



Fort Dodge Senior High

2023-2024 Student Handbook



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Fort Dodge Senior High

819 North 25th Street, Fort Dodge, Iowa 50501

Office Phone	515-574-5747 OR 515-955-1770
Office Fax:	515-955-3374
Attendance Phone	515-574-5798 (58328) OR 515-574-5800 (58327)
District Information	515-574-7577

Administrators and Office Support Staff

Staci Laird (58306)
Principal

Matt Elsbecker (58303)
Assistant Principal

Adam Kent (58304)
Assistant Principal

Emily Klocke (58308)
Assistant Principal

Brandon Ruffridge (58305)
Activities Director

Erik Hoveland (58307)
Student Services Liaison

Ryan O’Leary (58005)
Asst. Activities Director

KC Williams (58004)
School Nurse

Barb Crooks (58302)
JCSL / Student Support

Corey Moody (58086)
Student Support/ Bridges

G Myers (58073)
Student Support

Matthew Sanders (58073)
Student Transition Support

Brittney McCaleb (58003)
Administrative Assistant

Abby Redmond (58301)
Administrative Assistant

Officer Matt Weir (58002)
School Resource Officer

Counseling Department Staff

Jolene Hays (58319)
Students A-D and EL Students

Sydney Beck (58083)
Students E-J

Scott Timmerman (58081)
Students K-P

Marcy Weinzetl (58082)
Students (Q-Z)

Katie Royster (58084)
District Mental Health Therapist

Jeri Bird (58079)
Administrative Assistant

Gail Linde (58085)
Administrative Assistant

FDSH 2023-2024 Schedules

Daily Schedule

1st Period: 8:00-9:07

2nd Period: 9:12-10:19

HR/MTSS*: 10:24-10:54

3rd Period: 10:59-12:36

Lunch Shifts

A: 10:54-11:24

B: 11:30-12:00

C: 12:06-12:36

4th Period: 12:41-1:48

5th Period: 1:53-3:00

*MTSS: Mon-Wed / Homeroom: Th-Fri

Early Release Schedule

1st Period: 8:00-8:50

2nd Period: 8:55-9:45

3rd Period: 9:50-10:40

4th Period: 10:45-11:35

5th Period: 11:40-12:30

Lunch: 12:35-1:10

Late Start:

1st Period: 10:00-10:49

2nd Period: 10:54-11:42

3rd Period: 11:47-1:12

Lunch Shifts

A: 11:42-12:12

B: 12:12-12:42

C: 12:42-1:12

4th Period: 1:17-2:06

5th Period: 2:11-3:00

Trimester Calendar

1st trimester: August 23 - November 17

2nd trimester: November 27 - Mar 1

3rd trimester: March 5 - May 24

Welcome

Welcome to the 2023-2024 school year, Dodgers!

Whether you are returning to us or just starting your journey at FDSH, we are excited you are part of our Senior High family. Our purpose is to create an environment that allows you to find your voice and your passions. The staff of FDSH is here to support you and help you make this year one that helps you grow, challenges you to be your best self, and sets you up for success in whatever step is next for you.

FDSH has abundant opportunities for you to get involved. There is a club, activity, or team for everyone. Take advantage of all we have to offer. The more involved you are during your high school career, the more successful you will be all around, and - you'll have much more fun!

The following pages of the student handbook share our guidelines and expectations at FDSH. Being familiar with the expectations, procedures, and resources we offer will help you to be successful and to make the most out of your high school experience. If you have any questions about the information provided in this handbook, do not hesitate to reach out to your homeroom teacher, your counselor, or any other adult in the building.

I wish you all a year full of great experiences and great learning,

Staci Laird
FDSH Principal

EXPECTATIONS / GENERAL STUDENT INFORMATION

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.
 - o The grade posted at the end of the trimester will determine eligibility. Although there may be opportunities for the student to work with a teacher beyond the end of the trimester 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 trimester immediately preceding the trimester in which the student wishes to participate.
4. Students must enroll in at least four classes during the trimester in which the student wishes to participate. Seniors that are eligible to flex must be enrolled in at least four classes during the trimester in which they wish to participate.
5. **No Pass/No Play Policy:**

Activity/Program	Requirement	Penalty
Athletics	Pass all classes in the previous trimester.	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 trimester.	Thirty consecutive calendar days of ineligibility from any public performances/competitions beginning with the first school day of the next trimester.
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 trimester

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.

Appearance / Dress:

School Board Policy 500.14

The Board believes that inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, and visitors. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements for a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting. The Board expects students to be clean and well groomed and to wear clothes that are in good repair and appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the educational program will not be tolerated. When, in the judgment of the Administrator or designee, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

FDSH Building Policy

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:

- allow students to dress comfortably without fear of body shaming or undue disciplining
- avoid creating barriers to attending school
- accept differences in styles, body types, and culture

- remain gender-neutral
- consider safety
- acknowledge different expectations may be in place dependent on location and activity (science labs, CTE courses, PE, etc)
- have students remain identifiable to staff
- ensure all students are treated equitably
- Maintain an environment conducive to learning

Students are expected to wear clothing that complies with the standards of appropriateness and safety. It is expected that the following guidelines are followed:

All Students Must Wear:

- Clothing that includes both a shirt, with pants or skirt, or the equivalent, and shoes. Shirts and dresses must have fabric in the front and on the sides. No sheer material may be worn over private parts (fabric must be opaque).
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student's face to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.

