges, rules, regulations, and responsibilities. Remember that everyone here at FDSH is here to help and mentor you to success- Together We Rise! So, please do not hesitate to contact your counselor or a trusted adult if you have questions.

**Have a successful year at Fort Dodge Senior High!**



**Dr. Kenneth Hayes**  
**FDSH Principal**

### **Fort Dodge Senior High Fight Song**

*“Up Fort Dodgers”*

Up Fort Dodgers loyal and true  
Go Fort Dodgers, Go!  
Fling out your banners, Crimson and Black.  
Leading on to the foe.  
Rah! Rah! Rah!  
Danger is past and victory at last.  
Conquest is ever slow.  
Bravely contend,  
we’ll win in the end.  
Go, Fort Dodgers, Go!

## **LEGAL NOTICES**

### **Affirmative Action:**

The District's Compliance Coordinator for Affirmative Action is Robert Hughes.

### **Asbestos Management Plan:**

All asbestos remaining in buildings is in a non-friable condition, is monitored regularly, and is not a danger to any student or employee.

### **Board Policy 503.8:**

Cell phones are to be used responsibly and during non-instructional time for non-educational purposes. Teachers may permit use of cellphones during non-instructional time which they will determine in their own classroom. Unauthorized use of cell phones during instructional time will result in the student being asked to relinquish their cell phone or they will be removed from the classroom. Non-instructional time outside of the classroom is defined as before school, during passing time, during the assigned lunch period and after school.

We strongly encourage parents NOT to call or text students during the school day. Cameras or cellular phones with camera features are not to be taken into restrooms, locker rooms, or used in classrooms without permission of the classroom instructor. Nor should they be used to record individuals throughout the building without the permission of those whose image may be captured on these devices. Music devices may also be used before and after school as well as during lunch; however, students are asked to use earbuds when doing so. Any other use of music players will be at the teacher's discretion. Students who do not adhere to teacher expectations in the classroom will be asked to relinquish their devices or be removed from class.

NOTE: All personal items are the students' responsibility. The school will not be responsible for the loss or theft of these items.

### **Child Abuse:**

All employees of the Fort Dodge Community School District are mandated by law to report suspected cases of abuse and neglect.

### **Compliance Officer: Title VI (Civil Rights Act), Title IX (Sex Discrimination and Harassment), AND Section 504 (Rehabilitation Act):**

It is the policy of the Fort Dodge Community School District not to discriminate on the basis of race, creed, color, ancestry, age, gender, sex, sexual orientation, gender identity, national origin, disability, physical attributes, religion, political party preference, political belief, socioeconomic status, veteran's status, actual or potential parental, family or marital status, in its programs, services, and employment practices. If you have questions or grievances related to this policy, please contact Steph Anderson (Director of Student Services – Elementary) and Dr. Kirsten Doebel (Director of Student Services – Secondary), Central Administration Office, 104 South 17<sup>th</sup> Street, Fort Dodge, IA 50501, (515-576-1161) or contact the Civil Rights Midwestern Division for U. S. Department of Education Office, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544. (Alternate for Section 504 is Lynnae Harvey, Director of Special Education/Special Needs, 515-574-5675).

The District's Compliance Coordinator for Affirmative Action is Robert Hughes, Assistant Superintendent, who can be reached at 515-574-5657 or 104 South 17<sup>th</sup> Street, Fort Dodge, IA 50501.

The District's Designated Investigator of Physical/Sexual Abuse of Students by School Employees are Steph Anderson (Director of Student Services – Elementary), and Dr. Kirsten Doebel (Director of Student Services – Secondary). They can be reached at 515-576-1161 or 104 South 17<sup>th</sup> Street, Fort Dodge, IA 50501. The alternate is Corey Moody. He can be reached at 515-574-5469 or 819 North 25<sup>th</sup> Street, Fort Dodge, IA 50501.

**Compulsory Attendance Law:**

The parent, guardian, or custodian of a child who is over 7 and under 16 years of age by September 15, in proper physical and mental condition to attend school, shall enroll the child in some accredited school, commencing as provided by the Code of Iowa.

**DISTRICT NOTICES****Dual Enrollment:**

To dual enroll, the district of residence must be notified prior to September 15 of that school year. A dually enrolled child may participate in academic, instructional, and / or extracurricular programs on the same basis as any regularly enrolled student.

**Electronic Devices:**

A policy has been established by the board with the intent of teaching students appropriate use of technological devices pervasive in our current society. While the board does not want to ban their use, the school staff will expect students to use them responsibly in a manner that will not detract from the educational environment they are attempting to maintain.

The use of electronic communication or entertainment devices including but not limited to cellular phones, iPods, mp3 devices, PDAs and even portable computers are limited to either educational use or non-instructional time during the school day.

**Harassment Complaints and Allegations:**

The Fort Dodge Community School District is committed to the belief that employees and students have a right to an environment that is free of harassment/bullying and discrimination. Harassment/Bullying of employees and students will not be tolerated in the school district. The District's Officer for Harassment Complaints and Allegations are Steph Anderson (Director of Student Services – Elementary), and Dr. Kirsten Doebel (Director of Student Services – Secondary). They can be reached at 515-576-1161 or 104 South 17<sup>th</sup> Street, Fort Dodge, IA 50501.

**High School Graduation Requirements:**

The high school schedule consists of a semester schedule in which the year is broken down into two 90 day semesters.

Graduation Requirements = 52 CREDITS

**Class of 2019**

- English – 8 Semesters/Credits
  - Humanities\* or Equivalent (1.5 Credits) Integration of World Studies and English
  - American Studies\*\* or Equivalent (1.5 Credits) Integration of American History and English
  - 1 Semester of Communications
  - 1 Semester of Literature
  - 1 Semester of Composition
  - 2 Semester Additional English Electives
  
- Social Sciences – 6 Semesters/Credits
  - Humanities\* or Equivalent (1.5 Credits) Integration of World Studies and English
  - American Studies\*\* or Equivalent (1.5 Credits) Integration of American History and English
  - 1 Semester of Behavioral Social Science Elective
  - 1 Semester of US Government
  - 1 Semester Social Science Elective

- Science – 6 Semesters/Credits
  - 3 Semesters Integrated Science or Equivalents
  - 2 Semesters Biology
  - 1 Semester Science Elective
- Mathematics – 6 Semesters/Credits
  - 2 Semesters Algebra I or Equivalent
  - 1 Semester Conceptual Math or Equivalent
  - 2 Semesters Informal Geometry or Geometry
  - 1 Additional Semester Math Electives
- 1 Semester of Health I or Equivalent
- 4 Semesters of Physical Education
- 1 Semester of Financial Literacy or demonstration of proficiency via assessment or other coursework.
- 20 Additional Electives to reach 52 Credits

\*Successful completion of 3 Semesters of Humanities equates to 1.5 credits of English and 1.5 credits of Social Studies.

\*\*Successful completion of 3 Semesters of American Studies equates to 1.5 credits of English and 1.5 credits of Social Science.

### **Class of 2020**

- English – 8 Semesters/Credits
  - Humanities\* or Equivalent (1.5 Credits) Integration of World Studies and English
  - 2 Semesters of English 10
  - 1 Semester of Communications
  - 1 Semester of Literature
  - 1 Semester of Composition
  - 1.5 Semesters Additional English Electives
- Social Sciences – 6 Semesters/Credits
  - Humanities\* or Equivalent (1.5 Credits) Integration of World Studies and English
  - 2 Semesters of American History
  - 1 Semester Behavioral Social Science Elective
  - 1 Semester US Government
  - 0.5 Semester Social Science Elective
- Science – 6 Semesters/Credits
  - 3 Semesters Integrated Science or Equivalents
  - 2 Semesters Biology
  - 1 Semester Science Elective
- Mathematics – 6 Semesters/Credits
  - 2 Semesters Algebra I or Equivalent
  - 1 Semester Conceptual Math or Equivalent
  - 2 Semesters Geometry

- 1 Additional Semester Math Electives
- 1 Semester of Health I or Equivalent
- 4 Semesters of Physical Education
- 1 Semester of Financial Literacy or demonstration of proficiency via assessment or other coursework.
- 20 Additional Electives to reach 52 Credits

\*Successful completion of 3 Semesters of Humanities equates to 1.5 credits of English and 1.5 credits of Social Studies.

