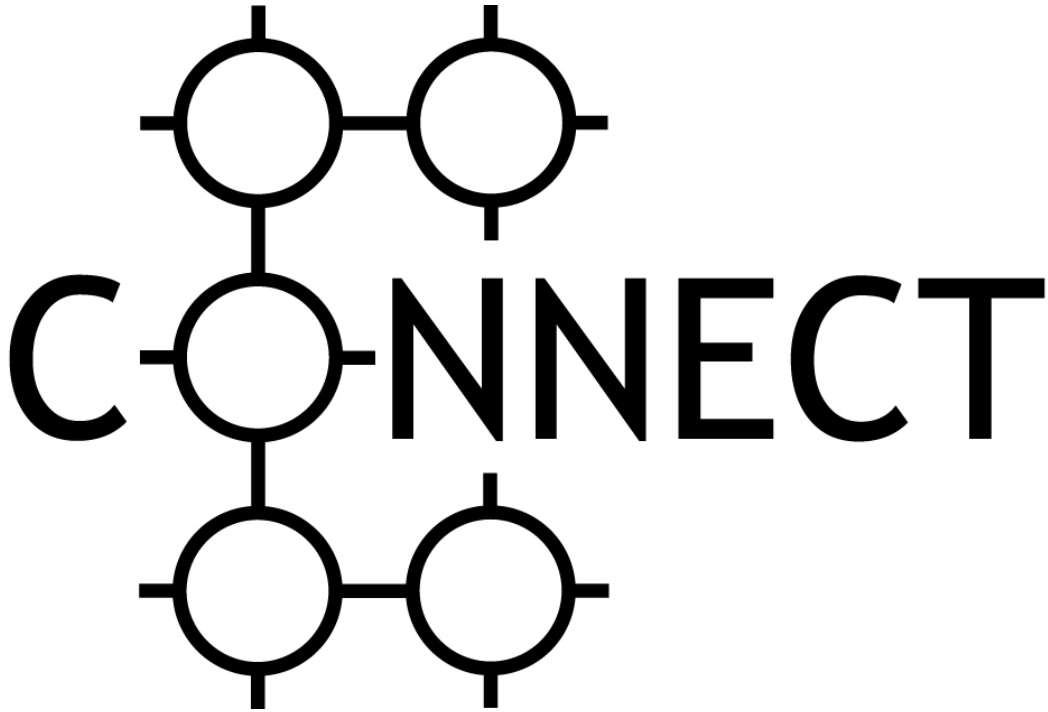


Connect Program

**1090 Alta Vista
Dubuque, Iowa 52001**



**Parent/Student Handbook
2015-2016**

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Calendar

School Hours for Students

The school is staffed daily from 7:00 a.m. - 3:30 p.m. Classes are held from 8:15 a.m. to 2:00 p.m.

Regular Class Schedule Times

8:15 - 9:10 Class (Classes will be in core content areas)

9:15 - 10:05 Class

10:10 - 11:00 Class

11:00 - 11:25 Lunch *

11:25 - 12:15 Class

12:20 - 1:10 Class

1:15 - 2:00 Class

*Lunch is served daily in the cafeteria. Students have a 25 minute lunch break following third period.

Two Hour Early Release

8:15 - 9:05 Class

9:10 - 10:00 Class

10:05 - 10:55 Class

11:00 - 11:25 Lunch

11:30 - 12:20 Class

2 Hour Late Arrival

10:15 - 10:50 Class

10:55 - 11:30 Class

11:35 - 12:10 Class

12:10 - 12:35 Lunch

12:35 - 1:15 Class

1:20 - 1:35 Class

1:35 - 2:00 Class

Communication

DCSD/Connect Program Parent-Student Handbook

Policies that will be referenced in the handbook may be found online at the Dubuque Community School District's website. Please notice in particular:

Policy 5200 – Student Behavior: Expectations and Consequences

Policies 4601/4609 – Tobacco/Substance-Free Environment

Policy 5107 – School Attendance.

Course Syllabus

Each student is given a syllabus during the first days of each class. The syllabus contains course expectations, grading policy, other information specific to that class. Please review the syllabi.

Communication Options

In this handbook we have included the e-mail address and phone contact of each faculty and staff. Our mailing address is 1090 Alta Vista, Dubuque, Iowa, 52001. If you need to reach your student please contact the secretary at 563-552-5800. Non-emergency calls to staff will be returned after classes end.