Students may not to wear, carry, or display clothing or accessories with:

- Violent language or images
- Gang-related apparel or paraphernalia
- Advertisements or promotion of alcohol, tobacco, vapes, inhalants, drugs, or any illegal item or activity
- obscenities, profanity, vulgarity, racial or sexual innuendos
- Images or language that creates a hostile or intimidating environment
- Clothing that does not adequately cover the body (see above)
- Visible underwear (visible waistbands or straps on undergarments worn under other clothing is not a violation)
- Clothing or headgear that obscures the face

Communication and Enforcement:

- The Dress Code will be clearly communicated to students through the student handbook and in homeroom curriculum
- The school will expect consistency of enforcement from all adults
- School staff will be expected to use body-positive language to address violations while clearly explaining / using language from code to address violations

Assemblies:

When an assembly is called, students are to proceed directly to the gym and be seated in their assigned areas as quickly and quietly as possible. Attendance at all assemblies is required.

Athletic/Activity Code of Conduct

FORT DODGE COMMUNITY SCHOOL DISTRICT

REFER TO BOARD POLICY 502.7

STUDENT CONDUCT IN EXTRA-CURRICULAR ACTIVITIES

STATEMENT OF PHILOSOPHY

The purpose of the Eligibility Code is to establish and provide for the enforcement of academic standards and standards of conduct for students participating in co-curricular activities in grades 6 through 12 of the Fort Dodge Community School District. Underlying this purpose is the premise that participation in co-curricular activities is a privilege to be earned not only by demonstrating a particular talent or ability but also by demonstrating exemplary conduct.

It is a privilege and an honor to participate in the full range of extracurricular activities at the Fort Dodge Community School District. These activities and participation in them adds a great deal to each student's education by promoting good citizenship and moral character, developing discipline and skills necessary to personal success and wellbeing, and promoting the image and identity of the school and community. Students who choose to participate in extracurricular activities will conduct themselves appropriately at all times both on school grounds and away from the school. The responsibility of good conduct is an extension of the responsibility to represent the school and community in an appropriate manner.

A student will be ineligible to participate in an activity when the conduct of that student has been determined to be contrary to or in violation of the established rules and regulations set out in this policy.

- **Standards of Conduct** – Any student whose conduct, either in or out of school, is such as to make him or her unworthy to represent the ideals, principles and standards of the Fort Dodge Community School District shall be declared ineligible to participate in an activity.
- **Competition/Performances** – Means a specific event that is a component of an extracurricular program whether it is a contest, a performance, a school sponsored trip that is a part of the extracurricular activity, etc.
- **Offense** – Occurs when a student is determined by a school official to have violated the Good Conduct Code. Such violations shall be counted cumulatively from year to year (grades 9-12), regardless of the specific portion of the Good Conduct Code that is violated. Any offense(s) occurring under the District's previous policy shall count cumulatively toward any offense(s) under this Good Conduct Code.

The Good Conduct Code applies to all extracurricular activities including but not limited to:

1. All athletics
2. All music, speech, drama and cheerleading activities
3. Student council or elected offices
4. Team honors
5. School honors

Students who violate the Discipline Policy will be excluded from participation in extracurricular activities for not less than 25% of the events scheduled for said sport or activity for the first offense. If the student secures counseling after the first offense, the suspension will be reduced to one-half of the total number of events to be missed. The second offense will be 50% of the events schedule for said sport or activity. The third offense (or more) will be a suspension of 1 calendar year from the determination of the infraction. In cases where guilt has been established, either by admission or sufficient evidence, the suspension period will start with the date of the violation.

A student found in violation of conduct regulations shall meet with the building principal or his designee. At this meeting the student shall be informed of his/her punishment and his/her right of appeal.

Attendance (Absences/Truancies/Tardies):

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

- That daily attendance is directly related to better school success.
- That knowing District expectations is essential for the parents/guardians and students.
- That understanding attendance-related terminology is needed.
- That knowing the consequences of poor school attendance and punctuality must be known.

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.

Definitions of Terms

Absence: A student 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.

Excused Absences: The following reasons for being absent from school will be considered excused:

- Personal Illness
- Death or serious illness in the immediately family or household
- Request to accompany parent/guardians (or an individual(s) approved by the parent/guardian) on trips
- School initiated suspensions
- 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.)
- Special Exceptions if approved by the principal/designee

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

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 keeps a student, which causes the student to be late.

Truant: A student who elects not to attend class or school, leaves the building without permission from his/her parent/guardian AND a school official, will be considered truant. Being truant is counted as an unexcused absence. Truancies accumulate throughout the entire school year.

Skipped Class: A student who elects not to attend class or school or is not where he/she is assigned or has a pass to be, will be considered skipping. Skipping is counted as an unexcused absence and accumulates throughout the entire school year.