### **Class of 2021**

- English – 8 Semesters/Credits
  - 2 Semesters of English 9
  - 1 Semester of Literacy
  - 2 Semesters of English 10
  - 1 Semester of Communications
  - 1 Semester of Composition
  - 1 Semester of Literature
- Social Sciences – 6 Semesters/Credits
  - 2 Semesters of World Studies
  - 2 Semesters of American History
  - 1 Credit Behavioral Social Science Elective
  - 1 Credit US Government
- Science – 6 Semesters/Credits
  - 3 Semesters Integrated Science or Equivalent
  - 2 Semesters Biology
  - 1 Semester Science Elective
- Mathematics – 6 Semesters/Credits
  - 2 Semesters Algebra I or Equivalent
  - 1 Semester Conceptual Math or Equivalent
  - 2 Semesters Geometry
  - 1 Additional Semester Math Electives
- 1 Semester of Health I or Equivalent
- 4 Semesters of Physical Education
- 1 Semester of Financial Literacy or demonstration of proficiency via assessment or other coursework.
- 20 Additional Electives to reach 52 Credits

### **Class of 2022**

- English – 8 Semesters/Credits
  - 2 Semesters of English 9



- 2 Semesters of English 10
- 1 Semester of Communications
- 1 Semester of Composition
- 1 Semester of Literature
- 1 Additional English Elective
- *Social Sciences* – 6 Semesters/Credits
  - 2 Semesters of World Studies
  - 2 Semesters of American History
  - 1 Credit Behavioral Social Science Elective
  - 1 Credit US Government
- *Science* – 6 Semesters/Credits
  - 2 Semesters Integrated Science or Equivalents
  - 2 Semesters Biology
  - 2 Semester Science Elective
- *Mathematics* – 6 Semesters/Credits
  - 2 Semesters Algebra I
  - 2 Semesters Geometry
  - 2 Additional Semester Math Electives
- 1 Semester of Health I or Equivalent
- 4 Semesters of *Physical Education*
- 1 Semester of *Financial Literacy* or demonstration of proficiency via assessment or other coursework.
- 20 Additional *Electives* to reach 52 Credits

### **Homeless:**

Anyone who, due to lack of housing, lives-

- In emergency or transitional shelters
- In motels, hotels, campgrounds, abandoned in hospitals, or awaiting foster care
- In cars, parks, public places, bus or train stations, or abandoned buildings
- Doubled up with relatives or friends
- This includes Migratory children living in these conditions.

Contact-Steph Anderson, (Director of Student Services – Elementary) and Dr. Kirsten Doebel (Director of Student Services - Secondary) for assistance at 515-576-1161.

### **Home Schooling:**

Home schooled students in our district have three options:

1. *Instruction by or under the supervision of a licensed practitioner.* Families choosing to have no involvement with the school district will need to complete and submit Form A. See option 1 on the Private Instruction Comparison Form. These forms are available from the central administration office.
2. *Dual Enrollment.* By choosing this option, home schooled students may enroll in academic programs or extracurricular activities. If fees are charged to public school students, a fee may be charged for the class or activity. Form A is required.
3. *Instruction by non-licensed person.* The parent or guardian of a student enrolled MAY but is not required to submit Form A to the district by September 1 of the year of enrollment

### **Human Growth and Development:**

Human Growth and Development education in the Fort Dodge Community Schools is based on the premise that students need accurate information to make intelligent decisions that will allow optimal participation as an adult in today's society. If you are interested in more information about the Human Growth and Development curriculum at your child's grade level, a complete guide and instructional materials are available for your examination in your child's school.

Iowa law provides that parents or guardians may remove their child/children from any Human Growth and Development instruction or activities. After reviewing the curriculum and instructional materials, if you wish to remove your child from certain instruction or activities, a Request Form must be filled out and filed with your child's building principal. Request Forms may be obtained at your child's school or at the office of the Superintendent in the Central Administration Building: 104 South 17th Street, Fort Dodge, IA 50501. Telephone: 515-576-1161.

### **Internet Access:**

The Internet has become an essential tool for learning. Teachers create instructional activities that include the use of the Internet. Online Internet resources are provided for staff and students. The Internet has become an integral part of the educational system and as a result, all students will obtain automatic Internet access. All Internet activity is monitored and filtered. While this approach to removing unwanted and inappropriate content from the Internet is desirable, it is not fully guaranteed. *If staff or students happen to encounter inappropriate content, they must leave that website immediately. A record of time spent on a particular website/page is logged.*

The Internet is provided for the purpose of obtaining educational resources for school use. Entertainment (such as non-educational online games, music, videos, etc.) e-mail, interpersonal chatting and downloading or copying files are prohibited activities on the Internet. All 5-12 grade students have both supervised and independent use of the Internet. Fort Dodge Senior High does provide free public wireless internet access that can be used on personal electronic devices that is intended for academic use.

Students who do not use the internet for the educational purposes for which it is intended will lose internet access and, as a result, the student will be required to use traditional resources to complete assignments. In an ever changing world, online curriculum, google classroom, online learning, and internet-based resources are common instructional practices. Digital textbooks, distant learning, and paperless classroom are quickly becoming the norm throughout the state. Partner with FDSH in supporting the use of various technologies in providing our students that best education possible and monitor appropriate uses of these technologies while here at FDSH. Please contact the school office if you have concerns regarding this policy.

### **No Pass/No Play Policy:**

<b>Activity/Program</b>	<b>Requirement</b>	<b>Penalty</b>
Athletics	Pass all classes in the previous semester.	Ineligible for thirty consecutive calendar days from the first legal playing date in the interscholastic event in which the student is a contestant.
Activities	Pass all classes in the previous semester.	Thirty consecutive calendar days of ineligibility from any public performances/competitions beginning with the first school day of the next semester.
Clubs/ Organizations	Must be passing all current classes	Thirty consecutive calendar days of ineligibility from any public performances/competitions beginning with the first school day of the next semester

**“No School” Bulletins:**

When schools must be closed because of weather conditions, announcements to this effect will be made on Infinite Campus, KKEZ/KWMT, KIAQ/KTLB, KTPR, KVFD/KUEL, KJYL, KLYF, KIOA/KRNT/KSTZ/KXTK/KLTI/KAZR, Messenger, WOI-TV5, KCCI-TV8, WHO-TV13, and over the Information Hotline at 574-7577.

**Open Enrollment Information:**

Open enrollment applications for the next school year must be filed by March 1 of the current school year. Open enrollment applications for kindergarten for the current school year must be filed by June 30 of the current school year. The application should be filed with the resident district. The forms are available from each public school district, area education agency, and the State Department of Education. If the request is denied, the parent/guardian shall be notified within three days following board action. The parent/guardian may withdraw an open enrollment request any time prior to the first day of school.

Filing after the March 1 deadline: A parent/guardian may apply for open enrollment after the filing deadline if good cause exists for the failure to meet the deadlines but must be completed by June 30. Good cause includes a change in the status of the pupil's residence or change in the status of the pupil's resident district taking place after January 1, resulting in the desire of open enrollment.

There are restrictions on participation in interscholastic athletic contests and competitions: A pupil who transfers school districts under open enrollment in grades 10-12 shall not be eligible to participate in interscholastic contests and competitions during the first 90 school days of transfer. The student may practice with the team during this time. Contact the Department of Education (515-281-5001) or the Central Administration Building (515-576-1161) to find out whom this restriction does not apply to.

The parent/guardian of a pupil who has been accepted for open enrollment shall be responsible to transport the pupil without reimbursement to and from a point on a regular school bus route of the receiving district; however, there are some exceptions. Open enrollment pupils who meet the economic eligibility requirements established by the department of education shall receive transportation assistance from the resident district if the household income is at or below 160 percent of the federal income poverty guidelines as stated by household size.

**Physical or Sexual Abuse Reporting:**

The District's Designated Investigators of Physical or Sexual Abuse of Students by School Employees is Steph Anderson, (Director of Student Services – Elementary) and Dr. Kirsten Doebel (Director of Student Services – Secondary). They can be reached at 515-576-1161 or 104 South 17<sup>th</sup> Street, Fort Dodge, IA 50501. The Alternate is Corey Moody. He can be reached at 515-574-5469 or 819 North 25<sup>th</sup> Street, Fort Dodge, IA 50501. *Legal Reference: 281--102.1(256) of the Iowa Code*

**Post-Secondary Enrollment Option (PSEO):**

Students in grades eleven and twelve or identified TAG students in grades nine and ten may receive academic credits that count toward the graduation requirements for courses taught in post-secondary educational institutions (ie. Colleges and Universities) and *not offered* at FDSH. The student may receive credits for courses approved by the school board. Courses shall be approved on a case-by-case basis. Students will be reimbursed for tuition and other costs directly related to a course approved by the board up to a maximum of \$250.00.

Students/parents of students who enroll under the Post-Secondary Enrollment Option (PSEO) will be responsible for the tuition and cost if the student fails or drops the course. If a student plans on taking a course

not taught in this building, he/she must first get administrative approval to take the course prior to the beginning of the school year to allow appropriate budgeting for PSEO courses.

When the course is completed, an official document, i.e. transcript will be given to the counselor who will see that the grade(s) and credit(s) are entered into the student's records. The official document will be placed in the student's cum folder as a record of the completion of the course.

### **Release of Information:**

The information listed below may be released to the public in regard to any individual student of the district as necessity or desirability arises. Any student, parent, or guardian not wanting this information released to the public must make objection in writing to the principal or other person in charge of the school that the student is attending at the beginning of each school year. Directory information includes:

- Name, address, and/or telephone number
- Date and place of birth
- Parent name
- Participation in officially recognized activities
- Parent / Student email
- Weight and height of athletic team members
- Dates enrolled
- Awards received
- Name of the building or district web page
- Photograph for education publications

### **Rights of Non-Custodial Parents:**

Non-custodial parents are entitled to school communications regarding the progress and activities of their children. If you are a non-custodial parent and wish to have this information sent to you, please inform the office at the school your child attends.

### **Student Records:**

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

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

- School officials.
- Teachers and AEA personnel with a legitimate educational interest.
- Officials of other schools in which the student proposes to enroll.
- Representatives of state and local government when auditing and evaluating federal education programs.
- Officials connected with a student's educational financial aid applications.
- Governmental officials to whom information is to be reported under state law adopted prior to November 19, 1974.
- Organizations that process and evaluate standardized tests.
- Accrediting organizations for accrediting purposes.
- Parents and legal guardians of dependent children, regardless of child's age.

