



Student and Parent

# HANDBOOK

2021 - 2022

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

**H**  
**HOOVER**  
HIGH SCHOOL

## CONTACT INFORMATION

**Hoover High School**  
**4800 Aurora Avenue**  
**Des Moines, IA 50310**

**Twitter:** @HooverHuskies

**School Website:** [hoover.dmschools.org](http://hoover.dmschools.org)

**District Website:** [dmschools.org](http://dmschools.org)

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## IMPORTANT PHONE NUMBERS

**Athletics and Activities 242-7311**  
**Attendance 242-7301**  
**Bookkeeper 242-7374**  
**Nurse 242-7303**

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

## HOOVER FIGHT SONG

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

## HOOVER HIGH SCHOOL ALMA MATER

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

## **DES MOINES PUBLIC SCHOOLS --MISSION**

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

## **DES MOINES PUBLIC SCHOOLS --VISION**

Becoming the model for urban education in the United States.

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## **HOOVER HIGH SCHOOL MISSION STATEMENT**

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

## **IB MISSION STATEMENT**

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

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

## ***OUR COLLECTIVE COMMITMENTS FOR ALL STUDENTS ARE TO:***

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

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## **Educational Equity Statement**

It is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

If you believe you have (or your child) has been discriminated against or treated unjustly at school, please contact Susan Tallman, Chief of Human Resources, 2100 Fleur Drive, Des Moines, IA 50321. Phone: 515-242-7709. Email: [susan.tallman@dmschools.org](mailto:susan.tallman@dmschools.org)

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

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

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

## Hoover School Hours and Class Schedule

### HOOVER SCHOOL HOURS

8:25 A.M. to 3:25 P.M

**The building opens** at 7:40 A.M. Breakfast will be available for *all* students beginning at 7:45 a.m. \*Grab and Go Breakfast will be available until 9:15 A.M.

### HOOVER CLASS SCHEDULE

Monday, Tuesday, and Friday		
Period	Time	Min.
1	8:25 am – 9:10 am	45
2	9:15 am – 10:00 am	45
3	10:05 am – 10:50 am	45
Husky Time	10:55 am – 11:30 am	35
4 & Lunch	A Lunch: 11:35 am – 12:05 pm	40
	Class: 12:10 pm – 12:55 pm	45
	Class: 11:35 am – 12:20 pm	
	B Lunch: 12:25 pm – 12:55 pm	
5	1:00 pm – 1:45 pm	45
6	1:50 pm – 2:35 pm	45
7	2:40 pm – 3:25 pm	45

Wednesday		
Period	Time	Min.
1	8:25 am – 9:15 am	50
2	9:20 am – 10:55 am	95
Husky Time	11:00 am – 11:35 am	35
4 & Lunch	A Lunch: 11:40 am – 12:10 pm	40
	Class: 12:15 pm – 1:45 pm	90
	Class: 11:40 am – 1:10 pm	
	B Lunch: 1:15 pm – 1:45 pm	
6	1:50 pm – 3:25 pm	95

Thursday		
Period	Time	Min.
1	8:25 am – 9:15 am	50
3	9:20 am – 10:55 am	95
Husky Time	11:00 am – 11:35 am	35
5 & Lunch	A Lunch: 11:40 am – 12:10 pm	40
	Class: 12:15 pm – 1:45 pm	90
	Class: 11:40 am – 1:10 pm	
	B Lunch: 1:15 pm – 1:45 pm	
7	1:50 pm – 3:25 pm	95

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

**\*\* On M, Tu and Friday, Students that have periods 5, 6, 7 at CA/CC must eat during Husky Time at Hoover**

**\*\*On Wednesday, students that have block 6 at CA/CC must eat during Husky Time at Hoover**

**\*\* On Thursday, students that have blocks 5, 7 at CA/CC must eat during Husky Time at Hoover**

*It is the expectation that students will be out of the building by 3:40 p.m. if not under direct supervision of a teacher, coach, or sponsor. This includes the front vestibule area.*

## **PARENT/GUARDIAN COMMUNICATION**

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

## **EXPECTATIONS OF ALL STUDENTS**

***Hoover is an academics first school. Students are expected to be in class. When students are out of class without passes, they will be asked "In which class are you supposed to be learning right now?"*** Parent contact will be made for students who are consistently out of class so that a partnership can provide further support.

## **SCHOOL ISSUED STUDENT IDENTIFICATION**

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

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

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

## **PERSONAL ELECTRONIC DEVICES**

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

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

**The following expectations are put into place for all Hoover students regarding personal electronics:**

1. Typically, devices should be silent or off and should never cause a disruption while in class. Expectations for using phones in class for academic purposes vary from teacher to teacher and those expectations will be clearly communicated between teacher and students.
2. It is an expectation that while in a learning environment, students refrain from using their cell phones for non-academic videos and social media use. Continued misuse of cell phones for non-academic purposes can result in behavior referrals, parent meetings, and lower grades.
3. Teachers and Administration want to work in partnership with all parents and key stakeholders. Please talk with your students about appropriate times to use their phones and social media. While we understand that connecting with your child during the day about appointments and daily logistics such as transportation occurs, we do ask, that if at all possible, you refrain from calling or texting your child when they are in academic classes.
4. If personal devices are brought to school they are to be used only in designated areas before school, during lunch, after school, and/or after approval from individual staff members.



