

HEMPSTEAD HIGH SCHOOL

Student Handbook 2020-21

ASSISTANCE DIRECTORY

HEMPSTEAD ADMINISTRATION

Mr. Lee Kolker	Principal
Ms. Claudette Bees	Assistant Principal, Student Discipline
Ms. Karla Schwaegler	Assistant Principal, Student Discipline
Mr. Brian Kuhle	Assistant Principal, Activities & Athletic Director
Mr. Eddie Santiago	Assistant Principal, Registrar
Mr. Jeff Hoerner	Student Needs Facilitator

MAIN OFFICE HOURS

Regular Schedule.....6:45 a.m. to 3:15 p.m.

SCHOOL HOURS

Regular Schedule.....7:35 a.m. to 2:20 p.m.

Friday late arrival.....8:35 a.m. to 2:20 p.m.

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Welcome to the 2020-21 school year!

Dear Parents,

As each new school year begins, we look forward to new challenges. We welcome our new freshmen class and all other new students who have joined us. We also welcome parents who have their first child attending Hempstead. We encourage clear two-way communication between families and the school. Here are some strategies that we use to promote the sharing of information in our large school:

Hempstead Student Handbook and Dubuque Community School District Parent-Student Handbook- This document shares many procedures, policies, and schedules that answer questions and is used as our primary reference.

Course Syllabus- Each student is given a syllabus during the first days of school for each class. Review these course requirements and class rules so there are no surprises later about grading or expectations. Course syllabi are also available on our website <http://www.hempstead.dbqschools.org>.

Daily Announcements- Our daily announcements are posted on the Hempstead website at <http://www.hempstead.dbqschools.org>

Email, Telephone, Voicemail, Postal Mail, Notes in Staff Mailbox- Our teachers and administration are available for contact in many ways. Each staff person has a voice mailbox and email address. The email addresses can be found on our website. Take advantage of contacting them before a minor concern becomes a major problem.

Automated Calling- Our computer will call you if there is an attendance concern and let you know special information from the Hempstead building like reminders of parent/teacher conferences.

Grades, schedules, and graduation progress. Parents and students can use the Infinite Campus portal to check grades, view student course requests or schedule, and keep track of progress toward graduation. Contact Hempstead for your login information and password. The best communication is from your child him/herself.

Special Meetings- Meetings for entitled students or students with a 504 plan can be held at school. Other meetings can be arranged as needed to meet student concerns. Our counselors can help you with these arrangements.

As you can see, our goal is to offer many ways to work with you and place your child in the center of every solution for their success.

Good luck for a terrific learning experience this year.

Mr. Lee Kolker, Principal

The student handbook represents an extension of board policy and reflects the goals of the school district. The school reserves and retains the right to modify, eliminate or establish school rules or procedures, including those contained in this handbook. We expect students and parents read and know the contents of the handbook.

BUILDING HOURS FOR STUDENTS

Students may only enter the building at the Student Entrance, unless they ride a Dubuque Community School Bus to school, in which case they may enter the lower level doors. Students will not be allowed to enter the building until 6:45 AM and should not be in the building after 2:30 PM, or more than 15 minutes after an early release unless they are under direct supervision of a teacher, coach or extra-curricular sponsor. Supervision is not available on grounds at other times.

COVID

- Face coverings will be required for students and staff throughout the school day. According to recommendations from the Centers for Disease Control and public health experts, face coverings are a key tool in reducing the spread of COVID-19. Each student will be provided a no-cost face mask and neck gaiter from the district. Families are also welcome to provide masks for their own student(s) if they prefer. Masks with openings, such as mesh masks, masks with valves, or masks with holes of any kind are not considered acceptable face coverings.
- Please remember to social distance yourselves while in the halls and in the cafeteria.
- Follow CDC guidelines for handwashing/sanitizing.

ACCESS TO HEMPSTEAD

Parking

Hempstead has designated accessible parking spaces.

Hempstead has visitor parking spaces designated by green lines near the main entrance of the flagpole parking lot.

Student parking is designated with white lines, faculty and staff designated by yellow lines.

Accessible Door Entrances

All entrances to the building are wheel chair accessible. Once someone has entered the building he/she may use the elevator to move between floors.

Elevators

Hempstead has four elevators located in the Main entrance, between the Event and Student entrances, in the cafeteria and one on the south side of the building. Any person needing assistance may call ahead and/or contact the Hempstead Main Office (552-5200), Assistant Principals' Office (552-5208), Activities Office (552-5233), or the Health Office (552-5243).

