

2019-2020

HOOVER HIGH SCHOOL PARENT & STUDENT HANDBOOK

Hunkies

Be the Change

*Learning, Thriving,
and Belonging For
All*



CONTACT INFORMATION

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Nurse 242-7303

HOOVER FIGHT SONG

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

HOOVER HIGH SCHOOL ALMA MATER

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

DES MOINES PUBLIC SCHOOLS --MISSION

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

DES MOINES PUBLIC SCHOOLS --VISION

Becoming the model for urban education in the United States.

HOOVER HIGH SCHOOL MISSION STATEMENT

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

IB MISSION STATEMENT

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

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

OUR COLLECTIVE COMMITMENTS FOR ALL STUDENTS ARE TO:

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

Educational Equity Statement

It is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have (or your child has) been discriminated against or treated unjustly at school, please contact Human Resources at the District Office.

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

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

All procedures 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.

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 academic 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 attendance center. Replacement ID's cost \$5. Temporary ID's are available and are made in the attendance center. Temporary IDs cost \$1.00.

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

PERSONAL ELECTRONIC DEVICES

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

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

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

1. Typically devices should be silent or off and should never cause a disruption while in class. Expectations for using phones in class for academic purposes vary from teacher to teacher and those expectations will be clearly communicated between teacher and students.
2. It is an expectation that while 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, Administration and the At-Risk Coordinator.** We encourage all families and students to actively monitor their own absences as well.

Parents: Parents should make every attempt to notify 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

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 arrive 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) report to the attendance center to receive an electronic pass. These are either excused or unexcused passes. An accumulation of late arrival passes (either excused or unexcused) will result in a parent meeting to help resolve the issues surrounding the late arrivals.

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

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.

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

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

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

ANTI-BULLYING/HARASSMENT PROCEDURE:

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

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

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

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

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

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

GENDER IDENTITY

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

The District strives to create a supportive environment for its students. Discrimination, harassment, and bullying of students for any reason, including on the basis of gender identity and/or sexual orientation are prohibited by state law

and District policy. Complaints of discrimination or harassment based on a student's actual or perceived gender identity or sexual orientation must be handled in accordance with District Policy.

DEFINITIONS

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

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

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

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

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

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

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

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

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

Other than documents where the 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](tel: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 9th and 10th graders are scheduled to eat "A" lunch and are **required** to stay on campus.
- ✓ Most 11th and 12th graders are schedule to eat "B" lunch. They have "open" lunch, which means they have the option of leaving campus during lunch. It's recommended they stay on campus and eat school lunch. The decision to leave campus is made between the student and parent/guardian.

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

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

See “Student Fees” for more information.

ACADEMIC PLANNING AND PROGRAMMING

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

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

CURRICULUM

Course curriculum will be available online on the district website.

REPORTING ACADEMIC GROWTH TO PARENTS

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

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

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. 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 that student *will be ineligible to attend or participate in extracurricular activities* such as athletic events, dances, shows, or concerts. The unexcused absences will reset at the beginning of each month.**

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

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

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

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

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

SUMMER SPORTS

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

CHEERLEADING

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

BAND/ORCHESTRA/CHOIR/DRAMA

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

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. **The Hoover administration maintains the right to prevent HHS students from attending dances due to behavior or attendance policy violations.**

SAFETY AND SECURITY

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

WWW.SEXOFFENDER.COM

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

HEALTH PROCEDURES

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

1. Students are to bring a note to the attendance office from the parents or guardian stating date, time and with whom the student has the appointment.
2. Absences from PE due to medical excuses must be approved by school nurse.
3. Injuries requiring medical or dental care or absence from school must be reported to the nurse AND the attendance office.
4. The student is to obtain written pass from a staff member to go to the nurse's office for illness and minor injuries. Written permission is waived in an emergency. *A student wishing to leave school for medical reasons must obtain a pass from the nurse. No student will be released without parent permission.*
5. All medication is to be stored in the nurse's office (District Policy). Students carrying inhalers during school hours must provide an annual doctor's permission slip. A student may receive up to 5 doses of either Acetaminophen

or Ibuprofen during the school year WITH parent permission. Cough drops are available in the nurse's office, 5 administered during the year and is up to the nurse's discretion.