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

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

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

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

## INTERNET POLICY

Parents are asked to give permission for their children to use the internet at school. **Students are expected to follow these guidelines:**

- Student internet use is a privilege, not a right.
- Student internet use is limited to school related research and activities ONLY.
- The use of instant messaging services, chat rooms and games is prohibited as is the use of personal email for non-school related purposes.
- Students may not adjust settings or cause any physical damage to computers, laptops, iPads or other district-owned devices.
- Students who inadvertently land on an inappropriate site must notify a staff member immediately to avoid possible disciplinary sanctions.
- Students who witness inappropriate use of technology by other students should notify a staff member immediately.

## ATTENDANCE POLICY

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

*Outline of Policy:* Once a student reaches a total of **15 “unknown absences (including Husky Time) and/or T3 (tardies), that student will be ineligible to attend or participate in extracurricular activities** such as athletic events, debate, plays/musicals, dances, shows, or concerts. Unexcused absences will reset at the beginning of each month. Adjustments on a case by case basis may be warranted if circumstances arise. **Parents and students will not be allowed to ‘fix’ unexcused absences on the day of an event.**

*Monitoring of Policy:* **This policy will be monitored by Coaches, Sponsors, Administrators and the Restoration and Safety Coordinator.** We encourage all families and students to actively monitor their own absences as well.

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



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

*10 Day Rule:* If a student has ten days of consecutive unexcused absences, a letter will be sent home to notify the parent and student that they will be dropped from their coursework.

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

*The list of excused absences and more information regarding attendance policies are located in the DMPS District Attendance Policy found at [www.dmschools.org](http://www.dmschools.org)*

### **TARDIES, LATE ARRIVALS, 10/10 RULE**

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

**T1- Student arrives up to 10 minutes late to class**

**T2- Student arrives 11-30 minutes late to class**

**T3- Student arrives more than 31 minutes late to class**

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

*Late Arrivals:* Students arriving late to school (either before their first period class or after lunch) should report to the office to receive a pass.

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

*10/10 Rule:* Since the beginning and end of class time is typically openers, directions, review, or reflection, it is imperative that students do not miss this portion of class. Therefore, **students will not be released from class the first and last ten minutes of each period.**

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

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

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

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

If a student receives a Level III or above referral **AND** they are an Athlete or in an Activity, a Code of Conduct will be enforced through the Athletic Office. They will follow the rules of the Code of Conduct for the sport/activity they are involved in and will be **unable** to attend other school functions outside of their sport/activity just as any other student who received a Level III or above.

If the student is **NOT** an athlete or in an activity they will be ineligible to attend any school event for 60 days. This period **WOULD** extend into the following school year if it applies.

#### **ANTI-BULLYING/HARASSMENT PROCEDURE:**

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

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

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

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

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

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

## **GENDER IDENTITY**

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

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

### ***DEFINITIONS***

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

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

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

*Privacy:* In accordance with the Family Educational Rights and Privacy Act (FERPA), only those District employees with a legitimate educational interest are permitted to access a student's records. Absent consent from the parent or adult student (18 years or older), information contained in a student's records, including information regarding a student's sex, sexual orientation, gender identity, or transgender status may only be disclosed under the limited circumstances set forth in FERPA. Students have the ability to discuss and express their gender identity openly and decide when, with whom, and how much of their private information to share with others. Schools should work closely with the student and parent(s)/guardian(s) to devise an appropriate plan regarding the confidentiality of the student's gender identity.

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

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

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

*District-Maintained Records:* The District may be required to maintain certain records including the student's name and sex assigned at birth (including, but not limited to, the student's permanent record). These records will only be maintained and used as required by law, policy, or rule, and will only be disclosed in accordance with such law, policy, or rule.

Any student, regardless of gender identity, must file appropriate court documents to get their legal name changed in their permanent record. Under the Family Educational Rights and Privacy Act ("FERPA"), a parent or eligible student may ask to have the student's education records amended if they are inaccurate, misleading, or in violation of a student's privacy rights. The District will respond to requests to amend information in student records for transgender students consistent with how other students' records are amended.

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

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

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

These accommodations may include, but are not limited to:

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

*Extra-Curricular Activities and Interscholastic Sports:* The District encourages participation in District-sponsored activities for all students regardless of their gender identity. In general, student will participate in sex segregated interscholastic sports consistent with their gender identity. However, participation in interscholastic sports may be subject to the rules and requirements of the Iowa High School Athletic Association and/or the Iowa Girls High School Athletic Union. Participation in activities and sports will be determined on a case-by-case basis by a team consisting of the appropriate Executive Director, Principal, and Activities Director of the school.

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

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

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

### **LUNCH and CAFETERIA INFORMATION**

*Aside from lunch brought from home, Hoover discourages students bringing in food and beverages from outside vendors.*

*Community Eligibility Provision (CEP):* Hoover High School is part of CEP. Students eating at Hoover will receive standard breakfast or lunch at no charge. **Ala Cart items are not part of CEP.**

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

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

- ✓ Most students eat the lunch that is in accordance with their 4<sup>th</sup> block teacher.

- ✓ 9<sup>th</sup> and 10<sup>th</sup> graders are **required** to stay on campus.
- ✓ Most 11<sup>th</sup> and 12<sup>th</sup> graders have “open” lunch, which means they have the option of leaving campus during lunch but are expected to be back in time for class. The decision to leave campus is made between the student and parent/guardian.

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

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

See “Student Fees” for more information.

### **ACADEMIC PLANNING AND PROGRAMMING**

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

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

### **CURRICULUM**

Course curriculum will be available online on the district website.