Records are reviewed periodically and whenever a student moves from the elementary level to middle school level and from middle school to high school level and when a student transfers out of the district. Records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained.

Student's cumulative records are kept for five (5) years after the student's graduation date. Official transcript, and health records are kept on record thereafter. All other student record information, including special service plans (IEP/504), is destroyed unless requested in writing by the student or legal guardian. Request to obtain student records should be received by January 1 of the 5<sup>th</sup> year after graduation.

### **Support for Students with Substance Abuse Problems:**

Regrettably, students may develop substance abuse problems or addictions. Fort Dodge Community Schools wants students dealing with such issues to seek help. If any student approaches school personnel and requests assistance, the student will be referred to the appropriate school service provider. That provider will assist the student and their parent/guardian in locating the most appropriate counseling/treatment program. The evaluation and counseling/treatment program will be at the student and parent/ guardian's expense.

### **Technology Acceptable Use Policy:**

The Fort Dodge Community School District has purchased computers and other technology to enhance the educational opportunities for students. The use of technology is a privilege extended to students. Students who act in a responsible manner *will be able to use personal and school provided technology* and have Internet access for the purpose of conducting research and communicating with others.

The purpose of this policy is to promote the responsible use of cell phones and other communication devices in an appropriate manner while maintaining a productive learning environment. Student use of any type of electronic paging or communication device during instructional time is prohibited without prior approval from administration.

Some material on the Internet may be objectionable. Students who accidentally access inappropriate material must leave that site immediately. Students who do not act in a responsible manner will lose their ability to use FDCSD computers to access the Internet and/or technology privileges, for a period of time to be determined by a building administrator. Loss of technology and/or Internet privileges will result in students completing an assignment using alternative resources.

Students and parents may be financially responsible for any acts of vandalism or damages. Replacement costs will be assessed to the user. A complete copy of the Acceptable Use of Telecommunications/Computer Resources policy and its procedures can be found on the District's website.

### *District Issued Chromebook*

#### *Philosophy:*

It is the philosophy of the Fort Dodge Community School District to foster digitally responsible citizens ready for the 21st century world and a workplace that does not yet exist. We recognize that instructing our students in the appropriate use of technology is necessary for their continued success beyond the walls of our school. Students in grades 5-12 will have access to devices during the school day. Students in grades 7-12 will have access to devices to take home and use outside of school hours. The school district retains sole right of possession of the provided devices. Chromebooks are

intended to promote technology literacy, pursuant to the Iowa Core Curriculums guides on 21st Century Skills, and is intended for educational use.

*Ownership of the Chromebook:*

Chromebooks are the property of the Fort Dodge Community School District and are lent to students for educational use. The FDCSD and its staff retain the right at any point to ask for the return of a loaned device.

*OS Security:*

Students are responsible for any apps/extensions/programs that are not installed by a member of the staff. Students are responsible for what is produced or done with an app/extension/program on the device, regardless of who installed it. Students are responsible for backing up their data to protect from loss. Users of school owned devices have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

*Privacy:*

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook or school owned device, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason. By using a Chromebook, students agree to such access, monitoring, and recording of their use. The district may also monitor the internet traffic of any device connected to its networks.

*Students should:*

- Utilize their devices for educational and learning purposes
- Use their devices to create new content and communicate new ideas that promote a kind, responsible, safe, and respectful message
- Observe and respect license and copyright agreements
- Report any damage or malfunction of the device to their teacher

*Inappropriate Use of Technology:*

- Loosely defined an inappropriate use of technology is any use of a device that prevents or distracts an individual student or group of students from learning, is used in violation of district policy, local/state/national/international law, or to view/download/distribute age/school inappropriate materials.
- Students who continue to use a device in such a way that it disrupts the learning environment for themselves or others may lose access to the device or have it taken to the administration office to be picked up by a parent/guardian.

*Students may not use network resources or devices:*

- For accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, child pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds, or visual depictions
- To access Web sites or other content blocked by the District, via codes or any other method
- To alter, add or delete any files that affect the configuration of a school Device other than the Device assigned for personal use
- To conduct any activity that violates school rules, FDCSD Board Policy, or the law (this includes adhering to copyright laws)
- To access the data or account of another user (altering files of another user is considered vandalism)

*Personalization:*

- Students can personalize the device so long as the personalization does not damage its integrity. Meaning that if the device were turned in tomorrow, any personalization needs to be removed in the same condition as it was issued.

### *Charging Devices:*

- We want to encourage our students to plug their device in before they go to bed each night. A fully charged device should last close to a day of average use. While there may be places to plug in a device throughout the day, the school is not providing each student an individual charging station at school and students should not expect a charging location will be available.

### *Things that help sustain the battery:*

- Running as few apps and tabs at one time as possible
- Turning down the screen brightness
- Closing the screen when not in use

### *Things that run down the battery:*

- Keeping many browser tabs open at once or all day
- Constantly streaming music
- Streaming videos from the internet
- Keeping screen brightness up
- Having many different and active extensions

### *Downloading Programs/Extensions:*

- So long as the downloading of a program or extension does not violate district/local/state/national/international policies/law, students will be able to download and use programs and extensions that do not interfere with safe operation of the device or the learning environment.
- Generally speaking a chromebook cannot run the same programs as a windows or apple computer. In the future some chromebooks may have access to the Google Play Store, which has access to Android apps, however at the time of writing this is not yet possible.
- Unless in the public domain all music must be paid for. Services that allow you to download or distribute music, not in the public domain, without paying for it are illegal.
- The district will maintain security and monitoring software on the chromebooks, and will employ web-filtering software on the chromebooks to help maintain the privacy and safety of our students and the integrity of the chromebooks.

### *Audio/Video/Photographs:*

Unless it is at the direction of a FDCSD staff member, students and community members should refrain from taking audio/video/photographs on FDCSD property to protect and ensure a safe and respectful environment that protects the privacy of our students. Violations will be documented per building guidelines.

### *Loss of Privilege:*

If a student is in violation of technology policies, they may be subject to a reduction or loss of device/internet privileges. In such a case that that loss of privilege occurs a student may need to complete an alternative assignment.

## **STUDENT EXPECTATIONS**

### **Academic Eligibility:**

In order for a student to be academically eligible they must meet the following criteria:

1. Each student shall have passed all classes in which the student was enrolled at the end of each grading period.
  - The grade posted at the end of the semester will determine eligibility. Although there may be opportunities for the student to work with a teacher beyond the end of the semester to alter their grade, this will not change their eligibility status.

2. Each student shall make adequate progress toward meeting graduation requirements at the end of each grading period.
3. Each student must have earned a minimum of four credits toward graduation in the semester immediately preceding the semester in which the student wishes to participate.
4. Students must enroll in at least four classes during the semester in which the student wishes to participate. Seniors that are eligible to flex must be enrolled in at least four classes during the semester in which they wish to participate.

### **Assemblies:**

When an assembly is called, students are to proceed directly to their Homeroom or the gym and be seated as quickly and quietly as possible. Attendance at all assemblies is expected, unless otherwise announced.

### **Attendance (Students):**

#### General Information:

Administrative procedures for implementing Board policy on Regular Student Attendance (Policy 501.3) are based on the following beliefs:

- Daily attendance is directly related to school success.
- Knowing District expectations is essential for the parents/guardians and students.
- Understanding attendance-related terminology is necessary.
- Knowing the consequences of poor school attendance and punctuality is important.

Good attendance and punctuality are indicators of responsible, well self-disciplined students. They are traits that are also good predictors of success in school, employment and life. Students who attend regularly and are on time help their own growth and do not interfere with the potential progress of other students.

Students who, due to irregular attendance or frequent tardiness, are unprepared for class often create the need for unnecessary re-teaching and cause interruptions to class progress.

The successful implementation of school attendance-related policies and procedures is founded on fostering good communication between the home and school, providing the school information on all student absences, supporting the strong relationship between regular attendance and academic success, establishing increasingly higher expectations for school performance of students, and shifting the responsibility for school success from the family to the student as he/she progresses through the system.

Some absences are unavoidable and to help compensate for the instructional time missed, make-up work may be assigned. While it is impossible to completely compensate for absences in class, make-up work may be required for all absences. At times, school officials may determine that the problems associated with absence from school are outweighed by the advantages of an activity in which the student participates and they may endorse or sponsor trips for an activity. Absences due to attendance of such approved trips and activities will not be considered an absence from school, but will require a student to make-up work missed.

### **I. DEFINITION OF TERMS:**

A. **Absence:** Students will be considered absent from his/her class if he/she is more than 10 minutes late. School sponsored activities will not be considered an absence but students will be required to make up assigned work. 8:25 rule: Students that are not present to their classes by **8:25 AM and remain in class the remainder of the day** will be considered ineligible to participate in any extracurricular activities that day. Exceptions to this rule will be applied for any excused absence reason defined in the student handbook.

B. **Excused Absence:** The following reasons for being absent from school will be considered excused: 1. Personal illness; 2. Death or serious illness in the immediate family or household; 3. Request to accompany parents/guardians (or an individual (s) approved by the parent/guardian) on



trips; 4. School initiated suspensions; 5. Medical, dental or legal appointments that cannot be made other than during school time; (Verification from the doctor's office or Clerk of Court is required upon return to school to have the time excused.) and 6. Special exceptions if approved by the principal/designee. Excuses not submitted within 24 hours of the absence may be treated as unexcused.