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.

Absences

Some absences are unavoidable and to help compensate for the instructional time missed, make-up work may be assigned.

Absences due to attendance of approved trips and activities will not be considered an absence from school, but will require a student to make-up work missed.

Being absent from school itself will not be cause for reduction of a student's grade. Teachers may, however, require students to come in before or after school to complete work/activities that were done in class in order to receive credit for the assignment. The teacher will allow a minimum of two school days for each day missed from their class to make up all work. In the event that an assignment was 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 trimester to receive credit. Exceptions may be made at the principal/designee's discretion for extended illness.

Unexcused Absence: Procedures for dealing with unexcused absences are as follows: An unexcused absence still allows the student the right to complete missed work in a reasonable time (2 days for each missed day). All work due on the day missed will need to be turned in immediately upon the student returning or credit may not be given.

Truancies/Skipped Classes: Students considered for disciplinary action will be provided the due process rights and appeals procedures.

- **First Truancy/Skipped Classes:** The student will be referred to a principal/designee. If it is determined that the student is truant, he/she will be subject to disciplinary action and parental contact will be made. Detention or in-school suspension -may be used as a consequence.
- **Second Truancy/Skipped Classes:** The student will be referred to a principal/designee for appropriate action. In-school suspension may be assigned. The principal/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.
- **Third Truancy/Skipped Classes:** The student may 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 as an appropriate disciplinary action administered. The student and his/her parent/guardian will be notified of potential consequences.
- **Fourth Truancy/Skipped Classes:** The student may be suspended either in or out of school. The student may be withdrawn from his/her classes and the parent/guardian will be notified.
- **Chronic Truancies** may result in County Attorney involvement.

Tardies: Students considered for disciplinary action will be provided the due process rights and appeals procedures. Progressive discipline for tardies starts over each trimester. When a student is late to school he/she must report to the attendance office. Tardies may either be excused by the classroom teacher, by an administrator, or by any staff member who caused the student to be late.

- **First Tardy:** The teacher will discuss need for timeliness to class
- **Second Tardy:** Teacher may contact the student's parent/guardian concerning the issue and the student will be notified of consequences of further tardies.
- **Third Tardy:** Teacher will assign a 30-minute detention to the student to be served within a week. Failure to serve will result in a referral for truancy from detention.
- **Fourth (and subsequent) Tardies:** Detentions will be assigned, and the student will meet with the Student Services Liaison. A problem-solving meeting may be set up with the student, teacher, administrator, counselor, and parent/guardian.

NOTE: Progressive discipline for tardies starts over each trimester.

Behavior / Discipline / Expectations:

General Behavior and Conduct: At Fort Dodge Senior High School, students will be expected to treat all persons with respect for their individual dignity and welfare. 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 will not be tolerated.

Appropriate conduct is expected while on school premises, while on school-owned and/or operated school or charter buses, and while attending or engaging in school activities on or off school property. Students who exhibit inappropriate behavior (including improper or profane language) in the opinion of the staff and/or administration 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 educational atmosphere. Students will be expected to follow adult directives while in the building or at school events. The use of profanity or obscene language directed toward any school employee by a student will not be tolerated. Disciplinary measures may include, but are not limited to, removal from the classroom, detention, or suspension. When appropriate and in coordination with any necessary discipline, staff will attempt to use restorative practices to repair damage and reteach behaviors. Repeat offenses may be a reason to consider expulsion/long-term suspension and /or alternative programming.


Students involved in a fight will be suspended from school, put in alternative placement, and/or may be considered for expulsion/long-term suspension. Students involved in a fight on school property and /or at a school sponsored event may result in the District filing a complaint with the local law officials and may result in a criminal citation (Disorderly Conduct).


Board policy (500.5) A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; or while attending or engaged in school district activities will be suspended by the principal.


The return to school following a suspension of any kind, requires a re-entry meeting with the student, parent/guardian, the student's counselor, and the student support staff or administrator working with the student.


The following clear expectations for behavior are established in every setting.


Expectations by Setting - Leader in Me


 CLASSROOM	
RESPECT	<ul style="list-style-type: none"> • Use appropriate voice level, tone, and language • Listen while others are talking and accept others ideas/opinions even when you disagree • Use manners and graciously accept feedback/redirections
INTEGRITY	<ul style="list-style-type: none"> • Tell the truth • Do your work - put forth effort even when it's difficult • Show accountability and take responsibility for your actions
EMPATHY	<ul style="list-style-type: none"> • Treat others the way you want to be treated • Negotiate through problems • Look for ways to support each other to help create a positive learning community • Respect and celebrate each other's differences
LEADERSHIP	<ul style="list-style-type: none"> • Be a good example for others - put forth your best efforts • Encourage others to make good choices and succeed