### **REPORTING ACADEMIC GROWTH TO PARENTS**

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

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

*Academic growth is expected. Therefore, on-going communication between staff, students, and parents/guardians is encouraged and welcomed.* The classroom teacher may send progress reports at any time throughout the semester. The main office will send out on-going progress reports at a minimum of 2x per month via email starting in September. These reports will give you information on grades, assignments, behavior and attendance. Semester grades are determined at the end of each semester and are recorded on an official transcript.

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

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

**SRG:** Standards Referenced Grading information can be found at: [grading.dmschools.org](http://grading.dmschools.org). Since Hoover is an IB school, students will be assessed using SRG (1-4) and IB Criterion (1-8).

### **RELEASE TIME REQUEST FOR JUNIORS AND SENIORS**

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

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

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

***There are opportunities for juniors and seniors to volunteer at Moore Elementary School or Meredith Middle School during their release time. If you are interested in this, please let your counselors know!***

## **REQUIREMENTS FOR HIGH SCHOOL GRADUATION**

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

### *Classes to graduate*

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

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

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

## **WEIGHTED GRADES**

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

## **CLASS RANK**

Transcripts will only reflect a traditional class rank.

## **ACADEMIC INTEGRITY AND PLAGIARISM**

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

## **ACTIVITIES & ATHLETICS**

The athletic program will provide an atmosphere in which all student athletes and coaches strive for excellence in all school related activities. Sportsmanship, citizenship, camaraderie, sharing and caring will be fostered within individual teams. The use of positive communication between athletes, coaches, parents, administration and faculty allows each



student athlete to represent himself/herself, Hoover and the community in a positive manner. Interscholastic athletics are offered at all grade levels. An athletic fee is required through the school district policy for participation in each sport.

#### **ACADEMIC REQUIREMENTS FOR ELIGIBILITY:**

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

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

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

#### **ACTIVITIES AND SCHOOL ATTENDANCE**

**Athletes *must attend classes at least half of the school day in order to practice or participate*** in an after school contest or activity the same day. When students return late from out-of-town events, they are expected to attend all scheduled classes the following day. Exceptions will be handled individually. **Once a student-athlete reaches a total of 15 unexcused absences AND/OR 15 T3 (tardies) that student will *be ineligible to attend or participate in extracurricular activities* such as athletic events, dances, shows, or concerts. The unexcused absences/tardies will reset at the beginning of each month.**

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

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

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

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

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



## **ACTIVITIES AND BEHAVIOR**

Students involved in activities represent Hoover High School both on and off the court or field. We set the bar high that all students involved in activities will always act in a manner that is consistent with the “Hoover Way”.

If a student receives a Level III or above referral **AND** they are an Athlete or in an Activity. A Code of Conduct will be enforced through the Athletic Office. They will follow the rules of the Code of Conduct for the sport/activity they are involved in and will be **unable** to attend other school functions outside of their sport/activity just as any other student who received a Level III or above.

If the student is **NOT** an athlete or in an activity they will be ineligible to attend any school event for 60 days. This period **WOULD** extend into the following school year if it applies

## **SUMMER SPORTS**

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

## **CHEERLEADING**

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

## **BAND/ORCHESTRA/CHOIR/DRAMA**

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

## **ATTENDANCE AT EXTRACURRICULAR EVENTS**

Students attending any extracurricular event at Hoover **must present their ID when entering and be in adherence to the attendance policy. NO backpacks** are allowed at any event and students will be asked to check them upon entering.

## **DANCES**

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

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

## **SAFETY AND SECURITY**

**Reporting Student Behavior Concerns:** Maintaining a healthy and safe learning environment is a shared responsibility among administration, staff, families, students and the community. *Any individual who becomes aware of an incident that has – or could – disrupt the learning environment has the responsibility to report the incident to the Hoover High School office (242-7300).* Incidents are not limited to but could include: verbal or physical altercations or inappropriate treatment of others (harassment or bullying concern). Incidents take place on school grounds and off school grounds. In

either situation, the incident should be reported to the school if it is believed that the educational environment could be impacted. Individuals involved in reported incidents are subject to the DMPS Discipline Policy and Code of Conduct should the incident be founded

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

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

#### **CAMERAS AND SAFETY: Series 700 Code 781**

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

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

**COATS, BLANKETS, BACKPACKS & BOOK BAGS:** Students may be asked to remove coats or blankets at the discretion of the teacher due to safety concerns or interruption to the learning environment. Students may wear backpacks for the sole purpose of carrying school related materials. All students are assigned a locker.

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

**FIRE-SEVERE WEATHER-LOCKDOWN DRILLS:** Fire, severe weather, and lockdown drills are practiced at various times during the school year to help prepare for a crisis situation.

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

#### **VISITORS**

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

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

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

## **HEALTH PROCEDURES**

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

1. Students are to bring a note to the attendance office from the parents or guardian stating date, time and with whom the student has the appointment.
2. Absences from PE due to medical excuses must be approved by school nurse.
3. Injuries requiring medical or dental care or absence from school must be reported to the nurse AND the attendance office.
4. The student is to obtain a written pass from a staff member to go to the nurse's office for illness and minor injuries. Written permission is waived in an emergency. *A student wishing to leave school for medical reasons must obtain a pass from the nurse. No student will be released without parent permission.*
5. All medication is to be stored in the nurse's office (District Policy). Students carrying inhalers during school hours must provide an annual doctor's permission slip. A student may receive up to 5 doses of either Acetaminophen or Ibuprofen during the school year WITH parent permission. Cough drops are available in the nurse's office, 5 administered during the year and is up to the nurse's discretion.
6. If a student is absent due to a communicable disease, the parents are to notify the nurse.
7. School Physical Forms are to be turned in to the nurse.
8. If a student is issued an elevator key due to medical reasons and the key is not returned, there will be a \$5.00 replacement fee.
9. A current "annual health review" form (completed during online registration) must be on file in the nurses' office.