6. If a student is absent due to a communicable disease, the parents are to notify the nurse.
7. School Physical Forms are to be turned in to the nurse.
8. If a student 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.

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:

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

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

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

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

RELEASE OF STUDENT'S PERSONAL INFORMATION

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

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

These items are completed during on-line registration

SCHOOL BUSES

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

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

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

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

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

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

DART: Students who live three or more miles from school but are still within the Hoover boundaries are eligible for transportation and may receive a **DART pass 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 4pm and during the regular school day. However, any DMPS student ID can be used as a bus pass during certain dates and times.*

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

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 correct the issue. *Failure to meet the dress and language expectation may cause a student to be subject to the district disciplinary code.*

STUDENT FEES

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

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

District textbook Fee ... \$70

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

Yearbook: optional.....\$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 1st. Limited quantities may be available after April 1st but you should purchase by April 1st to guarantee a copy. Yearbooks can be purchased through the bookkeeper, Infinite Campus or at 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.

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. 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 by March 1st.

Any questions about the yearbook can be submitted to Sarah Hamilton at 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 contact the school vice principal/principal at registration time for a waiver form. *These waivers do not carry over from year to year and must be completed annually.* When application for any fee waiver is granted, the fee or fees waived under the application are not collectible. This does not apply to temporary waivers.

TECHNOLOGY LEARNING CENTER

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

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

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

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

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

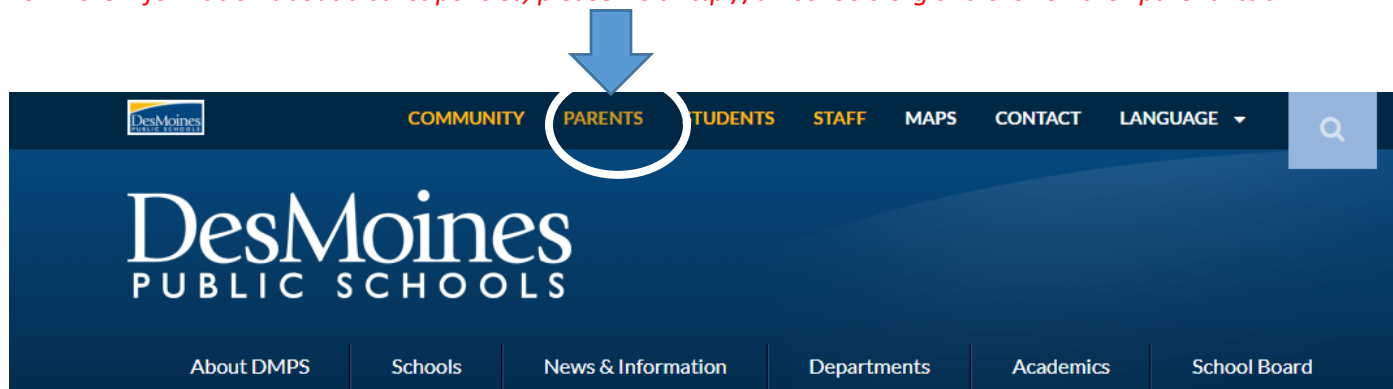
revoked (use of social networking sites, games, external devices and other non-educational sites are prohibited). All documents being printed in the TLC need to be school and/or classroom related.

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

HOOVER WEBSITE

Visit the Hoover High School Website at 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 top navigation bar of the Des Moines Public Schools website. The 'PARENTS' tab is highlighted with a white circle and a blue arrow pointing down to it. Below the navigation bar, the main content area is divided into sections. On the left, there is a 'Parents' breadcrumb trail and a list of links under 'About DMPS', 'District Participation', and 'Expectations of Students'. On the right, there are two promotional banners: 'Infinite Campus' and 'SCHOOL MENUS' provided by 'nutrislice'.

About DMPS

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

District Participation

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

Expectations of Students

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

Infinite Campus

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

SCHOOL MENUS

Provided by **nutrislice**

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