C. **Unexcused Absence:** Any absence from school classes, other than those included in the areas of excused absences, will be considered an unexcused absence.

D. **Tardy:** A student is considered tardy when he/she does not meet the instructors' definition for classroom readiness as stated in their classroom expectations. Classroom expectations will be distributed at the beginning of the course by each teacher. Tardies may be excused by the classroom teacher or an administrator, or may be excused by any staff member who detains a student, which causes the student to be late.

E. **Truant:** A student who elects not to attend class or school, or leaves the building without permission from his/her parent/guardian and a school official, or is not where he/she is assigned or has a pass to be, will be considered truant. Being truant is counted as an unexcused absence.

## II. INFRACTION

### A. Absence:

1. Parent/guardian will notify the school between 7:30 and 9:30 a.m. when a student is absent. If no call is made, a note must be sent with the student when he/she returns to school. Failure to turn in an excuse within 24 hours of the student's return to school may cause the absence to be recorded as unexcused. Educational experiences such as excursions and trips sponsored by the school are not considered absences since they are an extension of the school curriculum.
2. When a student accumulates **9** absences in any of his/her class(es) in a semester, whether they be unexcused, unverified or a truancy, the credit may be withheld until the time lost is made up. Only the time necessary to bring the student back to the acceptable level of **8** absences will be required for credit to be restored. Students and their parents will be made aware of any removal of credit due to attendance reasons via a letter.
3. Being absent from school itself will not be cause for reduction of a student's grade. The teacher will allow a minimum of two school days for each day missed from their class to make up all work. If a student fails to make up work on time, he/she will receive credit (points) only for what is submitted and possibly denied credit for the portion of the work not completed by the due date. In the event that an assignment was given to the student and due on the day of the absence, it will need to be submitted immediately upon the student's return. Any extension for work due on the day of the absence will be at the teacher's discretion. All make-up work must be completed within one week of the end of the semester to receive credit. Exceptions may be made at the principal/designee's discretion for extended illness.

### B. Unexcused Absence:

Students considered for disciplinary action will be provided due process rights. Procedures for dealing with unexcused absences are as follows:

An unexcused absence gives the student the right to complete missed work in a reasonable time, generally defined in the case of an unexcused absence as one day following the student returning to school. All work due on the day missed will need to be turned in immediately upon the student returning or credit may not be given.

### C. Truancy: Students considered for disciplinary action will be provided due process rights. Procedures for dealing with Truancy are as follows:

1. **First Truancy:** The student will be referred to the Dean of Students/designee. If it is determined that the student is truant he/she will be subject to disciplinary action and a letter

will be sent to the parent/guardian. Detention or in-school suspension may be used as a consequence.

2. **Second Truancy:** The student will be referred to the Dean of Students/designee for appropriate action. In-school suspension may be assigned. The Dean of Students/designee will contact the parent/guardian and inform parent/guardian of the consequences and notify the counselor and a member of the Student Services that they are to meet with the student.
3. **Third Truancy:** The student will be suspended either in or out of school. In the event that the student is suspended out of school, prior to the student being readmitted, an in-house parental conference is required with the principal/designee. Attendance and academic progress will be reviewed and appropriate disciplinary action administered. The student and his/her parent/guardian will be notified both during the conference and by letter that any further truancy may result in the student being withdrawn from his/her classes.
4. **Fourth Truancy:** Students may be suspended. The student may be withdrawn from his/her classes and the parent/guardian will be notified. If a student is removed from his/her classes, it will become the student's responsibility to contact the counselor to make arrangements for admission to the Alternative School. Students of mandatory school age (under 16) will be referred to the County Attorney's Office for being in violation of the mandatory attendance law.

D. **Tardies:** Students considered for disciplinary action will be provided the due process rights and appeals procedures.

1. When a student is late to school he/she must report to the attendance office.
2. Tardies may either be excused by the classroom teacher, by an administrator, or by any staff member who detained a student causing the student to be late.
3. **First Tardy:** The teacher will notify the student of the penalty for the 2nd tardy to class.  
**Second Tardy:** Teacher may assign a 30-minute detention and the student will be warned of the penalty for the 3rd tardy to class. The teacher will contact the student's parent/guardian, preferably by phone, concerning the tardy problem.  
**Third Tardy:** Teacher may assign a 30-minute detention and refer the student to his/her counselor. The Dean of Students (or designee) will meet with the student and notify his/her parent/guardian.  
**Fourth (and subsequent) Tardies:** Detentions may be assigned and the student will meet with the Dean of Students and their counselor.

**NOTE:** Progressive discipline for tardies starts over each semester.

*Procedures for Credit Restoration:*

The attendance policy has been enacted to promote good attendance habits both while in high school and later in a student's life.

In order to emphasize the importance of attendance, a policy has been adopted that states students are allowed to miss **8** periods of any course during each semester. After the **9<sup>th</sup>** absence occurs in a course the student will be required to restore the absences through one of the following methods.

- A. The preferred process is for the student to deal with an absence from school by meeting with their classroom teachers. These meetings should occur prior to a planned absence or immediately following an unplanned absence. In order for a student to ensure they are credited for restoring this absence, they will need to work with the teacher to make up work and time missed. Once they have met the teacher's expectations an absence slip found at the attendance office **must be signed by their** teacher and returned to the attendance office.

- B. In the event that the student is not able to make up the time with their teacher or in the event of unexcused absences, and the teacher can not conveniently meet with the student, the student may make up the time required to clear an absence by engaging in academic work before school, after school or through attending Saturday School. Although Saturday School is deemed by some to be punitive, that is not its purpose. Students may listen to music, talk quietly and are provided academic assistance if they need it. Saturday School is also available to students who have not been affected by the attendance policy, but merely desire an opportunity to receive academic assistance, access school computers, or just a quiet area to study.

Once a semester has ended, students will be allowed two weeks in which to use these first two options to restore absences.

- C. After the second week of a new semester, students will be required to complete a credit restoration project. These may be obtained from the Main Office.

Educational experiences sometimes outweigh the problems associated with absence from school. School sponsored absences (i.e. academic or athletic competitions, field trips) are not counted as absences; however, students are required to make up assigned/missed work.

#### Appeal Process:

Any time students or parents are concerned about the disposition of an attendance-related violation they are encouraged to contact the assistant principal/designee for clarification. If there is dissatisfaction with the assistant principal's decision, the student/parents may appeal within five school days of the decision to the building principal. If the student/parent is still not satisfied, a written appeal must then be made within five school days of the principal's decision to the Superintendent, who will review the appeal. If dissatisfaction still exists, the student/parent may request a hearing before the Board of Education.

NOTE: Students while on appeal of attendance actions may continue to attend class until the outcome of their appeal is determined.

#### Late Work Policy:

FDSH holds to the expectation that all instructors will accept late work up until 2 weeks after a due date that is posted in Infinite Campus gradebook or until the summative assessment is given, whichever is later. This includes daily assignments/activities, formative assessments, and quizzes. "Missing" grades are put into the gradebook until work is turned in and assessed. All grades are to be posted within two weeks of due date. Excused extended absences may provide extra time to complete work per attendance policy (2 days for every excused absence). Late work may be restricted the last two weeks of the semester to allow for final grades to be assessed by the instructor.

#### **Bus Rules:**

Students have the privilege of utilizing the transportation services of the Fort Dodge Community School District. High school students who live more than three miles from the high school are eligible for bus transportation to school. A student who fails to maintain appropriate conduct when on the bus may be suspended from riding the bus or may be subject to other necessary action. A copy of the bus rules can be obtained at the Senior High office or by contacting the transportation department at 515-576-6151.

#### **Cafeteria (Red and Black Shack) Procedures/Expectations:**

- Enter and leave the cafeteria in an orderly manner.
- Enter from the south side of the serving area and check out with a cashier when leaving the serving area.

- Book bags, jackets, and coats may not be taken into the serving area. Take cell phones, iPods, cash, and valuables with you into the serving area; leaving book bags on the cafeteria tables prior to getting your food.
- Use quiet voices to and from the cafeteria and during lunch.
- Find a place to sit and remain seated, not moving around once you have your food.
- Take your tray and garbage to the trash receptacle location to the left of the cashiers when you are finished eating. Place all trash into appropriate containers, leaving tables, floor, and surrounding areas clean.

### **Care of School Property/Vandalism:**

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. At the discretion of the administration, such students may be turned over to local law enforcement officers.

### **Cheating, Plagiarism or Forgery:**

The acts of cheating, plagiarism or forgery in connection with academic endeavors or school processes or procedures are detrimental to the educational process and are subject to disciplinary action. A zero will be given for the assignment, which could result in the student's inability to obtain credit for the course.

Teachers may use appropriate resources such as [www.turnitin.com](http://www.turnitin.com) to verify the authenticity of student work. Refusal to submit work for analysis will be considered plagiarism.

### **Commencement:**

Participation in commencement ceremonies is a *privilege* bestowed on students who have completed the requirements for graduation, have paid all fees, and who agree to follow the rules set by the administration for the ceremony. Only students in good standing will participate in ceremonies. If for any reason a student does not participate in commencement ceremonies, the student shall still receive his or her final progress report and diploma after completion of graduation requirements.