## **General**

Parents/guardians are asked to provide student health information each year or with any change during the school year. The district respects student privacy and takes measures to assure the security of student health records. The school nurse may share educationally relevant health information according to the Family Educational Rights and Privacy Act (FERPA). Parent/guardian or emergency contact information may be used to provide appropriate care in the event of illness, injury, or other health need.

## **Immunizations**

Iowa law requires all students to have a valid certificate of immunization, provisional certificate of immunization, or certificate of immunization exemption on file with the school. Please provide a copy to the school nurse with each update.

## **Health Physicals**

Health physicals are required for most students entering preschool and recommended for grades K, 3<sup>rd</sup>, 6<sup>th</sup>, and 9<sup>th</sup>. Students wishing to participate in athletics must have a current physical exam on file. Athletic physicals are valid for 13 months from the date of exam.

## Health Screenings

Hearing, vision, dental, and height/weight screenings are provided in many grades. Parents will be notified of the results of these screening if problems requiring follow-up care are noted. Notify the school nurse if you wish to opt-out of school-based screenings for your student.

## Illness

Keeping our schools healthy and safe is a top priority. Every district building has a school nurse to assist students and staff with health matters. We work closely with our local health department to monitor for illness trends and respond in a manner to minimize the spread of illness at school.

Appointments with the school nurse can be requested by the student or directed by the teacher. Teachers may delay a visit to the nurse if important classroom material or testing is occurring and the health matter is non-emergent.

When illness occurs during the school day, students should see the school nurse for initial assessment before parent/guardian contact. The nurse will follow-up as needed with the parent/guardian per health office policy. Parents will always be contacted in the event of a medical emergency.

**Students who are sick must STAY HOME until they are free from symptoms of illness for 24hrs and/or if any test results are pending.** This helps reduce the risk of spreading illness to others in our school community. Notify the school of your student's absence/illness. The school nurse follows district policy and guidance from public health (local, state, CDC) in determining when to temporarily exclude students for communicable diseases, exposures, or illness symptoms (parent reference: [Common Child Illnesses and Exclusion Criteria for Education and Child Care Settings](#) revised 5/2021).

Examples include:

- Fever of 100.4 degrees F or greater
- Illness that disrupts the student's learning or poses a risk of spreading to others (e.g. vomiting, diarrhea, etc.)
- Illness that results in a greater need for care than staff can provide without affecting the health and safety of others

In certain circumstances, a school nurse may request that a parent/guardian provide documentation from a healthcare provider before a student returns to school. Examples include when a communicable disease is strongly suspected or when specific accommodations are needed due to illness or injury. Please submit provider notes containing any health information to the school nurse. Notes may be submitted by paper, fax, or emailed image.

## Masks

To prevent the spread of respiratory illness, the school nurse may provide a symptomatic student (coughing, sneezing, etc.) with a mask to wear while awaiting parent/guardian pick up.

## Medications

Only medications approved by a healthcare provider may be given at school. This is true for both prescription and over the counter (OTC) medications. Consult the school nurse for the medication process and to provide parent/guardian permission.

Middle and high school students may be eligible to receive a standard dose of acetaminophen or ibuprofen with annual parent/guardian permission. This is limited to 5 doses per year and is given based on nursing assessment and discretion. It may not be used for illness symptoms (e.g. sore throat, stomachache, etc.).

## **PE and Recess Excuses**

Students may be excused from PE and/or recess due to illness or minor injury with a parent/guardian note for up to 3 days. For periods longer than 3 days, a healthcare provider note must be provided.

## **Assistive Devices and Accessibility**

Notify the school nurse if your student's health condition requires the use of an assistive device. Examples include medical devices, canes, crutches, wheelchairs, elevator use, etc. A healthcare provider note may be requested.

## **Accommodations due to Health Condition**

When a student's health condition requires long-term accommodations, the school nurse or parent/guardian may request evaluation for a 504 or an IEP. Temporary accommodations may be provided during the evaluation process.

## **LOCKERS**

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

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

**PE LOCKERS:** Students must either provide their own padlocks for PE lockers, or they will be provided one. Locks that are provided will be returned at the end of the semester. (The cost of replacing a school issue lock will be added to student fees) Locks must be kept on assigned lockers. Combinations for student supplied locks will be provided to the PE teachers. All locks are subject to being cut off without notice. Please do NOT store valuables in your gym lockers.

## **MONEY, VALUABLES AND ELECTRONIC DEVICES**

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

## **PARKING LOTS AND VEHICLE REGISTRATION**

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

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

- ✓ 1<sup>st</sup> Offense - Warning to student.
- ✓ 2<sup>nd</sup> Offense –Parent called

- ✓ *3<sup>rd</sup> Offense* – Ticket issued by DMPD
- ✓ *4<sup>th</sup> Offense* – Ticket issued by DMPD; parking privileges revoked.