Automated Calling

Our computer will call a parent/guardian if there is an attendance concern. Please be sure to notify our office when there is a change in your contact information. Special announcements may also be sent via the automated calling system.

Class Progress/Power School

Parents may check student's progress on line by using the parent portal of Power School. Contact the office for login information and password. Parents can contact your child's teacher to schedule an individual conference if needed.

Organization of the Academic Year

The Connect Program will follow the semester system that is used at the home schools.

Students Addressing Connect and District Staff

On a daily basis students will be dealing with many people at the Alta Vista Campus. When dealing with other adults, students should address them as Ms. or Mr., or ask them how they would like to be addressed.

Staff Directory
 Connect Program
 1090 Alta Vista Road, Dubuque, IA 52001
 Phone: 563-552-5800 fax: 563-552-5801
www.dubuque.k12.ia.us

Staff	E-mail address	Phone	Assignment
Chris Oberhoffer	coberhoffer@dubuque.k12.ia.us	552-5800	Assistant Principal
Lisa Lueken	llueken@dbqschools.org	552-5806	Graduation Coach
Dan Powers	DanPowers@dbqschools.org	552-5827	School Counselor
Karla Schwaegler	kschwaegler@dbqschools.org	552-5237	Hempstead HS Student Needs Facilitator
Trica Brokus	tbrokus@dbqschools.org	552-5527	Senior HS Student Needs Facilitator
Amber Everett	aeverett@dbqschools.org	552-5800	Secretary/Business Office
Kelli Foht	Kfoht@dbqschools.org	552-5773	Math
Theresa Cheever	tcheever@dubuque.k12.ia.us	552-5782	Language Arts Teacher
Andrew Reese	areese@dbqschools.org	552-5762	Science Teacher
Mike Kennedy	mkenedy@dbqschools.org	552-5766	Social Studies Teacher
Eric Balayti	ebalayti@dbqschools.org	552-5882	Hempstead Life Coach
Kim Nelson	Kinelson@dbqschools.org	552-5862	Senior Life Coach

SUPPORT SERVICE

Officer Jason Hoerner
 Sue Whitty

School Resource Officer
 Hillcrest Therapist

Free and Reduced Lunch Information

To qualify for free or reduced lunch, parents must complete the appropriate paperwork during the eRegistration process. Students may pay for lunch at the time it is served or money can be entered into a student account for future purchases. School lunch is \$2.65.

Admission/Enrollment Fees

The registration fee is \$85.00 for 2015-2016. This must be paid upon enrollment. Registration fees are paid at Senior or Hempstead.

Fee Waiver

Students whose families meet the income guidelines for free and reduced price lunch under the Child Nutrition Program, Family Investment Program, Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care may be eligible to have their student fees waived or partially waived. **This waiver does not carry over from year to year and must be completed annually. All persons seeking a waiver of fees must fill out a waiver application.** Decision to grant a waiver of fees will be handled on an application-by-application basis and will be in compliance with state code. If parents would like to appeal a waiver decision, they may call or write the Superintendent of Schools, 2300 Chaney Rd., Dubuque 52001-3095 (552-3012)

Parent Transportation Reimbursement

According to Iowa law, parents of public and non-public school students are to be reimbursed by a public school district if school bus service is not provided for eligible students. In general, school bus transportation is to be provided to the parents of elementary students (K-8), who live over two (2) miles from the school designated for attendance purposes by the Board of Education or the private school parent, while for high school students (9-12), the distance is over three (3) miles. If you live within the boundaries of the Dubuque Community School District and qualify for public school student transportation reimbursement, contact the Transportation Department to receive a claim form. The Transportation Department is located at 1350 West Locust Street (552-3200). Claims for eligible students must be filed on a semester basis by December 1 and June 1 of each school year. Eligible families will be receiving separate checks for public school student transportation reimbursement for the first and second semesters of the school year.

Conduct

Attendance

The Connect Program is designed to prepare students to succeed in a traditional high school setting. Each day, students will be learning not only content, but also crucial academic skills to use later in their school experience. Because of this, it is critical that students attend class every day and arrive on time. Students who miss a day of school miss a day of learning that may never be replaced.