 ARRIVAL/DEPARTURE AREAS	
RESPECT	<ul style="list-style-type: none"> • Enter/exit the school in an orderly fashion • Follow adult directions • Be aware of your surroundings and others around you.
INTEGRITY	<ul style="list-style-type: none"> • Arrive to school on time • If late, follow the check in procedures • Learn and follow parking rules • Report damage to vehicles
EMPATHY	<ul style="list-style-type: none"> • Greet others • Use kind words and actions
LEADERSHIP	<ul style="list-style-type: none"> • Follow the morning and afternoon routine • Encourage others to be respectful to others • Help others who need assistance • Be a role model for others by making good choices • Use designated entrances and exists only


 CAFETERIA	
RESPECT	<ul style="list-style-type: none"> • Use appropriate language & voice level • Follow adult directions • Wait patiently • Observe personal boundaries
INTEGRITY	<ul style="list-style-type: none"> • Handle conflict or distractions appropriately • Keep the cafeteria clean • Report problems when necessary
EMPATHY	<ul style="list-style-type: none"> • Invite others to sit with you at your table • Treat others the way you want to be treated
LEADERSHIP	<ul style="list-style-type: none"> • Follow directions • Be polite • Use good table manners

 HALLWAYS/STUDENT CENTER	
RESPECT	<ul style="list-style-type: none"> • Use appropriate language & voice level • Be mindful of others's space and property • Practice common courtesy (ex. holding doors for others)
INTEGRITY	<ul style="list-style-type: none"> • Keep the hallways clean • Take ownership in actions • Follow the most direct route
EMPATHY	<ul style="list-style-type: none"> • Consider the viewpoints of others • Be an ally to others
LEADERSHIP	<ul style="list-style-type: none"> • Use appropriate language & voice level • Walk on the right side • Have a pass if in the hallway during class time


 GYMS/PE	
RESPECT	<ul style="list-style-type: none"> • Listen to directions • Take turns and interact cooperatively
INTEGRITY	<ul style="list-style-type: none"> • Keep the gym clean • Return equipment when finished • Do the right thing even when no one is watching
EMPATHY	<ul style="list-style-type: none"> • Ask someone new to be your partner • Include others in games and activities
LEADERSHIP	<ul style="list-style-type: none"> • Follow the rules • Use equipment properly • Be fair


 LOCKER ROOMS	
RESPECT	<ul style="list-style-type: none"> • Use appropriate language & voice level • Keep your phone in your bookbag at all times
INTEGRITY	<ul style="list-style-type: none"> • Keep the locker room clean • Return items to their correct location • Use only the time necessary • Report problems when necessary
EMPATHY	<ul style="list-style-type: none"> • Be an ally when someone gets their feelings hurt • Negotiate through conflicts
LEADERSHIP	<ul style="list-style-type: none"> • Keep the locker room cleaner than when you arrived • Respect the privacy of others • Encourage others to only take the time necessary


 OFFICE	
RESPECT	<ul style="list-style-type: none"> • Use appropriate language & voice level • Respect school property and the property of others
INTEGRITY	<ul style="list-style-type: none"> • Use the most direct route to and from the office
EMPATHY	<ul style="list-style-type: none"> • Respect the privacy and dignity of others
LEADERSHIP	<ul style="list-style-type: none"> • Quietly wait your turn • Be polite- say please and thank you


 LMC	
RESPECT	<ul style="list-style-type: none"> • Use appropriate language & voice level • Treat books and equipment respectfully
INTEGRITY	<ul style="list-style-type: none"> • Follow the library procedures • Do the right thing even when no one is watching
EMPATHY	<ul style="list-style-type: none"> • Treat others the way you want to be treated
LEADERSHIP	<ul style="list-style-type: none"> • Use polite manners • Follow directions

 SPORTING EVENTS	
RESPECT	<ul style="list-style-type: none"> • Use proper voice level and language • Sit in the stands while the game is going on • Show good sportsmanship before, during, and after the game
INTEGRITY	<ul style="list-style-type: none"> • Show sportsmanship whether we win or lose • Show respect for the other teams • Consider the feelings of others
EMPATHY	<ul style="list-style-type: none"> • Be mindful that everyone is doing their best • Support all athletes
LEADERSHIP	<ul style="list-style-type: none"> • Cheer positively for your team • Be a good representative of our school

 Assembly/School Functions	
RESPECT	<ul style="list-style-type: none"> • Use appropriate language & voice level • Express appreciation appropriately
INTEGRITY	<ul style="list-style-type: none"> • Be prompt • Honor the school policy regarding the use of electronic devices
EMPATHY	<ul style="list-style-type: none"> • Consider the feelings of others • Treat others the way you want to be treated • Be an ally
LEADERSHIP	<ul style="list-style-type: none"> • Enter and exit at appropriate times • Accept winning and losing graciously

 BUS	
RESPECT	<ul style="list-style-type: none"> • Use appropriate language & voice level • Allow students in front of you to exit first
INTEGRITY	<ul style="list-style-type: none"> • Report problems when necessary • Clean up after yourself
EMPATHY	<ul style="list-style-type: none"> • Treat others the way you want to be treated • Be an ally • Use kind words
LEADERSHIP	<ul style="list-style-type: none"> • Learn/model bus safety and emergency procedures • Greet one another appropriately