**Vehicle Registration:** All vehicles must be registered. The campus monitor assists students with the vehicle registration process. In order to register, students must provide a valid driver's license, proof of insurance and vehicle registration. Stickers will be available at this time for a \$10 fee. This sticker must always be displayed properly in the vehicle. If a student changes cars permanently during the school year, the information will need to be updated with the campus monitor. In the event a sticker is lost, there will be a \$3 fee to replace it.

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

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

### **RELEASE OF STUDENT'S PERSONAL INFORMATION**

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

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

**These items are completed during on-line registration**

### **SCHOOL BUSES**

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

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

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

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

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

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

**DART:** Students who live three or more miles from school but are still within the Hoover boundaries are eligible for transportation and may receive a *DART pass printed on their Hoover ID*, therefore do NOT lose your I.D.

**If a student is referred to an administrator by DART personnel, the following interventions\* are in place:**

- ✓ **First offense:** A conference will be held with the student and the parent will be notified with a copy of form 917 indicating the nature of the infraction.

- ✓ **Second offense:** The student will be suspended from riding the bus until a conference can be held with the parent, student, transportation personnel, and the administrator
- ✓ **Third offense:** The student will be excluded from riding the bus.

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

***DART Benefits for All Students:** Only students that qualify for a DART sticker can use their school issued ID as a bus pass before school, after school before 4:30pm and during the regular school day. However, any DMPS student ID can be used as a bus pass during certain dates and times.*

- Weekdays after 4:30 pm
- Weekends / Holidays / Spring Break / Winter Break
- Summer Break - all day - until school starts

**DART recommends students arrive at a bus stop five minutes early and consider downloading the My DART app to plan the best bus route to a destination and track buses in real time.**

### **STUDENT DRESS AND LANGUAGE**

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

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

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

### **STUDENT FEES**

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

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

*District textbook Fee ... \$70*

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

*Yearbook: optional.....\$65* Hoover High School offers a full color, 160+ page yearbook created by students to document the school year. It includes school and team portraits plus various photos and stories telling the story of the school year. Students should plan to have their school portrait taken in order to be included in the yearbook.

**The Husky Yearbook can be purchased for \$65 until April 1<sup>st</sup>.** Limited quantities may be available after April 1<sup>st</sup> but you should purchase by April 1<sup>st</sup> to guarantee a copy. Yearbooks can be purchased through the bookkeeper, Infinite Campus



or at [www.yearbookordercenter.com](http://www.yearbookordercenter.com) and select Hoover High School ID number 2887. Monthly and quarterly payment plans are available through the bookkeeper and must be paid in full by March 15 in order to guarantee a book. You can pay with cash, check or credit cards.

**Yearbooks distribution happens in the fall.** This allows the yearbook to include the majority of school events – sports, prom, graduation, etc. If you purchased a book, you will be notified when distribution happens – typically, mid to late September. If you miss the distribution date, you can arrange for pick-up by calling the main office. Yearbooks are only distributed before or after school. Yearbooks are kept for one year after the distribution. You can choose to have the yearbook mailed to you for a small fee through [www.yearbookordercenter.com](http://www.yearbookordercenter.com).

**If seniors would like to submit a different photo than their school portrait, a senior photo must be submitted by January 15 (end of first semester).** All senior photos submitted to the Hoover yearbook must be a headshot/upper body and full color with no props. The photos should be submitted as a high resolution photo (300 DPI) photo that is saved as a JPEG to [sarah.hamilton@dmschools.org](mailto:sarah.hamilton@dmschools.org). A list of photos received will be posted outside the main office and RM 2020 by the end of February to confirm receipt.

**Parents and guardians can purchase a senior/baby ad to recognize their senior student.** These ads are available for \$35. Parents and guardians can include up to three photos and a short message. The ad must be purchased and designed online at [yearbookordercenter.com](http://yearbookordercenter.com) by March 1<sup>st</sup>.

Any questions about the yearbook can be submitted to Sarah Hamilton at [sarah.hamilton@dmschools.org](mailto:sarah.hamilton@dmschools.org) or 242-7300.

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

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

## **TECHNOLOGY LEARNING CENTER**

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

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

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

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

*Computers:* Computer use is open to all staff and students to type and find school-related materials in the online catalog. Internet use is available to all students who have a signed permission form on file. The permission form includes acceptable use rules, which if not followed, may result in internet privileges being revoked (use of social networking sites, games, external devices and other non-educational sites are prohibited). All documents being printed in the TLC need to be school and/or classroom related.

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

## **STUDENT TRAVEL POLICY: FIELD TRIPS AND EXCURSIONS**

- I. Purpose:** The Board of Education supports learning opportunities outside of the school building and understands that such opportunities are a valuable part of the educational experience in helping achieve each participating student's educational objectives. The Board also recognizes that a properly planned, well conducted, and carefully supervised field trip or excursion is a meaningful part of the curriculum in any classroom.

The Board of Education will not be responsible for any field trip or excursion that is not approved in accordance with the procedures set forth in this policy and the accompanying regulations.

Extracurricular activities shall be those activities which are not a part of the regular school academic program and for which no approved class credit is given. Generally, the Board will not sponsor, subsidize, or approve travel for extracurricular type activities, except those held within a District program or activity or supported by the District. Extracurricular organizations desiring approval of a field trip or extracurricular trip must request that the Board approve and authorize such a trip. A request must be made to the Board, in writing, by the sponsor of such activity. Such request shall be delivered to the Superintendent or Designee in ample time prior to the Board meeting at which the request will be considered for the Board to fully review prior to acting thereon.