### **Dances:**

School-sponsored dances are open to high school students in good standing with a current activity ticket. Students not having an activity ticket will be charged an additional five dollars at the door. Requests for duplicate activity tickets will only be accepted up to the Wednesday before the dance. Students are allowed to bring registered guests to dances. The current policy allows FDSH students to sign up guests who are currently registered high school students or our own alumni of the previous two years and under the age of 20. All high school guests must be prepared to show proof of enrollment at the door (i.e. a current school ID). Students must sign up guests with the Dodger Senate Advisor prior to any event. They must sign a form agreeing to guidelines for guests. Special provisions for Prom allow a student to bring a guest up to 20 years of age from any school district providing they are in good standing with that district either while attending or upon their graduation. Students not in good standing may be denied entry to any and all school dances.

Our PROM guest policy is as follows:

- The dance is open to FDSH junior and senior students.
- A current HS ID must be shown at the door. If you don't have a school ID, you will pay a service fee of \$10.00 at the door for staff to verify student status.
- If you do not have an activity sticker, you will be charged an extra \$5.00 at the door.
- Freshmen and sophomores may come if asked by a junior or senior.

In terms of Older Guests:

- Must be 20 years of age or younger.

- Must prove that person GRADUATED (no drop-outs) with good standing (proven by necessary paperwork obtained from the Dodger Senate advisor).
- Students who have only received their GED after dropping out may NOT come.
- Must show an ID at the door to verify age.

All guests must be successfully registered with the Dodger Senate Advisor to be admitted.

Appropriate dancing is expected at all Senate-sponsored dances. Students will be given only one warning by chaperones, and then will be asked to leave if inappropriate behavior continues. Dancing that is considered, potentially dangerous, explicit or overly sexual by chaperones will be considered inappropriate.

### **Dangerous Weapons/Threats:**

Weapons, dangerous objects, “look-a-likes” and other items used as a weapon are not allowed in school, on school grounds, at school events, or in school vehicles. Dangerous weapons will be taken from students and others who bring them onto the school property. If a dangerous weapon is taken from a student, the parent of that student will be contacted. At the discretion of the administration, law enforcement may also be contacted. The student will be subject to further disciplinary action. All threats will be taken seriously, properly investigated and followed with appropriate actions. Parents will be notified, and as reasonable and appropriate, law enforcement officials will be involved. The only exception to this policy is for “look-a-likes” that may be appropriate for school dramatizations. In this event, prior approval is needed by administration and a plan developed for the use of said “look-a-like” must be in place.

### **Deliveries to School:**

Due to the size of our student population, we cannot allow deliveries from restaurants, food establishments, flower shops, candy stores, etc. Please do not have food, flowers, or candy "delivered" to the school for your lunch, class party, study hall, birthdays or special occasions. Our main office is not equipped or authorized to sign / pay / accept responsibility for said items. While we do understand and acknowledge that some exceptions may be warranted, such situations must have administrative approval prior to the delivery of merchandise / food.

### **Detentions:**

This means you spend your time before or after school in a detention setting. Students must be either completing homework or reading a book while in detention. Morning detentions run from 7:20 - 7:50 afternoon detentions run from 3:00 – 3:30. Failure to serve the detentions will result in in-school-suspension.

### **Diversity:**

Understanding and appreciating diversity is a key component in building a community of learners. Students, staff, and community members have a right to expect and receive respect for differences; in abilities, age, gender, ethnic backgrounds, religion, culture, or sexual orientation.

Our responsibilities, as members of the learning community at Fort Dodge Senior High, are to provide a safe learning environment, to report acts of discrimination and harassment whenever they occur and to treat all people with respect.

### **Emergency Drills:**

Fire and tornado drills will be conducted throughout the year in accordance with Iowa law. Students are expected to behave in an appropriate manner and follow emergency procedures during drills. Those unwilling to follow directions from staff will be removed from school pending a hearing with the superintendent or possibly the board of education.

**Expulsion:**

Only the Board may expel any student from school for a violation of rules and regulations approved by the Board, or when the presence of that student is considered to be detrimental to other students within the educational process. The building administrator who makes the original recommendation for expulsion shall have the authority to suspend the student from attendance until such time as a special meeting of the Board can be held to act upon the recommendation. This will be called "suspension pending hearing." The hearing shall be held within a reasonable time. If, for some reason, it is impossible to hold the hearing within those ten days, the student may be granted provisional re-admittance to classes until such time as the hearing can be scheduled.

Where a student is suspended pending a hearing, the student shall be afforded a means of alternative education during the period of such suspension in order to guard against the loss of credit for classes missed, should the hearing prove the student guiltless. The Superintendent or designee shall notify the student and the student's parent(s) or legal guardian(s) of the place and time of the hearing. The notice shall be both oral and in writing and shall include a summary of the specific reason(s) for the consideration of the expulsion of the student. In addition, the student and the student's parent(s) or legal guardian(s) shall be made aware of their right to be represented by counsel and their right to present a defense against the charges and provide either oral testimony or written affidavits or witnesses on the student's behalf. All written statements to be considered in the expulsion hearing shall be made available at the meeting and shall be accessible for examination by the student, the student's parent(s) or guardian(s), and the representatives of the student. When expelled by the Board, only the Board may readmit a student.

**False Fire Alarms/Bomb Threats:**

Causing a false fire alarm or bomb threat is not only a violation of school rules, but also a criminal offense. It is mandatory that the school reports the individual to law enforcement officials and the result may be a fine, a jail sentence, or both.

**Field Trips:**

The principal must give prior authorization for all field trips and/or excursions. An attempt to notify parents of a field trip will be made so that they are aware of the excursion and may request that their child not participate.

**Fines-Fees-Charges:**

The Board of Education on an annual basis shall determine student fees, fines, and charges. These fees are to be paid at registration. Fees may be assessed for: a) textbook rental or the textbook may be sold to students at cost; b) eye protective devices; c) ear protective devices; d) driver's education instruction; e) summer school tuition; f) transportation for resident students not entitled to free transportation, and g) school supplies (items deemed not essential to the instruction of a course/subject); h) student activity tickets; I) a cap & gown fee for graduating seniors.

A fee waiver shall be granted for students whose families meet the financial eligibility guidelines for free meals, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or if the student is in foster care. The fees may be partially waived if the student's family meets the financial eligibility criteria for reduced priced meals. A waiver request for total or partial fee reduction must be officially documented to school officials. Families who believe they may qualify for a waiver should contact the Central Administration Building and request a waiver-request form. Students whose families are experiencing temporary financial difficulty may be eligible for a temporary waiver of the fees. Families who believe they may qualify for a temporary waiver should contact the Central Administration Building and request a waiver-request form. If granted, this waiver does not carry over from school year to school year and *must be requested annually*. Fee waivers do not carry over from school year to school year and do not include fines or fees for lost or non-returned books, locks, yearbook orders, etc. The fee waivers must be annually requested.

### **Food Service Charging Policy for the Breakfast, Lunch, and Ala Carte Programs:**

The Fort Dodge Community School District has established a credit limit for charges for *both* the breakfast and hot lunch program. Once a \$20 charge limit has been reached per family, breakfast will not be available for students grades K-12. Upon reaching the \$20 charge limit per family, the following rules will apply for hot lunch:

- Students in grades 9-12 will not be allowed to eat school lunch.
- When a family's account balance is zero, students will not be able to charge ala carte items; this includes milk that would be purchased if a student brought their own lunch from home.

We feel that every child should have the opportunity to have school lunches. If you are making no attempt to pay a negative balance, the Fort Dodge Community School District reserves the right to interrupt your child's meal service. To ensure your child does not have interruption in their meal services please call Food Services (515-574-5677) to make arrangements to bring your account up to date.

### Questions regarding FDCSD Food Service Department:

Please contact Brenda Janssen, 515-574-5673 if you have questions about the district's Food Service Charging Policy or other issue(s) regarding food services. Contact Ursula Roberts, 515-574-5677 if you have questions about PaySchools or your lunch account.

### **Flex/Partial Schedule:**

Any junior or senior who has completed the minimum requirements for graduation from Fort Dodge Senior High is eligible to flex their schedule for the remainder of his/her high school career. A student electing this option will meet with his/her counselor and the principal to review the possible impact of this decision. Parental consent is required of all students under the age of 18. Students are encouraged to review eligibility requirements if they plan to continue participating in extra and co-curricular activities at FDSH.

A student who has accumulated *48 credits toward graduation* may request a release from school for one period. In order to be eligible for the release, the student must enroll in four classes. A student who has been granted a release is not waived from physical education and must participate for a minimum of one semester during his/her senior year. A senior student with fewer than 48 credits may request a release from school for one period that is work related. Any request, including supporting documents (e.g. employer's statement) will be in writing.

Prior to any decision being made the principal may meet with the student's parents/guardian and employer to determine the validity of the request. Parental consent is required of all students under the age of 18. All requests will be handled on an individual basis and must be reviewed at the beginning of each semester. Any student electing to operate under a reduced schedule must either leave the building or be in a supervised location when in the building. Supervised areas include unstructured study hall, library, the student achievement center or a teacher's classroom. Students who may be free fourth period are only allowed to be in the lunchroom during their normally scheduled lunch period.

### **Freedom of Expression:**

Under the U.S. Constitution, all individuals have the right of freedom of expression. However, school and activities sponsored by the school are not considered an open forum but a limited open forum and thus speech which may prevent school officials from operating the school environment in a productive manner may legally be limited. Student expression made on school premises or as part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgement of the administration, encourage the breaking of laws, cause defamation

of persons or contain obscenity or indecency. The administration has the right to determine the time, place and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

### **Fundraising:**

Students may raise funds for school-sponsored events with the prior written permission of the Fort Dodge Community School District Board of Education. Fund-raising by students for events other than school-sponsored events is not allowed on the school premises during the school day.