 NURSE	
RESPECT	<ul style="list-style-type: none"> • Use appropriate language & voice level • Quietly wait your turn • Listen to nurse's explanation and suggestions
INTEGRITY	<ul style="list-style-type: none"> • Only go to the nurse with permission and pass
EMPATHY	<ul style="list-style-type: none"> • Respect the privacy and dignity of others
LEADERSHIP	<ul style="list-style-type: none"> • Communicate your health concerns honestly and politely

 BATHROOM	
RESPECT	<ul style="list-style-type: none"> • Use appropriate language and voice level • Throw all trash into the garbage • Wait your turn
INTEGRITY	<ul style="list-style-type: none"> • Wash your hands after using the bathroom • Go directly to class after the bathroom • Do the right thing even when no one is watching
EMPATHY	<ul style="list-style-type: none"> • Help others in need • Respect the privacy and dignity of others • Be an ally
LEADERSHIP	<ul style="list-style-type: none"> • Clean up any mess, flush, and wash your hands • Return to class promptly • Model appropriate bathroom etiquette

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 two 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 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, 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.
- Return to your seat until the bell rings.

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. Any attempt to pass off work that is not original to the submitter, including AI-generated work, is considered plagiarism. 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 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. 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.

Controlled Substances:

The use or possession of tobacco products or vaping products and the use or possession or being under the influence of alcohol, other controlled substances, or "look-alike" substances that appear to be tobacco, vaping products, alcohol, or controlled substances by individuals under the age of twenty-one 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/long-term suspension. Such violations will also be reported to local law enforcement authorities.

Dances:

School-sponsored dances are open to high school students in good standing. A current HS ID card must be shown at the door. If you don't have a school ID, you will pay a service fee at the door for staff to verify student status. Requests for duplicate HS ID card will only be accepted up to the Thursday 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 from FDSH or other schools 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.
- Freshmen and sophomores may come as a registered guest of 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 HiSet 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.

Deliveries to School:

We do not allow deliveries from restaurants, food establishments, flower shops, candy stores, etc. 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.

Detentions:

Detentions may be assigned as behavior consequences or attendance-issue consequences before or after school in a detention setting. Morning detentions run from 7:25 - 7:55 in the main office. Afternoon detentions run from 3:05 – 3:35 in room 207. 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:

Emergency 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 refusing to follow directions from staff will be subject to disciplinary measures.

Expulsion / Long-Term Suspension:

Only the Board may expel or long-term suspend 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 or long-term suspension 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 determine a return to school. 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 or long-term suspension 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/long-term suspension 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 or suspended by the Board, only the Board may readmit a student.

False Fire Alarms/Bomb or Weapon Threats:

Causing a false fire alarm, bomb threat, or weapon 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.

Field Trips:

An administrator 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. Students on field trips are expected to comply with all Fort Dodge Senior High expectations and policies and represent the school in a positive manner. Students who do not follow these expectations will be subject to disciplinary measures and may have field trip privileges suspended. Students who are not in good academic standing may also have field trip privileges suspended.

Flex Schedule/Release from Class:

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 44 credits toward graduation and is needing 4 or fewer core credits and not enrolled in a study hall may request a release from school for up to 1 period with parent/counselor/admin permission. A student who has accumulated 46 credits toward graduation and is needing 2 or fewer core credits and not enrolled in a study hall may request a release from school for up to 2 periods with parent/counselor/admin permission. A student who has been granted a release is not waived from physical education and must participate for a minimum of one trimester during the school year. A senior student with fewer than 44 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 (when applicable) 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 trimester. Any student electing to operate under a reduced schedule must either leave the building or remain supervised in the LMC.

Food Service Charging Policy:

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:

- 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 Nick Sells at, 515-574-5673 if you have questions or issue(s) regarding food services. Contact Ursula Roberts, 515-574-5677 if you have questions about PaySchools or your lunch account.

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 judgment 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 Reporting

Progress reports will be available to parents on Infinite Campus throughout the school year. Instructors will update grades regularly to effectively communicate current academic standing to students and parents. Grading criteria for all classes are outlined in each instructor's syllabus. All course syllabi are available upon request. Parents are required to have an Infinite Campus Parent Portal account in order to access their child's academics and attendance online. To sign up for an Infinite Campus account, please contact the district's Technology Department at 515-574-5363.

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

Graduation Requirements:

The high school schedule consists of a trimester schedule.

Graduation Requirements =48 CREDITS

<ul style="list-style-type: none"> ● English – 8 Semesters/Credits <ul style="list-style-type: none"> ○ 2 credits of English 9 ○ 2 credits of English 10 ○ 1 credit of Communications ○ 1 credit of Literature ○ 1 credit of Composition ○ 1 additional credit English elective ● Social Sciences – 6 Semesters/Credits <ul style="list-style-type: none"> ○ 2 credits of World Studies ○ 2 credits of American History ○ 1 credit Behavioral Social Science Elective ○ 1 credit US Government ● Science – 6 Semesters/Credits <ul style="list-style-type: none"> ○ 2 credits Biology ○ 2 credits Chemistry ○ 2 credits Physics 	<ul style="list-style-type: none"> ● Mathematics – 6 Semesters/Credits <ul style="list-style-type: none"> ○ 2 credits Algebra I or Equivalent ○ 2 credits Geometry ○ 2 additional credits Math Electives ● 1 credit of Health I ● 4 credits of Physical Education ● 1 credit of Financial Literacy or demonstration of proficiency via assessment or other coursework. ● 16 Additional Electives to reach 48 Credits
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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.