HEMPSTEAD TELEPHONE NUMBERS

Academic Concerns	Counseling Office	552-5220
Activities/Athletic Tickets	Activity Office	552-5230
	Fax #:	552-5231
Behavioral Concerns	Assistant Principal	552-5208
College Catalogs/Info	Counseling Office	552-5220
Employment for Students	Counseling Office	552-5220
General Information	Main Office	552-5200
Health Issues	Health Office	552-5243
Locker Problems	Assistant Principal	552-5208
Lost & Found	Assistant Principal	552-5208
Schedule Changes	Counseling Office	552-5220
School Insurance	Business Office	552-5240
Student Attendance	Attendance Office	552-5210
Student Fees	Business Office	552-5240
	Fax #:	552-5251
Student Parking	Assistant Principal	552-5208
Transcripts/Records Request	Registrar Office	552-5214
Infinite Campus Assistance	Registrar Office	552-5214
Hempstead High School Fax #		552-5241

Phone

Each teacher has a direct phone with voicemail. For specific teacher's information, please check your child's Infinite Campus. You may also find a complete staff list on Hempstead's website. www.hempstead.dbqschools.org

Contacting Teachers

We encourage parents to contact teachers directly through voice mail or e-mail with questions or concerns. The Main Office provides a directory upon request. You may also get a list of email addresses for your student through Infinite Campus.

E-mail

An alphabetical listing of District employees is listed on the District website at www.dbqschools.org or through the Hempstead website at www.hempstead.dbqschools.org.

Physical Mailing Address

Hempstead High School
3715 Pennsylvania Ave
Dubuque, IA 52002

DAILY SCHEDULE

Period 1:	7:35 – 8:22	(47)
Period 2:	8:27 – 9:14	(47)
Period 3:	9:19 – 10:06	(47)
Period 4:	10:11 – 10:58	(47)
Period 5:	10:58 – 12:36	(98)
Period 6:	12:41 – 1:28	(47)
Period 7:	1:33 – 2:20	(47)

FRIDAY ASSEMBLY SCHEDULE

Period 1:	8:35 – 9:03	(28)
Period 2:	9:08 – 9:36	(28)
Period 3:	9:41 – 10:09	(28)
Assembly:	10:18 – 11:03	(45)
Period 4:	11:12 – 11:39	(27)
Period 5:	11:39 – 1:17	(98)
Period 6:	1:22 – 1:49	(27)
Period 7:	1:54 – 2:20	(26)

1-HOUR LATE ARRIVAL

Period 1:	8:35 – 9:12	(37)
Period 2:	9:17 – 9:54	(37)
Period 3:	9:59 – 10:36	(37)
Period 4:	10:41 – 11:18	(37)
Period 5:	11:18 – 12:56	(98)
Period 6:	1:01 – 1:38	(37)
Period 7:	1:43 – 2:20	(37)

2-HOUR LATE ARRIVAL

Period 1:	9:35 – 10:02	(27)
Period 2:	10:07 – 10:35	(27)
Period 3:	10:40 – 11:07	(27)
Period 4:	11:12 – 11:39	(27)
Period 5:	11:39 – 1:17	(98)
Period 6:	1:22 – 1:49	(27)
Period 7:	1:54 – 2:20	(26)

DAILY LUNCH SCHEDULE

A LUNCH	10:58 - 11:23
CLASS	11:28 - 12:16
STUDY	12:16 – 12:36
STUDY	11:03 – 11:23
B LUNCH	11:23 – 11:48
CLASS	11:50 – 12:36
CLASS	11:03 – 11:50
C LUNCH	11:48 – 12:13
STUDY	12:16 – 12:36
STUDY	11:03 – 11:23
CLASS	11:23 – 12:11
D LUNCH	12:11 – 12:36

1-HOUR LATE ARRIVAL LUNCH SCHEDULE

A LUNCH	11:18 – 11:43
CLASS	11:48 – 12:36
STUDY	12:36 – 12:56
STUDY	11:23 – 11:43
B LUNCH	11:43 – 12:08
CLASS	12:08 – 12:56
CLASS	11:23 – 12:10
C LUNCH	12:10 – 12:35
STUDY	12:36 – 12:56
STUDY	11:23 – 11:43
CLASS	11:43 – 12:31
D LUNCH	12:36 – 12:56

ASSEMBLY AND 2-HOUR LATE ARRIVAL LUNCH SCHEDULE

A LUNCH	11:39 – 12:04
CLASS	12:09 – 12:57
STUDY	12:57 – 1:17
STUDY	11:44 – 12:02
B LUNCH	12:02 – 12:27
CLASS	12:29 – 1:17
CLASS	11:44 – 12:29
C LUNCH	12:29 – 12:54
STUDY	12:57 – 1:17
STUDY	11:44 – 12:04
CLASS	12:04 – 12:52
D LUNCH	12:52 – 1:17

MISSION & EXPECTATIONS

DUBUQUE COMMUNITY SCHOOL DISTRICT MISSION

The mission of the Dubuque Community School district is to develop world-class learners and citizens of character in a safe and inclusive learning community.

HEMPSTEAD MISSION

The mission of Hempstead High School is to educate each student to meet successfully the challenges and opportunities in a changing world.