### **Grade-Point Average:**

Your grade-point average is determined on the following scale:

A	4.0000	B-	2.6667	D+	1.3333
A-	3.6667	C+	2.3333	D	1.0000
B+	3.3333	C	2.0000	D-	0.6667
B	3.0000	C-	1.6667	F	0.0000

### **Honor Roll:**

Students earning a semester grade point average of 3.5 or better will be on the 3.5 Honor Roll. Students who earn all A's in a semester will be listed on the 4.0 Honor Roll.

### **Infinite Campus-Parent/Student Internet Portal:**

<https://campus.fdschools.org/campus/portal/ftdodge.jsp>

Fort Dodge Senior High uses a student information management system called Infinite Campus. This program increases access to student information for our teachers and administrators. Infinite Campus also allows students and parents/guardians to view some of this information through a secure internet connection. This internet view for parents and students is called a portal.

The student portal allows students at FDSH to see their schedules, grades, and attendance. It allows students to see their individual grades for each class they are enrolled in. It also allows them to see their final grades. Each student can only access his or her own information. An account is set up for each student. The parent portal allows a parent/guardian to see the same information regarding schedules, grades, and attendance. Each parent may apply for their own their own account which will enable them to access their child's information. Information on creating the account is available on the website listed above and also in the Fort Dodge Senior High School office.

### **Interviews/Interrogation by Outside Agency:**

As a general rule, individuals from outside of the school district may not interrogate students. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when a child abuse investigator makes the request, or when such request is supported by a court order. Prior to allowing the interview/interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

### **Leaving the School Building:**

The safety and security of our students is our highest priority. When it is necessary to have a student dismissed early, parents should write the request and have the student present it to the attendance personnel at the beginning of the day. Students may not leave the school for any reason without notifying attendance personnel or an administrator.



**Library Media Center (LMC):**

The mission of the Senior High LMC is to provide a program that enhances student achievement and is integral to the overall school curricula. Services for students and staff include:

- Promotion of reading initiatives
- Information literacy
- Access to diverse and appropriate print and online collections
- Technology instruction and support

The LMC is open at 7:30 a.m. for student use and closes at 3:25 p.m. Before and after school, students are expected to be seated, speak in voices which do not distract others from academic work, and follow all other rules currently in force. Students must maintain an office like environment at all times while in the LMC. Failure to do so may result in a loss of privilege or possible disciplinary actions. Please bring planners to the circulation desk when coming individually from study hall or class. While in the LMC, food is not allowed; open beverages at computers are not allowed; and students are expected to be respectful of people and property.

**Lockers:**

Each student will be assigned a hall locker. These lockers are for the use of the student during the school year but remain, at all times, the property of the school district. Students are expected to use their own locker and keep it neat. In order to protect belongings, the student must keep his/her locker securely locked at all times and should not share combinations with others. Students are to use their assigned locker unless the principal or his/her designee has given approval for change.

Please do not keep valuable items in the lockers. The school does not assume responsibility for lost/stolen articles since at no time is a student's property exposed to loss except by the student's carelessness. Students are to remove all belongings from his/her locker by the last day of school. Custodians begin cleaning and changing combinations immediately after the school year ends. School administrators and/or designated representatives possess the authority to conduct a reasonable search of student lockers periodically.

**Lost and Found:**

Articles that have been found, other than library books, should be taken to the office. Library books should be taken to the librarian. Lost articles can be claimed by proper identification. It is a good idea to clearly mark items with the owner's name so they can be returned without delay. This also discourages unauthorized borrowing.

**Parent Teacher Conference:**

Parent/teacher conferences are held once each semester to report student progress. Parents are encouraged to attend. See the district school calendar for dates.

**Parent Visits:**

Parents are encouraged to visit school. All visitors will check in at the office before visiting classes. Unauthorized visitors will be escorted from the building.

**PBIS:**

**General Behavior and Conduct:** Fort Dodge Senior High School has implemented the Positive Behavior Intervention and Supports (PBIS) program. As a "PBIS School" we take great pride in our school and the positive attitude which has been exhibited in carrying out the following guidelines. At Fort Dodge Senior High School, students will be expected to treat all persons with respect for their individual dignity, welfare, and natural good. Behavior which is disruptive to the orderly operation of the school program or which poses a threat to the safety and well-being of students and staff absolutely will not be tolerated.

**Physical Education:**

All physically able students shall be required to participate in the Physical Education Program during one semester of each year they are enrolled at Fort Dodge Senior High. Students may be excused from Physical Education for medical reasons validated by a written statement from a doctor. A grade 12 student may be excused from the requirement in order to enroll in academic courses not otherwise available to the student.

*Medical Waivers:* Within the first five days of a new semester students not able to physically participate in physical education will be referred to the Counseling department for a schedule change if their disability will be longer than 15 school days. A temporary/permanent handicap in one part of the body would not necessarily exclude that student from P.E. Generally, a student healthy enough to be in school should be able to participate in P.E. at some level. Some of the options available are:

- Modification of the class activity to suit limitations.
- Walking program.
- Air Dyne stationary bike (can isolate upper or lower torso).
- Stretching program or floor exercises (off of feet).
- Therapeutic exercises from doctor/therapist.

**Publications:**

Students shall be free to express themselves in school-sponsored publications except for the following restrictions:

- Students shall not publish or distribute materials that are obscene, libelous, or slanderous.
- Students shall not publish or distribute materials that encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school. Within these guidelines, advisors and student staff shall maintain professional standards of English and journalism when choosing which information to publish in school-sponsored publications.

**Report Cards and Grading System:**

Progress reports will be available to parents on infinite campus throughout the school year. Instructors will post grades every three weeks to effectively communicate *current* academic standing to students and parents. Progress reports with the student's current achievement in each course will be available for parents to pick up at Parent / Teacher conferences (October & March). Semester report cards are issued to all students at the conclusion of each semester. Grading criteria for all classes are outline in the instructor's syllabus. All course syllabi are available upon request to the instructor. Parents are encouraged to have an Infinite Campus Parent Portal account to access their child's academics, attendance, and behavior. To sign up for an Infinite Campus account, please contact the district's technology department at 515-574-5363.

**Schedule Changes:**

Prior to class schedules being completed, students have ample time to consider which classes meet their interests and needs. Students are involved in an extensive registration process. Therefore, class schedule changes should not be necessary except in extreme circumstances and those must be made in the first five days of the semester. It is our expectation that students will be allowed to change their academic schedule only if it is:

- Necessary to meet graduation requirements
- Necessary because of failure in a prerequisite
- Required for health reasons (doctor's verification required)
- Required because of the completion of a summer school or correspondence course
- Required because of the Special Education I.E.P. (Individual Education Plan)
- Approved by the principal/designee.

After five (5) days a student requested withdrawal from class will not be allowed until mid-term. A formal request for withdrawal from a class must be made with the student's counselor no later one school day following mid semester parent/teacher conferences. With the concurrence of the teacher and the student's principal, exceptions can be made if extenuating situations arise. This procedure applies to all students regardless of the number of credits already earned.

### **School Hours:**

School will begin at 7:55 a.m. on regular days and will dismiss at 2:55 p.m. Students are not allowed to be unsupervised in the building. All students are expected not to arrive prior to 7:30 a.m. unless they are with an instructor for academic or school sponsored extra-curricular activity. All students are expected to leave the building at 3:00 p.m. unless they are attending a school sponsored activity, participating in the after school program, or with an instructor for academic purposes.

### **Search and Seizures:**

The Board of Education holds school-owned property and our students in public trust. To maintain order and discipline, promote an appropriate educational environment, and protect the safety and welfare of our students and staff, searches may occur. Searches may be done of the student, the property of the student while they are on district property, and district property provided to student as a courtesy.

Random inspections of school-owned property are permissible without prior notice. The following is to be considered for such searches: Lockers, desks, and other facilities or spaces owned by the district. The interior of a student's automobile parked on district property may be searched when district officials have reasonable suspicion to believe that illegal, unauthorized, or contraband items are located inside the automobile.

### **Special Occasions/Deliveries:**

Please arrange for birthday greetings and other special mementos (flowers, balloons, etc.) to be delivered to the home.

### **Student Absence Notification:**

Parents/guardians are to notify the school on the first day of a student's absence, as early in the morning as possible. Please call the Fort Dodge Senior High Attendance Office at 515-574-5798 or 515-574-5800 to report absences for a high school student.

### **Student Appearance:**

While the district realizes that the primary responsibility for appearance rests with the students and their parents, the staff and administration reserve the right to determine what is acceptable and what is not. The policy and procedures related to appropriate appearance are intended to establish an understanding that the school is a workplace and that what may be appropriate outside the school may not be appropriate in school.

There are strong connections between performance, conduct, and appearance. Students and staff who are appropriately dressed and well-groomed appear ready to perform in a positive and professional manner. Students are expected to wear clothing that complies with standards of appropriateness, cleanliness, health, and safety and is reasonable and appropriate. It is expected that the following guidelines will be followed:

- Shoes are required at all times
- Any attire or accessories that promote products that are illegal for use by minors (drugs, alcohol, tobacco, or related products) is prohibited in school and/or at school sponsored activities.
- Clothing with words or pictures that display explicit or inferred sexual material, profanity, lewd sayings, or violence is prohibited in school and/or at school sponsored activities.
- Any articles with words or pictures that are derogatory, discriminating, or harassing to any protected class is prohibited in school and/or at school sponsored activities.