By enrolling in the Connect Program, a student makes the commitment to fulfill his/her responsibilities to this learning community and is expected to:

1. Attend his/her scheduled classes.
2. Actively engage in learning opportunities both in and outside of the schedule.
3. Make documented progress toward his/her goals for graduation and beyond.

Excessive absences (4 unexcused absences or 10 total absences) will result in the student being monitored through weekly student support services meetings to determine additional resources that may be needed to help the student succeed.

Excused/Unexcused Absences

Parents will notify the school each time their son/daughter is absent and provide documentation of the absence if requested. When dealing with attendance issues, the principal or designated staff member will make the final determination whether an absence is considered excused or unexcused.

Excused Absence

The following reasons may be identified as possible excused absences. The principal or designated staff member may request documentation or verification for any of the following absences and may consider an excess of absences (beyond a 10 days) as unexcused truant days.

- Personal illness
- Professional appointments which cannot be arranged outside of school time
- Recognized religious observances
- Required court appearances
- College visits, a maximum of two days for juniors, 3 days for seniors
- Pre-arranged/approved absences**
- Schools sponsored or approved activities
- Bereavement
- Suspensions and interventions

Permission for such absences **MUST be obtained in advance of the absence from school. Failure to obtain prior permission may result in the absence being considered unexcused. Parents/guardians are strongly urged to schedule vacation during the summer and various breaks in the school calendar.

Unexcused Absence

Unexcused absences will include, but not be limited to the following items:

- Class cuts
- Falsely informing the school about the reason(s) for the absence
- Absences that have not been pre-arranged and pre-approved as excused

* School personnel will notify students and parents/guardians of each unexcused absence.

* Any unexcused absence will remain unexcused unless it is cleared through the school's attendance office within **two school days**.

Cellular Phones/Electronic Devices

Cellular or other wireless communication devices may be used on school grounds, but **MUST NOT** be used in the classrooms without the permission of the teacher. Talking on phones, text messaging, or any other phone use during class is a violation of this policy and may result in the phone being confiscated and held for a parent/guardian to pick up later. Teachers and staff establish rules for the office, classroom, or lunch area regarding electronic equipment. Loss or theft of any personal property is not the responsibility of the Dubuque Community School District.

Parents should **AVOID** calling students on their cell phones during the school day. In case of an emergency, parents are requested to call the main office at 552-5800. Your child will be given the information immediately.

Emergency Drills

During the school year the Connect Program holds emergency fire and tornado drills. At the beginning of the school year, teachers notify students of the procedures to follow in the event of a drill. Students are all expected to participate in an orderly manner during the drills. Students who pull fire alarms or call in false alarms, in addition to being disciplined under the district's policies, will be reported to law enforcement officials.

Food/Beverages

The only beverage that is allowed in the classroom is water in a clear bottle. Food may only be eaten in the cafeteria area.

Illegal Items/Illegal Substances

Police trained search dogs may be used on any of the DCSD property. Students found in possession of illegal items are subject to Policy 5200. This includes, but is not limited to, the confiscation of the item in question and referral to the Dubuque Law Enforcement Center. Students in possession of items that do not belong to them are subjected to the same policy.

Use, possession, sale, supply of or being under the influence of a controlled or illegal substance as defined by Iowa law is prohibited. Appropriate legal action may be taken or legal charges filed. In addition, students may be suspended, or in some cases, expelled from school. Police citations are issued to underage smokers. The new Iowa Smoke free Air Act states that smoking is not allowed on "School grounds, including parking lots, athletic fields, playgrounds, tennis courts, and other outdoor area under

the control of a public or private educational facility, including inside a vehicle located on such school grounds.” Individuals can not smoke in their vehicle on school grounds regardless of their age. Citations can be issued for violation of this provision in Iowa Code. The use of alcohol or illegal substance is a serious infraction of the DCSD Policy 5200.

If an administrator suspects or has determined that a student has used or possesses illegal substances through initial procedures that include observation and discussion with the student, use of a breathalyzer and/or physical examination by the school nurse:

- The police or school resource officer will be contacted.
- Parents/guardians will be called.
- If a student is 18 years of age, the police will transport the student to the Dubuque Law Enforcement Center. If the student is under 18 years of age, the police will release the student to the parent at the Connect facility. If a parent cannot be reached, the police will release the student to a parent at the Dubuque Law Enforcement Center once the parent is reached.
- The student may receive an out-of-school suspension.
- Appropriate legal action is taken and legal charges filed.
- The program’s liaison from the Substance Abuse Service Center will be notified.