The Board may authorize field trips and excursions which require students to miss school days for such events that contribute to the achievement of education goals of the school district.

Each District-sponsored field trip or excursion must have at least one (1) DMPS employee who is responsible for organizing and supervising the trip, hereinafter referred to as the "sponsoring DMPS employee."

## **II. Definitions of Trips and Excursions:**

- A. School Sponsored Local Trips:** Any out of school trip (i.e. field trips, co-curricular, student activities) or planned activity in which a class or group of students leaves the school grounds for the purpose of continuing and extending the program of instruction, participation and/or competition. Local trips are considered instructional and planned with objectives determined in advance and appropriate instruction preceding and following each trip.

A building principal may authorize day long or shorter local trips and excursions when such events contribute to the achievement of education goals of DMPS. DMPS will provide bus transportation and a substitute teacher if one is needed for principal-approved day-long or shorter field trips and excursions.

In authorizing field trips and excursions, the building principal will consider the financial condition of the school district including their site-based building budget, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant to the activity. Written parental permission will be required prior to the student's participation in all field trips and excursions.

Field trips and excursions are to be arranged with the building principal well in advance. A detailed schedule and budget must be submitted by the sponsoring DMPS employee to the building principal along with the request for authorization of the field trip or excursion. Following field trips and excursions, the sponsoring DMPS employee may be required to submit a written or oral summary of the event. The sponsoring DMPS employee must provide the building principal with adequate documentation to support any expenditure of DMPS funds (e.g., receipts).

For school sponsored trips where student participation is required, all costs will be paid by DMPS. Transportation costs paid by the school district are bus costs. Any transportation costs in excess of busing costs will be paid by the organization or student activity.

- B. District Supported Overnight Trips:** The Superintendent or his/her designee may authorize principal requested overnight trips and excursions when such events require students to miss school and contribute to the achievement of education goals of the school district. In certain instances, DMPS may provide for a substitute teacher if one is needed, and information regarding planning and fundraising efforts will be allowed using family email along with staff time and school facilities. Written parental permission will be required prior to the student's participation in field trips and excursions.

- 1) **Out-of-State Trip:** Any out-of-state school trip which requires missing multiple school days and is initiated as an extension of the educational program or school sponsored activity. Cost of substitutes may be incurred by DMPS. PreK-5 grade students are not eligible for Out-of-State trips.

If an academic individual or team, as a result of in-state competition, qualifies for national competition, DMPS will support this competition.

For DMPS-supported national trips where student participation is required, all costs will be paid by DMPS. Transportation costs paid by the school district are bus costs. Any transportation costs in excess of busing costs will be paid by the organization or student activity. In the event a national trip is cancelled for any reason beyond the control of the district, DMPS will not be held liable or responsible for costs lost by families. Travelers may purchase travel insurance at their own cost if they so choose.

- 2) **International Trip:** Any school trip that includes travel outside of the United States which requires missing multiple school days and is initiated as an extension of the educational program or school sponsored activity. Costs associated with substitutes and staff travel connected to world language trips during the school are incurred by the school district. Costs associated with student travel will be paid by the organization or student activity. Only students in grades 9-12 are eligible to participate in international trips. The Superintendent or his/her designee may elect not to sponsor international trips, even when related to the educational program. If no sponsorship or approval is provided, the trip will be treated as a non-district sponsored trip. In the event an international trip is cancelled for any reason beyond the control of the district, DMPS will not be held liable or responsible for costs lost by families. Travelers may purchase travel insurance at their own cost if they so choose.

- C. Non-District Supported Trips:** DMPS cannot accept responsibility for non-school district supported trips. Non-DMPS supported trips may not occur during school time, and; therefore, shall not be planned during school time. No school resources, including but not limited to school equipment, staff time and/or school facilities will be used to communicate information regarding these trips.

A building principal may authorize the distribution of information regarding trips and excursions that take place outside of the school calendar when such events contribute to the achievement of the education goals of the school district. School and district family email information, along with staff time and use of school facilities will not be allowed. No costs will be incurred by the school district; expenses for necessary

substitute teachers cannot be paid for with school district funds and compensatory time will not be granted to individual employees.

Information regarding planning and fundraising efforts will be allowed and may include only the following information:

1. Overview of the trip, including dates, locations, estimated costs, and purpose;
2. Request for private email address to receive additional information;
3. Notice that the trip is a non-district sponsored trip;
4. Name of the commercial agency coordinating the trip.

Employees engaging in a private venture, cooperating with, receiving benefit from, or serving as agents for a commercial agency, will not use DMPS work/contract time, classrooms/school facilities, materials or other district resources to promote, plan, organize or recruit students for the non-district supported trip.

If an employee cooperates with a commercial agency in organizing such a trip, the employee will provide participating students and their parents/guardians with a disclaimer that states the trip is a non-district supported event and not endorsed by the district.

- D. Exceptions:** The Superintendent or his/her designee is empowered to authorize trips and use of resources not covered in rules stated above. This will be done only in unusual situations, particularly trips that combine education and social experiences or trips of long distances.