HEMPSTEAD COMMUNITY EXPECTATIONS

MUSTANG “PRIDE”

Prepared:

- Prioritize for success
- Begin with the end in mind
- Set goals and monitor progress
- Be on time with materials

Responsible:

- Make choices that keep yourself and others safe
- Recognize the teacher’s right to teach and the student’s right to learn
- Follow our school rules
- Be accountable for your actions

Inclusive:

- Include people who look left out
- “Mustangs Stand UP”
- Avoid assumptions about one another
- Value diversity and differences
- Connect with peers/adults on a personal level to build community

Dignified:

- Do the right thing
- Treat others as you would expect to be treated
- Be honest with yourself and others
- Follow through
- Be a positive citizen for our community

Empowered:

- Consistently give your best effort
- Get involved in our school community
- Be attentive
- Develop skills to become a life-long learner
- Think critically and innovatively

	<i>Prepared</i>	<i>Responsible</i>
School-Wide	<ul style="list-style-type: none"> • Be in a supervised area when the bell rings • Have IDs on at all times • Have your cell phone off/away 	<ul style="list-style-type: none"> • Follow school expectations and procedures • Follow directions first time given • Keep food/drink in cafeteria/pool side (including Lattes and all drinks)
Social Media	<ul style="list-style-type: none"> • When posting, think: • Is it true, necessary, and kind? 	<ul style="list-style-type: none"> • Limit use to appropriate times • <u>Only</u> take photos/videos in school for school projects <u>and</u> with permission from all people in photo/video
Cafeteria	<ul style="list-style-type: none"> • Eat in either cafeteria or poolside, not in halls/classrooms • Remain seated and at the same table until dismissed • Have your ID ready 	<ul style="list-style-type: none"> • Leave no trace • Keep food/drink in cafeteria/poolside • Return trays & dishes • Any food delivered will be held in office until end of day
Hallways	<ul style="list-style-type: none"> • You <u>CAN</u> get to class in 5 minutes. • During instructional time have a pass • Prepare efficiently for classes- keep locker clean • Take the most direct route and get to destinations on time 	<ul style="list-style-type: none"> • Use conversational level during passing • Leave no trace • During instructional time have a pass • Keep moving and stay to the right side of the hallway
Restroom	<ul style="list-style-type: none"> • Plan visits for passing time when possible • Have a pass from your teacher • Get ready at home, before school 	<ul style="list-style-type: none"> • Go directly to the nearest restroom • Return immediately to class • Not a place to hang out

<i>Inclusive</i>	<i>Dignified</i>	<i>Empowered</i>
<ul style="list-style-type: none"> • Mustangs Stand Up • See something, say something • When speaking or posting, think: Is it true, necessary, and kind? 	<ul style="list-style-type: none"> • Be a positive citizen • Do the right thing • Use please & thank you • Use school appropriate language 	<ul style="list-style-type: none"> • Give consistent effort • Get involved in your school community • Encourage others to get involved
<ul style="list-style-type: none"> • Utilize groups in a positive way 	<ul style="list-style-type: none"> • Post and share only positive • Don't insert yourself in others issues 	<ul style="list-style-type: none"> • Report negative posts • Block negative peers
<ul style="list-style-type: none"> • Make room for others • Include all in conversations • Invite others to join you and respect their response 	<ul style="list-style-type: none"> • Respect school property • Use table manners, eat your own food • Use restaurant voice • Be courteous; follow adult directions 	<ul style="list-style-type: none"> • Foster a positive environment • Wait your turn and move efficiently • Reduce, reuse, recycle-compost
<ul style="list-style-type: none"> • Be courteous of others • Stand UP for others • Keep yourself and others safe • Say hello to someone new 	<ul style="list-style-type: none"> • Respect personal space/property • Keep your hands to yourself • PDA is not okay • Use language, tone and volume that is school appropriate 	<ul style="list-style-type: none"> • Demonstrate high school appropriate behavior • During class time, be courteous of the learning environment of all
<ul style="list-style-type: none"> • Treat others with respect • Honor privacy- Refrain from using technology 	<ul style="list-style-type: none"> • Leave no trace-- clean up after yourself • Practice appropriate hygiene- wash hands • One person per stall 	<ul style="list-style-type: none"> • Be quick--the class time you are missing is important • See something, say something

	<i>Prepared</i>	<i>Responsible</i>
School Events/ Extra-curricular	<ul style="list-style-type: none"> • Staff and students walk together and sit together • Quickly find a seat in designated area • Must have IDs 	<ul style="list-style-type: none"> • Be responsible for your actions • Appropriate use of technology • Leave no trace • Follow adult directions
Classroom	<ul style="list-style-type: none"> • Two feet in when bell rings • Have necessary materials/agenda • Be ready to learn • Have device charged and ready • Organize & prioritize 	<ul style="list-style-type: none"> • Be honest • Follow adult directions • Leave no trace • Appropriate use of technology
Supervised Areas: Library LRCs Commons Poolside (7th-only)	<ul style="list-style-type: none"> • Two feet in when bell rings • Have a signed pass • Use areas only during free hour and when there is adult supervision in that area 	<ul style="list-style-type: none"> • Sign in/out • Use devices appropriately • Be on time and stay until the bell rings • Use time wisely
Parking Lots/ Bus	<ul style="list-style-type: none"> • Arrive with enough time to safely park and get to class on time • Only park in the lot with a valid school permit • Know your bus number and schedule 	<ul style="list-style-type: none"> • Park in designated area and properly display permit • Use crosswalk • Follow adult directions / signs • Stay in seat at all times • Get on your bus and get off at your stop