Hall Passes

If a student needs to leave class for any reason (locker, restroom, library, office, counselor, nurse, etc.), they must use the E-Hallpass system. Students without e-hall passes will be sent back to class to receive an e-hall pass. If student didn't have permission to be gone, the teacher will deal with the skipping. Every staff member is expected to enforce this by checking student passes in the hallways, showing the e-pass when students come to their rooms during class time, and approving the e-pass for students to return to their original location. Students are expected to be in classes during instructional time and e-passes out of class should be minimized. Students who are abusing the e-pass system, can be given reasonable restrictions by their classroom teacher. The office staff also reserves the right to curtail passing privileges for students abusing them.

Homeroom:

Homeroom is a time for students to 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). To meet state requirements in College and Career Readiness, students must complete their 4-year planning and career planning through Naviance. Students are expected to remain in their assigned Homeroom.

Infinite Campus-Parent/Student Portal:

<https://ftdodgeia.infinitecampus.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.

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 must apply for their own account, which will enable them to enroll their child and 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.

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. Students who do not use the internet for the educational purposes for which it is intended may lose internet access and, as a result, the student will be required to use traditional resources to complete assignments. All students have both supervised and independent use of the Internet. Fort Dodge Senior High provides free public wireless internet access that can be used on personal electronic devices intended for academic use.

Late Work:

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 the due date. Excused extended absences will 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 trimester to allow for final grades to be assessed by the instructor.

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 notify the attendance office at the beginning of the day. *Absent of a parent/guardian notification, students may not leave the school building for any reason without permission from an administrator.*

Library Media Center (LMC):

The LMC is open at 7:40 a.m. for student use and closes at 3:10 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. Students are required to have passes when coming individually from study hall or class and should present those passes at the circulation desk upon arrival. Students using the LMC during a flex period are required to show their student ID with an affixed flex sticker. 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 may request a hall locker through the main office. Students in a PE course will be assigned a PE 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.

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 in the main office.

Motor Vehicle Use and Parking

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.

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.

MTSS

FDSH has scheduled times during the week to meet students' needs using a Multi-Tiered Systems of Support model (MTSS). During this time, students can choose or be selected by teachers for optional activities and labs that do not fit within standard course timeframe or additional content support. Students will need to login to the Responsive Scheduler in Infinite Campus weekly in order to make MTSS selections. Students who do not select a course and are not selected by a teacher will be defaulted into a random session to be used as a study hall. Attendance in MTSS sections is required with standard attendance procedures and consequences.

No-School/Late-Start/Early-Dismissal Bulletins:

No School Announcements: When the school day must be altered due to weather conditions, announcements will be made on KWMT AM 540, KVFD AM 1400, 92.1 the Eagle, Hippie Radio 105.9, Mix 94.5, Best Country K97, Sunny 99.7, The Messenger's website and social media, WOI-TV 5, WHO-TV 13 and their media groups, KCCI-TV 8, FDCSD Facebook and Twitter, and www.fdschools.org. Parents/guardians may sign up to receive a phone/text notification by marking their communication means in their Campus Parent account or by calling 574-5363.

Online Courses (Edgenuity):

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 evenings and weekends on curriculum needed to meet the graduation requirements set by the School Board.

FDSH E2020 Policy and Procedures

- Students are required to watch the Orientation video prior to starting course work for the first time.
- The passing threshold for Quizzes and Tests is set at 60%. Students will automatically move forward when they have reached the passing threshold. Students may be moved forward at the discretion of a teacher, counselor, or administrator once they have re-taken the same assessment multiple times if they have received a score above 60%.
- Students will be allowed three attempts for each quiz to reach the automatic passing threshold. If the student has unsuccessfully taken a quiz three times, the corresponding "Direct Instruction" will be reset, requiring the student to view the lecture content again before being granted additional quiz attempts.
- Test and Cumulative Exams will be locked and only unlocked for students when they are supervised by school personnel.
- Students wishing to take a required course on-line as part of their regular education curriculum at SH must have previously unsuccessfully taken the same course in the classroom setting or received administrative approval to do so.
- Students receiving administrative approval to take a required course prior to taking the course in the classroom setting will be required to work through the entire course curriculum (prescriptive and pre-testing features will be turned off).
- Students may be assigned to Study Hall or Student Achievement Center to work on E2020 for eligibility purposes for only one period. Regardless of how many E2020 courses the student works on during that period, they will still be required to attend three additional traditional classes to satisfy the enrollment criteria for eligibility. The student wishing to meet eligibility requirements in this manner must complete at least one E2020 course by semester's end. The student must continue to attend the Study Hall or Student Achievement Center and make academic progress for the entire semester, regardless of how quickly the E2020 course is finished.