- Clothing or accessories that are dangerous or could be used as weapons (chains and studded collars) are prohibited in school and/or at school sponsored activities.
- Articles of clothing or particular colors that may be gang related is prohibited in school and/or at school sponsored activities.
- Exposed underwear (including sports bras) or ripped/torn clothing that exposes undergarments is prohibited in school and/or at school sponsored activities.
- Hats, caps, bandanas, or any other form of headgear not intended to be worn inside a building should be stored in student lockers and not carried around the building; headgear worn for religious or health purposes are permitted.
- Attire is expected to cover midriffs, navels, upper or lower buttocks-the bottom of the shirt/blouse must meet the top of the pant/skirt/shorts. Pants, shorts and skirts must cover individuals appropriately and allow for the student to move safely throughout the building.
- Any other types of clothing not listed but found to be offensive to students or staff are not to be worn in school.

### **Student Conduct:**

Students are to conduct themselves in a manner consistent with their age and grade level. The *Six Pillars of Character* have been adopted by the Fort Dodge Community and will guide both staff and students in making choices regarding their own behavior. The *Six Pillars of Character* include:

- **Trustworthiness**
- **Respect**
- **Responsibility**
- **Fairness**
- **Citizenship**
- **Caring**

### **Student Discipline:**

Students who exhibit inappropriate behavior shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the negative impact on the educational climate and culture at Fort Dodge Senior High School.

Disciplinary measures may include, but not be limited to, removal from the classroom, detention, and/or suspension. Students receiving a referral for inappropriate behavior will be subject to suspension pending a parental/guardian conference. Continued misbehavior may result in a recommendation of expulsion to the Board of Education. The sustained or prolonged use of profanity or obscene language directed toward any school employee by a student or disruptive to the school climate and culture may be considered cause for suspension of up to five days and possibly a disorderly conduct charge filed with local law enforcement officials. Repeat offenses may result in a recommendation of expulsion to the Board of Education.

Students involved in fighting may be suspended (up to 10 days), charged with a disorderly conduct by local law enforcement officials, and may result in a recommendation of expulsion to the Board of Education. The return to school following a “first” fight requires a conference with the student, parent or guardian, and the principal. The failure to quit fighting when directed to do so by any school employee will result in additional consequences. Students involved in a “second” fight may result in a recommendation of expulsion to the Board of Education.

### **Student Government:**

The purposes of this organization are to promote better relations between the student body and the administration, to serve as a means of presenting problems of the student body to the administration, and to

promote better citizenship and better school spirit. The Dodger Senate provides a method through which the student body may communicate with the administration. The members of the student council shall have direct access to the school administration so that students may have a share in the management of the school.

### **Student Grievances:**

It is the goal of the district to resolve students' complaints and grievances at the lowest level. Any time students or parents have a concern about the disposition of a violation or problem; they are encouraged to contact the teacher for clarification. If there continues to be dissatisfaction with the decision, the student/parent may appeal to the building principal. If there still continues to be dissatisfaction with the decision, the student/parent may appeal to the Superintendent of Schools. Final appeals may be requested for a hearing before the Fort Dodge Community School District Board of Education.

### **Student Handbooks:**

Student handbooks are available online on the FDCS website at [www.fdschools.org](http://www.fdschools.org). A hard copy of the student handbook can be obtained from the main office or from the student's counselor.

### **Student Organizations:**

Curriculum-related student organizations may use the school facilities for meetings and other purposes before, after, and during the instructional school day. Curriculum related activities shall have priority over the activities of any other organization. Student-initiated, non-curriculum-related groups, receiving written permission from the principal, may use school facilities for group meetings during non-instructional time. Non-instructional time shall mean any time before or after regularly scheduled class periods.

Meetings shall not interfere with the orderly conduct of the educational program or other school district operations. When choosing a meeting time for an approved noncurriculum-related group, the principal shall determine whether the preferred meeting time will interfere with the orderly conduct of the educational program or other school district operations, and shall schedule accordingly.

### **Summer Programming:**

Fort Dodge Senior High offers summer programming when student needs are present AND funds are available AND certified staff are able to be secured for the position(s). A mixture of face-to-face and online courses are offered for credit recovery and /or Jump Start (incoming freshmen).

### **Telephone Calls:**

Students may use the school office phone after first obtaining permission from the secretary or principal. Telephone messages from parents and employers will be forwarded to the student at the most appropriate time (which may be at the end of the day). Only in an emergency will the student be called to the phone. If you are needed in the event of an emergency, please have parents inform the secretary that "it is an emergency" so that we can quickly support you and your family during your crisis.

### **Unstructured Study Area/Student Center:**

The student center will serve as an area for casual conversation before school and after school. Minimum rules are in effect for the student center.

- Students are free to visit in a quiet manner with their friends.
- *Even though there is a relaxed environment in the student center, students will be required to behave in a manner that is becoming to students and any visitors that may pass through the area. The Six Pillars of Character will be followed at all times.*

### **Use of Motor Vehicles:**

Students/staff shall only park in designated areas of high school parking lots. Students/staff who violate parking regulations may be disciplined and/or have their car towed at their own expense.

The first row of parking spaces in the east lot and the entire west lot is reserved for faculty members and all other school employees. A special area is reserved for Driver Education cars. Students/staff are to park in the designated areas and between parking lines. Parking at the end of the row and on the grassy areas is prohibited. Students/staff who park in the handicap areas or fire lanes will be subject to legal action.

School permits must have an administrative endorsement. These may be approved for students in good standing and who are involved in athletics and/or activities or for families living more than one mile from school but do not qualify for school transportation. Students may obtain administrative signatures following the successful completion of Driver Education. Administration reserves the right to initially refuse endorsing the issuance of a school permit and also to contact the DOT to recommend they revoke these privileges. Proof of insurance will be required prior to the issuance of a school permit.

### **Visitors:**

FDSH welcomes visitors to our building. All visitors MUST check in at our attendance centers located at the main entrance on the west side of the building or the main entrance on the east side of the building. All visitors MUST present identification, reason for their visit, and be approved by an administrator for entrance into the building. All approved visitors MUST wear a visitor's badge while in the building.

## **HEALTH AND WELLNESS**

### **Administration of Medicine:**

No medication shall be dispensed to any student unless the following rules are observed:

- A licensed medical or osteopathic physician or dentist must prescribe the medication.
- A statement of the physician's directions requesting the specific medication to be dispensed, and the time at which it is to be dispensed at school must be filed at the school, in the building where it is to be dispensed. This statement must be accompanied by the physician's description of the anticipated reactions of the pupil to the aforementioned medication.
- The parent or guardian must sign a request to dispense the medication to the child according to the written directions of the prescribing physician or dentist.
- The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
- The medicine shall be maintained in the original prescription container which shall be labeled with: (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.
- The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
- In each building that house a full-time registered nurse, access to the medication shall be under the authority of the nurse.
- In each building that house a less than full-time nurse, access to the medication shall be under the authority of the principal of that building, or a person designated by the principal.
- A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
- At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. This action (medication being destroyed) should be noted on the pupil's health record.
- No over-the-counter medications will be dispensed at school unless a written permission note from the parent is on file in the school office, which will be dispensing these medications. These over-the-

counter medications must be in the original container (cannot give any medication that is not properly labeled). The note from the parent must be dated and signed by the parent, and written directions for giving enclosed. These prescriptions must be renewed at the beginning of each school year, and all previous over-the-counter prescriptions will be destroyed at the end of each school year.

**Communicable Diseases:** Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease spread from person to person or animal to person. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion.

In order to prevent the spread of communicable diseases, parents should use their good judgement in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified.

### **Illness and Injury:**

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. Emergency or minor first aid will be administered if a person competent to do so is available. In any event, ill or injured students will be turned over to the care of the students' parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. Injuries shall be reported and within 24 hours a "Preliminary Accident Report" will be filed in the nurse's office.

### **Immunization Certificates:**

Students enrolling for the first time in the district shall submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, roseola, and rubella. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

### **Nurse:**

The school nurse is on duty daily in her office located in Room 4 across from the office. Students who need health or medical assistance should secure permission from their teacher to go to the nurse's office. ***Students who are seriously ill and should go home must secure permission from the nurse or administrator, and their parent/guardian before leaving the building.*** The nurse in coordination with the administration will schedule screening examinations for vision, health, and associated student services.

### **Suicide Prevention:**

The National Suicide Prevention Lifeline is a 24-hour, toll-free suicide prevention service available to anyone in suicidal crisis. If you need help, please dial 1-800-273-TALK (8255). You will be routed to the closest possible crisis center in your area. With more than 130 crisis centers across the country, the mission is to provide immediate assistance to anyone seeking mental health services. Call for yourself, or someone you care about. Your call is free and confidential.

Some of the reasons to call 1-800-273-TALK are listed below.

- Call to speak with someone who cares
- Call if you feel you might be in danger of hurting yourself
- Call to find referrals to mental health services in your area

**Tobacco/Drugs/Alcohol:**

The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or "look-alike" substances that appear to be tobacco, alcohol or controlled substances by individuals under the age of eighteen and all students regardless of age on school property or at any activities sponsored by the school is strictly forbidden. Violation of this rule will result in disciplinary action that may ultimately include expulsion. Such violation will also be reported to local law enforcement authorities.