<i>Inclusive</i>	<i>Dignified</i>	<i>Empowered</i>
<ul style="list-style-type: none"> • Make room for others • Give presenter/ event your full attention • Respect others and property 	<ul style="list-style-type: none"> • Act appropriately for event-show appropriate enthusiasm • Keep remarks and gestures positive and polite 	<ul style="list-style-type: none"> • Participate positively and actively • Show positive sportsmanship • Stay until the end
<ul style="list-style-type: none"> • Be respectful • Help others when needed • Stand UP for others • Collaborate with classmates 	<ul style="list-style-type: none"> • Respect personal property • Allow others the best opportunity to learn • Resolve conflict with maturity 	<ul style="list-style-type: none"> • Participate in class • Be an active and respectful listener • Collaborate with classmates • Respect opinions of others • Ask questions when you need help
<ul style="list-style-type: none"> • Get assistance from adults or each other • Do your own work • Attend Friday morning HELP i n the library when needed 	<ul style="list-style-type: none"> • Respect others' personal space and property • Use language, tone and volume that is school appropriate • Create a positive environment 	<ul style="list-style-type: none"> • Focus on the task at hand • Ask questions • Use your resources • See something, say something
<ul style="list-style-type: none"> • Make room for others • Stand UP for others • Keep hands/ feet to yourself • Be courteous to other traffic and pedestrians 	<ul style="list-style-type: none"> • Respect yours, others', and school property • Use conversational voice and school appropriate language • Be welcoming to others • Leave no trace 	<ul style="list-style-type: none"> • Follow correct flow of traffic • Arrive on campus/stay on campus • Carpool • Take necessary materials with you into school

ACADEMIC REQUIREMENTS & GRADUATION

ALTERNATIVE ENROLLMENT OPTIONS

The district provides educational services to students who academically or behaviorally have been unsuccessful at Hempstead High School. Connections Academy, Alternative Learning Center (ALC), Re-engagement, and homebound instruction are alternative educational options for students based on individual needs and availability of space. Students and/or parents interested in an alternative educational option should contact the Hempstead High School Counseling Office.

AUDITING A COURSE

Students may be allowed to audit a course for no credit only under special circumstances approved by the Registrar's Office. In these situations, students are required to attend class and complete all required work.

MINIMUM STUDENT DAY

Each student in grades 9-11 must carry a minimum of 6 courses per semester while attending a Dubuque Community high school. Students enrolled in high school in grade 12 may enroll in a course of study with fewer than 6 scheduled class periods if they are scheduled to complete the minimum graduation requirements as outlined by the Dubuque Community School District.

PHYSICAL EDUCATION EXEMPTIONS

Students meeting specific criteria may request an athletic or academic exemption from the wellness requirement. Student and parent signatures and administrative approval are required. Forms to request an exemption are available from the guidance office.

Prior to graduation, all students must demonstrate competency in cardio pulmonary resuscitation as required by the State of Iowa. Students who are granted an athletic or academic exemption are NOT exempt from the CPR instruction requirement.

EARLY GRADUATION

Early graduates from high school must have completed necessary credits and all required subjects for graduation. Students must meet the credit requirement of the year they entered high school in addition to the following requirements:

- Students may graduate from high school before they complete the traditional four (4) years of schooling, grades 9-12, if they complete all the requirements for a diploma prior to the time they would normally graduate, and if they and their parents/guardians petition the principal for "early graduation."
- Written approval from the parents is mandatory.
- Students must have completed necessary credits, reached their Individualized Education Program goals, and proficiency requirements.
- Students must complete physical education ONLY for semesters when they are in attendance.
- Students and their parents/guardians should review all the advantages and disadvantages of early graduation and should consider dual enrollment at one of the area colleges simultaneously during the senior year because this may be a better option than early graduation.
- Diplomas are awarded only at the conclusion of the second semester. A confirmation letter indicating completion of the student's graduation requirements is provided upon request.
- In order for students to participate in graduation ceremonies, students must have their signed application on file by the end of the semester preceding the graduation date.
- Prior to graduation, all students are required to demonstrate competency in CPR.

GRADUATION REQUIREMENTS

The Dubuque Community Schools web site lists specific graduation requirements. Go to <http://www.dubuque.dbqschools.org>. Students are required to have 46 credits in specific areas to graduate. Students and parents may follow progress toward graduation through PowerSchool.

See Parent-Student Handbook handed out at Registration, on-line on the district web-site or in the Guidance Office for more specific information.

HEMPSTEAD DIPLOMA

Students must meet all DCSD requirements to be eligible for a Hempstead diploma and to participate in graduation ceremonies.

Transfer students must be enrolled for at least one full semester immediately prior to graduation to qualify for a Hempstead diploma.

Students should pay all Dubuque Community School District or Hempstead fees prior to graduation.

COMPETENT PRIVATE INSTRUCTION (CPI)

CPI or CPI assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual Enrollment students interested in participating in school activities or enrolling in classes should contact the Registrar.