Clothing/Apparel

Any form of clothing, apparel, or personal appearance, including pictures or words, which is indecent, lewd, immodest (no exposed cleavage, no excessively low cut jeans, no exposed boxers, etc.), vulgar, obscene, disruptive of the orderly operation of the school, or which constitutes a health or safety hazard **is unacceptable**.

Wearing of or exhibition of clothing, apparel, or personal appearance which depict, advertise, or promote any substance prohibited by these rules (including beer, alcohol, controlled substances, or tobacco products) **is prohibited**.

No student on or near school property or at any school activity:

Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership in or affiliation with any gang. The DCSD board policy prohibits chains, spikes, etc, that may be considered a safety hazard.

Student I.D.

Students are required to have a current I.D. card in their possession during the school day, while in attendance at activities. Replacement IDs are available from the secretary for \$5.00.

Visitors

All visitors must enter through the Forum’s front doors on the west side of the building and check in with the secretary there.

Student visitors are not permitted during the school day. Students and parents are encouraged to visit the Connect program by appointment when reviewing their child’s education options.

Display of Affection

Inappropriate and excessive displays of affection in public are unacceptable.

Profanity

The educational philosophy of the DCSD does not support harassment, bullying, sexist remarks, discrimination or profane acts or speech.

Curriculum

Academic Requirements for Graduation

The graduation requirements for students entering Dubuque Community School District in the ninth grade during the 2011 – 2012 school year and years following are:

English	8 credits
English 1-2	2 credits
English 3-4	2 credits
Writing	1 credit
Speech	1 credit
Mathematics	6 credits
Science	6 credits
Earth/Environmental	2 credits
Life Science	2 credits
Physical Science	2 credits
Social Sciences	6 credits
U. S. History	2 credits
World History	2 credits
Government	1 credit
Human/Society Study	1 credit
Wellness	3.2 credits
Fine Arts	2 credits
Applied Learning	2 credits
Elective	10.8 credits
World Cultures & Issues	2 credits
	TOTAL CREDITS – 46

Field Work/Field Trip Form

All students must have parent permission in order to participate in field experiences. Students over 18 may sign their own permission form. At registration students and parents are given the permission form to sign and return. The Connect program supports the idea that the community is an excellent resource for learning and many classes visit direct sources when available. Students must take the transportation provided by the school district to any off-site opportunities.

Parents are required to sign the field trip permission form before their child may be transported to any field trip or home school activity. The form is found at the end of this handbook.

School Materials/Supplies

Each class requires students to have regular school supplies which may include notebooks, folders, paper, pencils and pens. Some classes may require a public library card.

Extra-Curricular Activities

Students may participate in any extra-curricular activities through their home high school, if they are eligible. Some extra-curricular activities have eligibility requirements students must meet. The list of available extra-curricular activities can be found at the Hempstead or Senior school website.

Community

Counseling

The basic counseling services for students in the Connect Program will be provided through Hillcrest Family Counselors. Students who require more frequent interactions than the Hillcrest staff are able to provide will be referred to their home school to arrange for additional counseling support.

Graduation Coach

In addition to the administrator, Chris Oberhoffer, the Graduation Coach will assist students in the registration process. The Connect Program's graduation coach is Lisa Lueken. She is available to help students with personal and academic issues, as well as setting career goals. Parents are encouraged to contact the graduation coach with questions about student progress or information about community resources.

School Counselor

Dan Powers is available to provide counseling support for students in the Connect Program. Parents are encouraged to communicate any social or emotional needs their student may have to the school counselor.

Life Coach

Life coaches are available to provide support services to students in order to remove barriers to academic success. Life coaches can provide attendance support, organize community based resources, academic supports, and other services that will increase student success.

Health Services

The district head nurse will be available for Connect students to dispense medications following district policy. If a student feels ill, the parent will be contacted to discuss the next steps. If a student is believed to be under the influence of an illegal substance, the School Resource Officer (SRO) will be contacted.

Visiting Teacher

If a student needs to miss two or more weeks of school due to health problems, a visiting teacher will be assigned to assist with academics. A health care provider order is necessary for these services to be put into place. All arrangements will be made through the nurse.