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.

Physical Education:

All physically able students shall be required to participate in the Physical Education Program during one trimester 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 or through a waiver that follows State guidelines.

Medical Waivers: Within the first five days of a new trimester 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 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.

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 trimester. 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 than one school day following mid trimester 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 8:00 a.m. on regular days and will dismiss at 3:00 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 3:10 p.m. unless they are attending a school sponsored activity, participating in the after school program, or with an instructor for academic purposes.

***UNLESS EXCUSED BY ADMINISTRATION ALL STUDENTS MUST ARRIVE BY 8:10 AM IN ORDER TO PARTICIPATE IN ANY EXTRA-CURRICULAR ACTIVITY FOR THAT SCHOOL DAY.**

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.

Student Organizations / Clubs:

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 non curricular-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 may be offered for credit recovery.

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.

Technology and Electronic Devices:

Personal Electronic Devices

Board Policy 503.8

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. The Principal/Superintendent or his/her designee may determine if it is necessary to permit a deviation from this policy.

Guidelines for use may vary depending on age groups. Building handbooks will reflect expectations and consequences.

Building Policy

School staff will expect students to use electronic devices responsibly in a manner that will not detract from their learning nor their engagement. The use of electronic devices including, but not limited to, cellular phones, mp3 devices, portable gaming devices, is **limited to either educational use or non-instructional time during the school day. Students who do not comply with this expectation may have devices confiscated by instructors and/or office staff.** Disciplinary action may be taken including, but not limited to, suspension from school.

Non-instructional time is defined as before school, during passing time, during the assigned lunch period and after school. Music should never be loud enough for others to hear. Any other use of music players will be at the teacher's discretion.

Students are expected to use their district-issued Chromebooks. Personal laptops, ipads, etc. are not permitted in lieu of the district-issued devices.

Cameras or cellular phones with camera features are not to be taken into restrooms or locker rooms nor should they be used to record video or audio nor photograph individuals throughout the building without the permission of those whose image may be captured on these devices.

NOTE: All personal items are the student's responsibility. The school will not accept responsibility for the loss or theft of these items.

We strongly encourage parents NOT to call or text students during the school day. Students are not allowed to check their phones for messages during classes nor answer calls, so parents who need to contact students for an emergency should contact the main office.

Chromebooks

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 Curriculum 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 Chromebook, and will employ web-filtering software on the Chromebook to help maintain the privacy and safety of our students and the integrity of the Chromebook.

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.

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. Visitors may be required to 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.

Weapons/Threats:

Per School Board Policy 500.6, weapons, dangerous objects, "look-alikes," and other items used as a weapon (including, but not limited to, firearms, knives, pepper spray, and mace) are not allowed in school, on school grounds, at school events, or in school vehicles. Dangerous weapons, dangerous objects, and "look-alikes" 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-alike” must be in place.

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 houses a full-time registered nurse, access to the medication shall be under the authority of the nurse.
- 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 judgment 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, they will be referred to the nurse. 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 in accordance with Iowa Code. 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.

Substance Abuse:

If any student approaches school personnel and requests assistance dealing with substance abuse, 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.

Suicide Prevention:

The Suicide and Crisis Lifeline is a 24-hour, toll-free suicide prevention service available to anyone in suicidal crisis. If you need help, please call or text 988. Call for yourself or someone you care about.

STUDENT SERVICES

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 obtain principal permission and student and guardian must attend the required intake meeting. For information concerning the program, call 515-955-1770.

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, and supporting students struggling to succeed in school socially, physically, emotionally, behaviorally and academically.

Mental Health Counseling:

Licensed mental health counselors from outside agencies may meet with students during the school day by appointment, arranged through administrators or counselors.

Mental Health Therapist (MHT):

Fort Dodge Community School District employs a full-time Mental Health Therapist. The MHT's responsibilities include providing a comprehensive school social work services to parents, students, and school staff. The MHT will respond to referrals from school administration by assisting families and accessing appropriate community resources.

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, preventing and reducing disruption to the learning environment, and collaborating 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 and school activities.

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.

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.

Student Support Staff:

FDSH employs multiple Student Support Staff members who work with students struggling to succeed in school socially, physically, emotionally, behaviorally and academically. Our Student Support Staff work with students both one-on-one and in small groups to build the skills needed to be successful. Administrators, counselors, and teachers can refer students to the Support Staff. Support Staff can also help connect students and their families to existing community agencies and services.

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 exceptionality 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.

Special Services-Prairie Lakes Area Education Agency:

Audiologists and Audiometrists 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.

Student Achievement Center:

Student Achievement Center provides a teacher mentor for students in grades 9-12 that have been/are responding to interventions, staff assistance, work towards goals, etc. Students are selected based on their at-risk level as well as the academic and social/emotional supports needed. Students set an individual behavior goal that correlates to what the student's wishes to accomplish or change by the end of the term. The goal is monitored weekly, charted, and teacher- student conference to review progress. Parents/guardians are contacted weekly with student goal progress, struggles, and successes as well as what assistance is needed at home to help support the student's goal.