### **III. Required Planning and Procedures for School Supported, District Supported and District Affiliated Trips**

#### **A. Required Pre-Travel Planning:**

1. **Approvals and Sharing:** Any approvals or sharing required by the school principals and/or the Superintendent/designee are to be completed before sharing information with students and families by trip sponsors and school staff. For District-sponsored overnight trips, the Trip Request Form should be submitted at least 6 months prior to the extended trip date or at the Superintendent/designee's discretion. When this is not possible, such as a trip based on competition during the year, the request should be submitted at least 4-6 weeks prior to the proposed trip. The principal will forward the form to the Superintendent's office. Field Trip Requests should specify how the trip will benefit students in a way not possible in the classroom, how the trip fits into the curriculum, and how the teacher will follow up on the trip afterwards.

The following information shall be included in the Field Trip Request Form District-Sponsored overnight trips:

- a) The date, destination and purpose of the trip, as well as how it enhances educational objectives;
- b) The number of students participating, and the names of the staff and chaperones involved;
- c) The cost per child of the trip and the means by which the requirements are to be met (i.e. fundraising);
- d) Copies of contracts with carriers and travel agency and evidence of insurance for the carrier (if one is used);

e) Copies of the written itinerary including locations, phone numbers, and estimated time of arrival at each location;

f) Date of scheduled orientation meeting (minimum) where the information regarding the trip will be covered. These meetings should highlight the following; travel and packing tips, tipping, medical and health concerns, modes of transportation, hours of departure and return. Remind participants to carry sufficient personal medication supplies and physician documentation for medication to last the length of travel or to replace medication lost during the trip;

g) Parental permission forms and travel waivers. For District-sponsored extra and co-curricular activities that have multiple local trips per season, a one-time permission form/travel waiver to cover the entire season for that activity is permissible. For any overnight trips, a separate permission/travel waiver must be obtained for each student. Permission does not transfer from one activity to another; if a student participates in multiple activities, a permission form/travel waiver must be obtained for each activity.

h) Upon completion of the trip, the sponsoring DMPS employee will file a written report with the Superintendent/designee and building principal or supervisor for any unusual incidents during the trip.

i) Upon completion of the trip, the sponsoring DMPS employee will file all receipts and other documentation needed to support the expenditure of DMPS funds.

**2. Safety Assurances:** The sponsoring DMPS employee shall take all reasonable and necessary actions to ensure:

a) the safety and well-being of students are protected at all times;

b) written parental permission is sought and obtained prior to departure;

c) the event is properly planned, and is integrated with DMPS-approved curriculum and/or other established learning goals;

d) each event is properly supervised and monitored by chaperones who have been approved by the DMPS Human Resources Department;

e) student behavior is monitored and complies with the DMPS Student Code of Conduct. Any issues should be communicated with the school principal immediately or as soon as practicable after the occurrence;

f) a copy of each participating student's emergency medical information is provided by the school nurse and accessible during the event;

g) for international trips, no travel is permitted to any place where the region is deemed

unsuitable for student travel, the Board's liability insurance is restricted, or the U.S. Department of State has issued a Travel Warning. The trip coordinator, prior to leaving, must check with the US Department of State to ensure the travel destination is a safe place to visit;

- h) District emergency preparedness processes and crises response plans are reviewed and understood.

3. **Supervision:** Adequate adult supervision (minimum 15:1 required for local trips; 10:1 for District-sponsored overnight trips) shall be provided. Every field trip shall have a minimum of one adult supervisor, including at least one DMPS certified staff member. For District-sponsored overnight trips, supervisors shall consist of the teacher/supervisor, other staff members and/or parents, unless waived by the Superintendent or his/her designee. Preferably, supervisors should represent all genders attending the trip.

All chaperones must meet all DMPS requirements for volunteers, have current background checks on file with the DMPS Human Resources office, and be approved by the Director of Human Resources or his/her designee.

All chaperones must travel to and from the sites with students. Chaperones must refrain from using alcohol and controlled substances at all times. Chaperones must refrain from using tobacco products in the presence of students, on school property and other smoke-free facilities. Chaperones must follow emergency procedures as outlined by the sponsoring DMPS employee.

4. **Fundraising:** Moderate fund-raising activities may be used to defray the cost of optional field trips. A list of fund-raising activities and/or organizations that will be solicited for support must be submitted with the Field Trip Request Form.  
Students involved in fund raising activities must fully realize that optional field trips for which they are raising funds are tentative until approved by the Superintendent/designee. For those extended optional field trips with a total cost exceeding \$1,000 to the group of students participating, three quotations must be secured by the sponsoring DMPS employee.

All field trip costs must be budgeted in advance of field trip approval. Travel, lodging, meal expenses, substitute teacher cost, and employee stipends, if any, shall be considered part of the total cost of the trip. Costs and resources to be used must be outlined as part of the Field Trip Request Form. School supported extended trips cannot make a profit. Money collected for trips must meet the expenditure of the trip.

Money deposited will be forfeited if a student signs up for an extended trip, then decides not to participate in the trip after deadlines for dropping have passed.

5. **Participation:** Student participation in non-local school supported extended trips shall be voluntary. No student will be subjected to retribution if he/she chooses not to participate. The sponsor of the trip should make every effort to aid children who would find such an expense a hardship. This should be done unobtrusively so as not to embarrass the child involved.
6. **Scheduling:** Every attempt must be made to schedule trips during vacation periods. If travel arrangements necessitate that school days are missed, the administration may approve staff and student absences. Extended field trips which take place while school is in session will be limited to a maximum of three regular school days. The Board directs the school administration to make every effort to limit extended/international field trips to those times when school is not in session. An

anticipated amount of school time lost must be included on the Field Trip Request Form.