HONORS COURSES

Honors courses offer qualified students an enriched or accelerated curriculum in English, science, math and social studies. The selection process for admission to the honors program includes a variety of criteria: ability and standardized test scores, past achievement, teacher recommendation and student and/or parent nomination.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request, with the approval of the Superintendents in both school district. Students wishing to open enroll to another school district must apply for open enrollment at that school district prior to January 12 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students for low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students. Students interested in open enrolling from outside of the district must contact the Dubuque Community School District at the Forum for information and forms.

For open enrollment within the district please refer to the *Parent-Student Handbook* handed out at Registration, online on the district's website or in the Counseling Office for specific information.

DRIVERS EDUCATION

All information and materials for Drivers Education can be found outside the Business Office. Drivers Education is scheduled through NICC. The Principal signs Drivers Permits. Students interested in the Driver's Education Credit obtain and complete the form from the Counseling & Guidance Department.

SCHEDULE CHANGES

COURSE AVAILABILITY

Attempts will be made to offer all courses described in the registration guide. However, low enrollment courses may be cancelled or may be scheduled only in alternate semesters or years. In those cases, students will be contacted to select alternative courses.

DROPPING/ADDING COURSES

Students who wish to ADD a class must see their school counselor within five days from the beginning of the semester. Course availability is a factor in determining additions to the student's schedule. Students need counselor and/or administrator approval to add a class.

Students in grades 9-11 who DROP one of their six courses will have a grade of "F" recorded on their official transcript.

Students may DROP a seventh class with no grade recorded on the official transcript if they are passing the course and drop by October 1 (first semester) or March 1 (second semester). If students are failing the course when they drop, a grade of F will be recorded on their official transcript. Any class dropped after the drop date will result in an F on the transcript.

A student who drops a course may be assigned to a supervised area. All students will be assigned to a supervised area during fifth period.

Academic eligibility for activities and sports participation should be considered when making decisions about dropping a course.

If a student's ability is not consistent with that required by a course and the teacher or counselor recommends a change of course, a student may be withdrawn from the course and assigned to a course at a more appropriate level.

COURSE REQUEST CHANGES

Staffing and scheduling decisions are based on student course requests, therefore schedule changes are limited to approved course level changes or when dropping or adding a class as described above. Schedules are not changed to schedule a class in a different period, change elective choice, or change instructor.

GRADING

LETTER GRADES

A = Excellent	P = Pass
B = Very Good	I = Incomplete
C = Average	W = Withdrawal, no credit
D = Below average	N = Audit, no credit
F = No Credit	

GRADING SCALE

A	100 – 93	B	86 – 83	C	76 – 73	D	66 - 63
A-	92 – 90	B-	82 – 80	C-	72 – 70	D-	62 – 60
B+	89 – 87	C+	79 – 77	D+	69 – 67	F	Below 60

GRADING WEIGHT

The following weights will be used to calculate grade point average:

A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7
B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0

Students earning grades of A, B or C in Advanced Placement courses will receive weighted value for grade point and class rank calculation.

A = 5.0	B = 4.0	C = 3.0	D = 1.0
A- = 4.7	B- = 3.7	C- = 2.7	D- = 0.7
B+ = 4.3	C+ = 3.3	D+ = 1.3	F = 0

Grades in Special Education classes carry a lower weight than General Education classes.

GOOD STUDENT INSURANCE VERIFICATION

Students must obtain this form from their insurance company. Bring this form to the Registrar's Office.

INCOMPLETE GRADES

Students may request an incomplete grade under special circumstances. Approval and deadlines for work completion are set by the Registrar's Office.

CUMULATIVE GRADE POINT AVERAGE (GPA) AND RANK IN CLASS

Cumulative G.P.A. and Rank in Class are determined by averaging all semester final grades except Wellness Education, Driver Education, Postsecondary Enrollment Options Program (PSEO) courses and Audit Courses. All semesters attended in high school are computed in this average. The class rank adjusts whenever changes are made and may change even daily.

ACADEMIC LETTER/CERTIFICATE (Semester Award)

A student may earn an academic major letter by receiving a 3.5 GPA or above for two (2) consecutive semesters. After receiving a major letter, the student would receive a certificate and gold bar after each succeeding block of two semesters in which a 3.5 grade average or above is maintained.

NATIONAL HONOR SOCIETY

Each year the staff completes a survey to select junior and senior students who have at least a 3.2 grade point average and who demonstrate exemplary qualities of character, leadership, and service. Students complete a student activity information form that is also used in the selection process. Scores are tallied confidentially by a five-member faculty council that makes the final selections. In the spring, new members are inducted into the National Honor Society at an evening ceremony.

COPYRIGHT

Students may not violate the federal copyright policies. Students should seek assistance from a Hempstead staff member if there are any questions regarding the school district and federal policy.

TRANSCRIPTS

Transcripts for current students may be obtained from the Registrar's Office.

HOMEWORK

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. Teachers set individual policies regarding grading homework. Homework can be found on Canvas.

HOMEWORK: DAILY ABSENCES

Homework is the student's responsibility. The student and/or parent are responsible for obtaining books and homework assignments. Teachers will provide students with make-up work for any absence.