## **STUDENT SERVICES**

**Alternative Schedule / Programming:**

Fort Dodge Community School District offers comprehensive educational services for struggling learners. It is our desire that all students are successful in our traditional educational setting; however, some students have unique and individual needs that may be best met in a non-traditional setting and / or program. If you believe that your child is in need of these services, please visit with your child's counselor.

**Bridges School-Based Student Services:**

Bridges School Based Youth Services program helps connect students and their families to existing community agencies and services. There is a case manager available to assist students who are struggling to succeed in school socially, physically, emotionally, behaviorally and academically.

Please contact your school nurse or counselor for information or call Bridges at 515-574-5469 for more information or to schedule an appointment. The crisis Hotline number after hours and on weekends is 515-573-8000. All services are free of charge.

**Homeroom:**

Homeroom is a time (last 18 minutes of 5th period) for students to receive additional instruction in their academics, build relationships with faculty and peers, engage in Post-Secondary planning (4-year plan), and increase their understanding of societal issues and concerns that will prepare them into becoming effective members of society (citizenship). Instructors are expected to fully participate and implement Homeroom curriculum and activities. While much of the curriculum is development / designed for our instructors, faculty are responsible for the design and delivery of the curriculum in collaboration with our administrators, Homeroom coordinator, and committee. Homeroom IS an instructional period for our faculty and expected learning environment for our students. To meet state requirements in Career and Readiness, faculty need to facilitate students through their 4-year plan using the Naviance software is required. Instruction bell-to-bell and student engagement is expected in each Homeroom. Students should not be allowed to leave your classroom for reasons that can be addressed at a later time. Students are not to attend a Homeroom class that they are not enrolled into. Participation in identifying students needing additional instruction and providing this instruction is expected by all faculty as an attempt to provide Tier II services from our MTSS model. Homeroom curriculum will be provided each week and monitored by administration for effective and appropriate implementation.

**English Language Learner (ELL) Services:**

Fort Dodge Community School District offers comprehensive services for English Language Learners. If you believe that your child is in need of these services, please visit with your child's counselor.

**Gordon Willard Alternative Education Center:**

The Gordon Willard Alternative Education Center provides alternative educational programming for students unable to function effectively in the regular school setting due to social, attendance or academic problems. Those students wishing to access this program must meet with their counselor and obtain Principal permission. For information concerning the program, call 515-955-1770.



**Graduation Plan:**

A graduation plan may be necessary to focus your child's attention to what needs to be completed to earn their diploma. When a student has been identified as an "In Danger of Not Graduating" student (ie. The student is below credits needed to graduate) an adult is assigned to develop a graduation plan with the student and his parents/guardians. The team will then progress monitor the student's success of meeting the graduation plan. Parents/guardians will be asked to attend problem solving meetings throughout this process or until the student is on schedule to graduate. Our goal at FDSH is to see that you graduate!

**Health Services:**

Health services are provided by the school nurse on a full-time basis during the school hours. Services provided by the school nurse include primary health care such as first aid, screening procedures, immunizations, illness and injury treatment, preventative health care through health assessment, health education and counseling.

When a student is ill or injured they should report to the school nurse. If it is necessary for the student to be excused from school, the nurse will contact his/her parents/guardians to make arrangements for him/her to go home. If the student's parent/guardian are planning to be out of town, please notify the school nurse so that arrangements can be made if the students becomes ill or injured. *No student will be sent home ill or injured without notification of parent/guardian.* Parental contact is needed to be sure that an adult will be responsible for your care after leaving school. The school nurse needs to be aware of students with special health needs. Parents/guardians, please notify the school nurse of such needs at the beginning of the school year or upon diagnosis of need(s).

**Juvenile Court School Liaison (JCSL):**

Fort Dodge Senior High employs a full-time juvenile court school liaison in partnership with the Juvenile Court Services. The JCSL's responsibilities include monitoring, redirecting, and problem solving for the high school students that are currently on probation. JCSL services assists students in transitioning from placement facilities to Fort Dodge Senior High School and assists these students in becoming successful high school graduates. The JCSL also assists in monitoring and supervising the parking lots, school activities, implementation of PBIS, and guest speaking in various classrooms.

**Mental Health / Therapeutic Counseling**

Licensed mental health counselors from outside agencies are available by appointment only. Referrals for mental health / therapeutic counseling must be made to the principal from your school counselor.

**Naviance Family Connection:**

Naviance Family Connection is a college and career readiness platform that helps connect academic achievement to post-secondary goals. Naviance Family Connection empowers students and families to connect learning and life and provides schools and districts with the information they need to help students prepare for life after high school. It also allows students to create a plan for their futures by helping them discover their individual strengths and learning styles and explore college and career options based on their results. All Fort Dodge Senior High students have an account to be able to access the Naviance Family Connection Platform. The website to log in is: <https://connection.naviance.com/family-connection/auth/login/?hsid=fortdhs>

**Online Courses (E20/20):**

Fort Dodge Senior High School offers online courses for credit. Those courses offered are aligned to the Iowa Core and Fort Dodge Community School District standards. Courses offered online are intended for students that have fallen short in credit and their schedule may not allow for another traditional class. Taking a class online allows flexibility for the student to work at their own pace and to work evening and weekends on curriculum needed to meet the graduation requirements set by the School Board.

**School Counseling Services:**

Guidance and counseling services are available to assist students with personal concerns, class scheduling, college or vocational plans, or career exploration. Appointments may be scheduled at any time during the school day. Students are free to visit with any counselor although one is assigned to them by alphabet for general services. The guidance office coordinates testing and provides other special interest and self-help group services.

**School Resource Officer (SRO):**

Fort Dodge Senior High employs a full-time School Resource Officer (SRO) in partnership with the Fort Dodge Police Department. The SRO's responsibilities include promoting good citizenship, prevent and reduce disruption to the learning environment, and collaborate with local authorities/school personnel to monitor, address, and prevent illegal activities on school grounds/school activities. SRO services also consist of being a guest speaker, presenting on drug prevention and anti-harassment/bullying, and vocational career exploration. The SRO also assists in monitoring and supervising the parking lots, school activities, and implementation of PBIS.

**Social Worker:**

Fort Dodge Community School District employs a full-time School Social Worker (SSW) that is shared between the senior high and middle school. The SSW's responsibilities include: Providing a comprehensive school social work services to parents, students, and school staff. The SSW also addresses barriers that limit a student from receiving full benefit from their educational experience. The SSW will respond to referrals from school administration by assisting families and accessing appropriate community resources.

**Special Education / 504 Services:**

Fort Dodge Community School District offers comprehensive services for students with disabilities. If you believe that your child is in need of special education or 504 services, please visit with your child's counselor.

**Special Services-Prairie Lakes Area Education Agency:**

Audiologists and Audiometrist are available to check the hearing of each student. If you wish to have your child's hearing tested, contact the principal or school nurse. There is no charge for this service.

School Psychologist: Referrals for psychological services can be made by teachers and parents through the principal or counselor. These services can include an evaluation of a child's abilities and/or learning problems.

**Speech/Language Services:**

Referrals for speech and language services can be made by teachers and parents to the principal or counselor. These services include: a) identification of communication problems (examples are: articulation, mispronouncing speech sounds, language, difficulty in understanding and/or using words, unusual voice characteristics, hoarseness or loudness, fluency, repetitions, blocks or prolongation of words); b) remediation of communication problems and c) prevention activities.

**Student Study Team for Fort Dodge Senior High:**

The purpose of the Student Study Team is to focus on individual students who are in need of assistance in meeting the expectations of the school setting. The goals of the Team include: a) helping students fulfill their potential as students at FDSH; b) helping students adjust to the learning, social, or emotional demands of the school environment; c) assisting teachers in implementation of methods, materials, and services that will help students reach their potential; d) supporting teachers by suggesting intervention strategies and/or providing consultation in regard to individual student and teacher needs. For more information on the Fort Dodge Senior High Student Study Team contact your child's principal or counselor.

**Summer Programming:**

Fort Dodge Senior High offers programming in the summer. A face-to-face Composition and Math course are available. In addition, on-line (E2020) classes for our core curriculum are also offered. For those that enjoy the outdoors, we now offer an Outdoor Adventure course. This course focuses on environmental issues and recreation. Activities include: hiking, biking, and testing of local forests to determine their overall health. Water activities in this class include: Kayaking, fishing, and testing of water quality of various bodies of water. Additional course work may be available pending staff certification and available resources. The Credit Restoration Program is also offered in the summer for students that did not receive credit for courses due to attendance.

**Talented and Gifted:**

Talented and Gifted (TAG) is provided to any student that has been identified as gifted. Services and programming are designed around individual students' abilities and interests. Advanced coursework, academic competitions, and / or hands on learning projects are all part of this program. Criteria is based upon exceptionalism and identification is conducted by the TAG instructor based on local and state assessment scores. Please see the TAG instructor if you wish to be assessed for consideration for TAG services.

*“A great deal of what you do also is having a much more long-term effect,  
In ways that may not be apparent right away!”  
-John B. King, Jr. Secretary of State*

*Together* **WE RISE**

**RAISING THE BAR • CLOSING THE GAP • BELIEVING KIDS DO WELL IF THEY CAN**