- 7. Parent Permission and Medical Information:** Student participants will furnish written parent/guardian permission and medical emergency information, along with authorization for medical care, prior to the extended field trip.
- 8. Student Participation:** Only enrolled DMPS students are eligible to attend field trips or excursions. Students may be required to meet school-based criteria for participation in a field trip or excursion, including criteria relating to student grades, attendance, and behavior. Any such criteria must be equitably applied. If a student is suspended, expelled, or otherwise ineligible to participate in school activities, the student shall not be eligible for any school-sponsored or supported trip or excursion.
- 9. Student Conduct:** All students participating in any field trip or excursion are expected to abide by trip conduct rules, regulations and the rules of the school district. The signed Rules and Expectations of Student Conduct Forms must be on file. Any student violating such rules will be subject to disciplinary action up to and including being sent home at the expense of the parent/guardian. A designated adult must accompany the student home at parent/guardian expense.
- 10. Participant List:** A list of trip participants will be on file in the principal's office 30 days before departure. The list will be distributed to the staff and attendance office at this time (dates of trip to be included) if there will be school days involved.
- 11. Nondiscrimination:** Students will not be discriminated against on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability with regard to participation in student trips and excursions. Students with disabilities shall be afforded an equal opportunity to participate in field trips and excursions, as required by federal and state law. Accommodations, modifications, and other supports needed to participate in a field trip or excursion should be discussed by the student's IEP or 504 team, if applicable.

It is the responsibility of the Superintendent or his/her designee to review this policy, communicate requirements and expectations with others, and make recommendations to the Board for student trip reports and approvals.

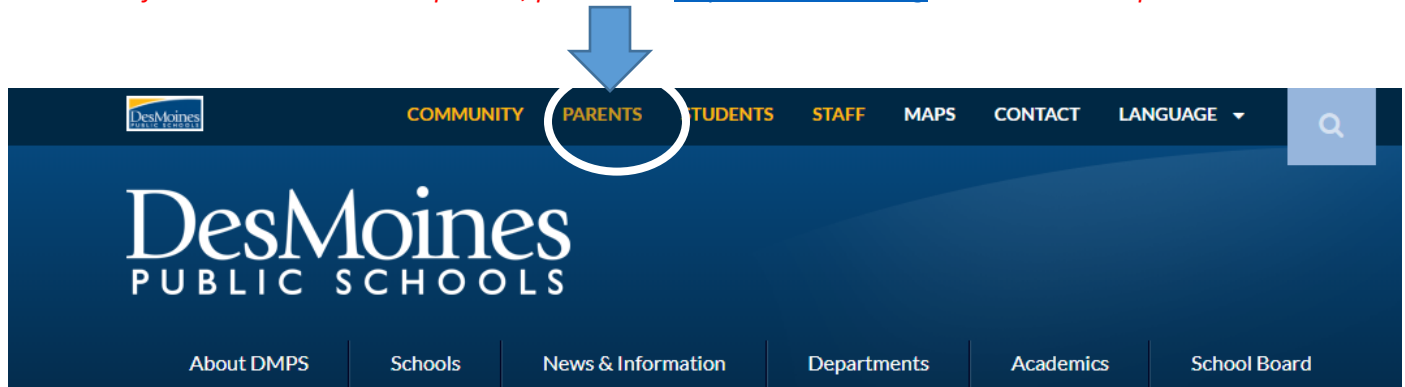
*Legal Reference:* 49 C.F.R. § 390.3(f). Iowa Code § 279.8. 281 I.A.C. 43.9.



## HOOVER WEBSITE

Visit the Hoover High School Website at [hoover.dmschools.org](http://hoover.dmschools.org). Here you can learn about upcoming news and events, find out what's for lunch, and much more. Use the menu at the top of the web page or the Quick Links menu to find what you're looking for.

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



The screenshot shows the Des Moines Public Schools website. The top navigation bar is dark blue with white text for 'COMMUNITY', 'PARENTS', 'STUDENTS', 'STAFF', 'MAPS', 'CONTACT', and 'LANGUAGE'. A blue arrow points to the 'PARENTS' tab, which is also circled in white. Below the navigation bar is a large blue banner with the 'Des Moines PUBLIC SCHOOLS' logo. Underneath the banner is a row of links: 'About DMPS', 'Schools', 'News & Information', 'Departments', 'Academics', and 'School Board'. Below this is a breadcrumb trail: 'Home / Parents'. The main content area is divided into two columns. The left column has three sections: 'About DMPS' with a list of links (Academic Curriculum, Career/Tech Education, District Calendar, District Maps, Grading Practices, Comprehensive Course Catalog (2018-19), School Hours, School Locator Maps, Student Fees, Student Transcripts, Weather Closings), 'District Participation' with links (CIML Sports, Summer Programs, Volunteer), and 'Expectations of Students' with links (Code of Conduct, Policies and Procedures). The right column has two green boxes. The top box is for 'Infinite Campus' and says 'If you are already a student, parent or guardian, and have an Infinite Campus account, click here to login.' with a right arrow. The bottom box is for 'SCHOOL MENUS' and says 'Provided by nutrislice' with a logo. Below this box, it says 'Visit DMPS Nutrislice to see what's for breakfast or lunch at any school on any day of'.

**About DMPS**

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

**District Participation**

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

**Expectations of Students**

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

**Infinite Campus**

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

**SCHOOL MENUS**

Provided by **nutrislice**

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