Students who are absent from school and/or are suspended should:

- Check canvas for work missed
- Contact the teacher by email or voicemail

For extended medical reasons, parents should inform the health office at 563-552-5243.

If a student knows that s/he is going to miss three or more days (pre-approved absences), the student must complete the Pre-arranged/Approved Absence form PRIOR to not being in school. Forms can be obtained at the Attendance Office.

REPORT CARDS

Official grade reports are issued every semester with grade point average and class rank. Parents may access student grades through the Infinite Campus parent portal. Contact Hempstead for information, username and password.

SEMESTER TESTS

The last days of each semester are scheduled for semester tests and/or student performance assessments. The testing schedule is published each semester on the Hempstead website. Absences during final exams are not recommended. To request an approved absence during finals, submit a request to the Registrar's Office. School Board Policy 5107 states: Parents/guardians are strongly urged to schedule vacation during the summer and various breaks in the school calendar. Vacations, appointments, and work should be scheduled after scheduled exam times or may result in an unexcused absence.

STANDARDIZED TESTS

Students take standardized tests (ex. *Iowa Assessment Program*). These tests are used to determine academic progress for individual students, determine eligibility for Senior Year Plus offerings, determine placement into remedial classes, and to comply with state and federal law. Alternative forms of assessment may be utilized for specific students when appropriate. In addition, other types of informal and/or formal assessment may be given to determine the most appropriate educational course of study for a student.

AP TESTING

AP testing sites are held off Hempstead campus according to the schedule established by The College Board.

INTERNET RESOURCES

Students at Hempstead are able to use specific Internet resources from school or home. The following resources are available:

Keystone/AEA – www.aea1.k12.ia.us

Username: keystone006

Password: keystone

Anytime, Anywhere Learning (AAL)

For the 2017/18 school year, incoming freshmen will receive a laptop as part of the Dubuque Community School District's Anytime, Anywhere Learning (AAL) initiative. The students will be responsible for the use and care of the device. For more information please see the Student/Parent Handbook.

LIBRARY

The Hempstead Library website contains information useful to students for both academic and personal purposes. Links give students access to information on research, plagiarism, copyright, templates, district book catalog, subscription databases, e-books, and much more. To locate specific resources on the Hempstead Website, please see Mrs. Houselog in the Hempstead Library.

<http://tinyurl.com/hempsteadlibrary>

Textbook Care and Responsibility

Hempstead students will check out required textbooks from the book room through a computerized program that keeps track of all textbooks. Every textbook has an individual barcode. During checkout, that barcode is recorded so we know which copy the student checked out.

Staff highly recommends that students keep a list of their textbook barcodes in his/her daily planner in case they become lost or mistaken.

Please keep in mind:

- Students are responsible for the condition of the books checked out to them.
- Do not: loan them, share them, leave them in a classroom, vehicle, P.E. locker, or anywhere else where someone might take them or cause them damage.
- Do not write or draw on any part of the textbooks.
- If the textbook shows signs of damage or begins to come loose from the spine or loses pages, return it to the textbook room immediately and a new book will be issued to you.

Returning Textbooks:

At the end of the course/semester/school year or after dropping a course:

- Students MUST return the EXACT book that was checked out to him/her to avoid paying a replacement fee.
- If the book is lost or stolen and not checked in, there will be a replacement charge assessed to the student.
- All books should be returned to the textbook room by the student it was checked out to. Do not give textbooks to friends or teachers to return.

Laptops Care and Responsibility:

Students are responsible for the laptops they have been assigned. Students must report any damage or repair to the designated student-run help desks (SRHD) within 24 hours. The student-run helpdesk (SRHD) and/or the Dubuque Community School District's technology departments staff will determine whether to repair the laptop on site or issue a loaner laptop. Loaner laptops assume all aspects and policies of the student's originally issued device. Do not take district-owned laptops to an outside repair service center/depot for any type of repairs or maintenance. Please consider the following laptop use and care: www.dbqschools.org/aal

Returning Laptops:

End of the Year: At the end of each school year, students will be expected to turn in their assigned laptops back to the school. Failure to turn the laptop in could result in the student being charged the full replacement cost of the unit. Additionally, DCSD may also file a report of stolen property with the local law enforcement agency.

Transferring/Withdrawing: Students who transfer or withdraw from DCSD must turn in their assigned laptop on their last day of attendance. Failure to turn the laptop in will result in the student being charged the full replacement cost of the unit. Additionally, DCSD will also file a report of stolen property with the local law enforcement agency.

BUSINESS OFFICE INFORMATION

School Fees

Student fees may include: textbooks, school supplies, eye and ear protective devices, summer school, driver's education, transportation for students not eligible for free transportation, and materials used beyond those needed to meet the basic course requirements. Optional projects or additional student planners requires students to pay additional fees.

The Dubuque Community School District Board of Education establishes textbook rental fees. The fee covers textbooks, lockers, towels and workbooks. When a rental book, calculator, workbook, library book, or supplemental book is damaged or lost, the student pays for the damage or loss. Lost textbooks should be reported immediately to the teachers. All delinquent fines are recorded on the student's fee account and students are not allowed to attend graduation ceremonies until all fees are paid. Students are responsible for items that are either lost or stolen. Fees and fines are paid in the Business Office.