Virtual Academy:

Fort Dodge Community Schools offers the option of a Virtual Academy at the secondary level. More information can be obtained by contacting a building administrator.

LEGAL NOTICES AND DISTRICT NOTICES

Affirmative Action Compliance Coordinator

The District's Compliance Coordinator for Affirmative Action is Kimberly Whitmore, Director of Human Resources, 576-1161, kwhitmore@fdschools.org, 109 North 25th Street, Fort Dodge, IA 50501.

Equity and Compliance Information

TITLE V (Promoting Informed Parent Choice and Innovative Programs),
TITLE IX (Sex Discrimination and Harassment), -AND-
SECTION 504 (Rehabilitation Act)

The FDCSD offers career and technical programs in the following categories: Applied Sciences, Technology, Engineering, Manufacturing, Business, Finance, Marketing, Management, Health Services and Human Services.

It is the policy of Fort Dodge Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. If you have questions or grievances related to this policy, please contact Aaron Davidson, Executive Director Educational Services, 515-576-1161, adavidson@fdschools.org, located at Central Administration Office, 109 North 25th Street, Fort Dodge, IA 50501, or contact the Office for Civil Rights Midwestern Division for U. S. Department of Education Office, John C. Kluczynski Federal Building 230 S. Dearborn St., 37th Floor, Chicago, IL 60604 (Alternate for Section 504 is Branwyn Greathouse, Director of Special Education/Special Needs, 515-574-5675, bgreathouse@fdschools.org, Central Administration Office, 109 North 25th 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.

Child Abuse:

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

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.

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.

Harassment Complaints and Allegations

The District's Officers for Harassment Complaints and Allegations is Roger Porter, Director of School Safety and Security, 515-574-5731, rporter@fdschools.org, located at Fort Dodge Middle School, 800 North 32nd Street, Fort Dodge, IA 50501.

Sex Discrimination and Harassment (Title IX)

The District's Coordinator for Sex Discrimination and Harassment is Roger Porter, Director of School Safety and Security, 515-574-5731, rporter@fdschools.org, located at Fort Dodge Middle School, 800 North 32nd Street, Fort Dodge, IA 50501. The Deputy Coordinator is Kimberly Whitmore, Director of Human Resources, 515-574-5657, kwhitmore@fdschools.org, located at Central Administration Office, 109 North 25th Street, Fort Dodge, IA 50501.

Homelessness:

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-Aaron Davidson, Executive Director Educational Services, 515-576-1161, adavidson@fdschools.org

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: 109 N 25th St, Fort Dodge, IA 50501. Telephone: 515-576-1161.

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. With the exception of charges of abuse by a guardian, 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.

Open Enrollment Information:

Board Policy 501.7: The school district will participate in open enrollment as a sending district. As a sending district, the board will allow resident students who meet the requirements to open enroll to another public school district. Parents requesting open enrollment out of the school district for their student will notify the sending and receiving school district in accordance with district practice. The notice is made on forms provided by the Iowa Department of Education. The forms are available at the central administration office. Parents of children who will begin kindergarten and prekindergarten children enrolled in special education programs and included in the district's basic enrollment will file in the same manner set forth above. The receiving district will approve or deny open enrollment requests according to the timelines established by law. The parents may withdraw the open enrollment request prior to the board's approval of the application. The receiving district's superintendent will notify the parents and send the school district by mail within five days of the school district's action to approve or deny the open enrollment request. The board will not approve a student's request to allow the receiving district to enter the school district for the purposes of transportation. An open enrollment request out of the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factor for approval of such an open enrollment request will be whether the special education program available in the receiving school district is appropriate for the student's needs. The area education agency director of special education serving the receiving district will determine whether the program is appropriate. The special education student will remain in the school district until the final determination is made. It is the responsibility of the superintendent to maintain open enrollment request applications and notice forms. It will also be the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

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/Sexual Abuse Reporting

The District's Designated Investigator of Physical/Sexual Abuse of Students by School Employees is Roger Porter, Director of School Safety and Security, 515-574-5731, rporter@fdschools.org, located at Fort Dodge Middle School, 800 North 32nd Street, Fort Dodge, IA 50501. The alternate is Branwyn Greathouse, Director of Special Education/Special Needs, 515-574-5675, bgreathouse@fdschools.org, Central Administration Office, 109 North 25th Street, Fort Dodge, IA 50501.

Public Complaints

Any concerns should be resolved at the lowest organizational level by those individuals closest to the concern.

- (a). Matters should first be addressed to the teacher or employee.
- (b). Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal.
- (c). Unsettled matters from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- (d). If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board for consideration. To bring a concern, the individual shall notify the board president or board secretary in writing, who may bring it to the attention of the entire board.
- (e). Parents, guardians or community members of the district who have concerns about the district or the board may refer to the additional guidance offered by the [Iowa Department of Education: Parent, Guardian, and Community Concerns](#)

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 an 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 accreditation 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. Requests to obtain student records should be received by January 1 of the 5th year.



*"What lies behind us and what lies ahead of us are
tiny matters compared to what lies within us."*

- Henry David Thoreau