Student 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 may have their student fees waived or partially waived. Parents or students who believe they qualify for financial hardship should contact the Business Office at registration for a waiver form. This waiver does not carry over from year to year and is completed annually.

STUDENT I.D.

Students are to wear CURRENT I.D. card during the school day, while in attendance at activities, for lunch, and library checkout. I.D.'s must be worn visibly between the students chin and waist. I.D.'s are not to be attached to students' backpacks. Students are given one I.D. and one lanyard. Replacement IDs are available in the Business Office for \$3.00 and replacement lanyards are available for \$2.00. Students in need of a replacement ID must make the request to the Business Office. If a student forgets his/her I.D. the student is expected to get a temporary I.D. from the Business Office before the start of his/her school day. After receiving 5 temporary I.D.s the student may be required to purchase a new I.D.

ATHLETICS, ACTIVITIES & CLUBS

The participation code for activities is the Dubuque Community School District Policy 5305. This policy in its entirety is located in the Dubuque Community School District Parent/Student handbook.

Activities and Clubs

Clubs and organizations play a vital part in the extra-curricular activity program at Hempstead High School. Close to fifty (50) clubs and organizations give Hempstead High School students a wide variety of activities to choose from. Students develop leadership skills, learn to budget their time wisely, improve their communication skills, make friends and have fun by participating in any of these clubs and activities. Included here is a list of possible activities and clubs.

Hempstead Clubs/Activities

Renegade Art	French	Key Club
GSA	German	Green Team
Polar Bear	Sierra Society	PRIDE Student Leadership Team
Ski/Snowboarding	National Honors Society	SciMa Tech
Spanish	Clothing and Design	Web Design
Model UN	Video Rangers	Speech Contest
Interact	Mustang Pride	Musical
Literary Society	Octagon	Fall and Spring Play
Newspaper	Yearbook	Vocal Music
Band	Orchestra	P.A. Crew
Peer Helpers	Speech-Theater	
Student Government	Intramurals	
Special Olympics	Debate	

Other Hempstead Group

The Fellowship of Christian Athletes group may meet after or before school, but the meetings must be student-initiated. The school does not sponsor this group.

Hempstead Athletics

Baseball	Basketball, Boys and Girls
Cross Country, Girls and Boys	Football
Golf, Boys and Girls	Soccer, Boys and Girls
Swimming, Boys	Bowling, Boys and Girls
Swimming & Diving, Girls	Softball Girls
Tennis, Boys and Girls	Track & Field, Boys and Girls
Volleyball, Girls	Wrestling
Cheerleading	

WELLNESS EDUCATION CLOTHING

Hempstead Wellness Education students must wear activity clothing and tennis shoes.

LOST AND FOUND/MISSING ITEMS

The Lost and Found is located in the Assistant Principal's Office. If you are missing an item, a lost/stolen report is available in the Assistant Principals Office also. Items not picked up by dates communicated by the AP Office will be donated.

FIELD TRIPS and/or ACTIVITIES

Field trips and/or activities are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school. If a field trip and/or activity is required for a course, students are expected to attend the field trip and/or activity. Absences in other classes or school activities due to attendance are considered excused school business absences. While on field trips and/or activity, students are guests and considered ambassadors and representative of the school district and subject to all district policies, rules and regulations. Individual teachers may determine both academic and/or behavior expectations for student participation and students may be denied participation in field trips and/or activities per the Dubuque Community School District Policy 5200: Student Behavior, Expectations and Consequences.

STUDENT ACTIVITY PASSES

Students may purchase a student activity pass for admission to certain school activities. Students not wishing to purchase an activity pass must pay regular prices to attend school district activities.

HEMPSTEAD ATTENDANCE

The attendance guidelines are an extension of the Dubuque Community School District Policy 5107. This policy in its entirety is located in the Dubuque Community School District Parent/Student handbook.

ABSENT FROM SCHOOL

If a student is absent:

- A parent/guardian should phone the Attendance Office before 1:30 p.m. at 552-5210. If the parent/guardian does not inform the school of the nature of the absence within TWO school days from the day the absence occurred, it will become an UNEXCUSED absence (i.e. if the absence is on Monday, it must be cleared by the end of Wednesday).
- The Attendance Office at 552-5210 has voicemail where any attendance message can be left 24 hours a day. You may also email the attendance office at hempsteadattendance@dbqschools.org.
- Parent/guardian may be required to provide doctor, dentist, etc. excuse if absence is past the two-day requirement.
- If a parent has reported an all-day absence, the student should go directly to class upon returning to school. No admittance slip is needed.
- The principal or designee will make the final determination whether an absence is excused or unexcused. The principal or designee may require written documentation for absences deemed unreasonable or excessive.
- If a student is tardy more than 10 minutes, the student may be marked absent if the student comes without a pass. If the student has a pass mark the student Tardy.
- It is the student's responsibility to rectify attendance concerns with the Attendance Office or/and with the teacher. Teach must verify the attendance.

ARRIVAL/DEPARTURE TIMES

- The school day starts at 7:35 AM and ends at 2:20 PM and on Fridays, the school day starts at 8:35 AM and ends at 2:20 PM.
- All students who are late to their first scheduled class must enter at the Student Entrance and sign in at the Attendance window, then report directly to class.

TRUANCY

Students are expected to be in attendance every day of the school calendar and parents, or guardians are expected to assure attendance of their children. If a parent, guardian or child refuses to accept the school's attempt to assure the child's attendance or if these attempts are unsuccessful, the truancy liaison shall refer the matter to the county attorney for mediation or prosecution.

CLOSED CAMPUS

Hempstead maintains a closed campus.

- Students are not allowed to leave campus during their school day. This includes unscheduled class time and lunch.
- Students who leave campus will receive a warning along with a lunch detention that day, parents will be notified. Any additional incidents will result in students not being allowed entry back into the building. Parents will be notified.
- Students are expected to be in class or a supervised area of the building during the school day. Students who wander the building, go to the parking lot or other unsupervised areas will be subject to disciplinary action.
- Students falsely informing Hempstead about their attendance will receive unexcused absences.

CUTTING SCHEDULED LRC OR STUDY HALL

Parents will be notified of these class cuts via an automated telephone system. Students who continually cut an assigned study hall or Learning Resource Center (LRC) are subject to Dubuque Community School District Policy 5200: Student Behavior, Expectations and Consequences.

GOING TO THE PARKING LOT

Students are not allowed to go to the parking lot or their car without permission from the Attendance Office.

- There is a sign out procedure that must be followed.
- In some situations, students may be asked to obtain parent permission.
- Students not signing out will receive an unexcused absence or revocation of this privilege.

LATE TO CLASS

Students have five minutes to pass from class to class; enough time to move from one class to the next with little trouble. Students who arrive late to class without a pass are counted as Tardy. Excessive tardies will result in consequences as described in the Dubuque Community School District 5200: Student Behavior: Expectations and Consequences, located in your Parent/Student handbook.

LATE TO SCHOOL

Partial absences may count as EXCUSED with a parent phone call prior to arrival or a note accompanying the student when he/she arrives to school.

- Parents have two days from the date to clear this absence.
- If there is no notification that the student will be arriving late, the absence will be unexcused.

Leave The Building Permit Procedure:

- Any student leaving campus must get parent/guardian permission. This includes work or projects assigned by Hempstead staff.
- Students MUST have a Leave the Building Permit from the Attendance office before leaving school.
- Before school has started, the student may bring a note from the parent/guardian with the student's full name. The note should state the time student will leave, the reason the student will leave and if the student will return to school. The note must include a phone number for verification. The student will receive the Leave the Building Permit at that time.
- Once in school, the Attendance Office requires a phone call from the parent/guardian and the student should stop in the Attendance Office to pick up a *Leave the Building Permit*.
- If a student should become ill, they must obtain a pass from their teacher to the Health Office where they may receive permission to leave.

The Attendance Office appreciates at least a one-hour notice when calling to get a student out of school early. Please attempt to contact the Attendance Office before 1:15 PM.

Privileged Absence(s):

- Occasionally, students may be released from school for trips or other purposes.
- Parents/guardians must notify the school at least one week before the planned absence and students must complete a Privileged Absence form that requires a signature from all of their teachers, a counselor and an administrator.
- It is the student's responsibility to make up all work missed. Students will be allowed the equivalent number of days absent to make up the work unless the teacher has indicated other conditions in advance of the absence.

STUDENT SERVICES

The Student Services Team supports students at Hempstead who demonstrate academic or behavioral needs within school or the community. The team includes guidance counselors, assistant principals, Keystone AEA, representatives from Juvenile Court Services, Hillcrest Mental Health Center, Substance Abuse Service Center and Vocational Rehabilitation, special education, and the school resource officer. Hempstead staff also works collaboratively with other agencies such as the Department of Human Services, Four Oaks, Hillcrest Family Services, etc. Parents and students should contact the Guidance Office to access specific services for students.

Schools receive (from law enforcement per Iowa Code 124.415) notification of students found to be in possession of or arrested for illegal substances. These students will be referred to the school's substance abuse counselor (SASC) for a minimum of one intervention.

ACADEMIC AND/OR BEHAVIORAL INTERVENTIONS

Hempstead High School's educational environment tries to meet the needs of all students. We provide academic assistance to all students through content area learning centers, 9th grade study hall, tutoring, and guidance counselor assistance. When possible, teachers spend extra time with students. The administrators, guidance counselors, community agencies, Keystone AEA and/or the School Resource Officer support students with behavior and/or social emotional concerns.

The Dubuque Community School District uses interventions to address student concerns. Instructional Decision Making is a systematic set of procedures designed to look at different factors that might be affecting student success, such as what is taught, and how the student responds to these processes. Parents/guardians are key participants during all facets of the process. During this time, school personnel

(including special education staff and Keystone special education personnel) may be involved in gathering information that will be used to develop effective interventions. If a student is recommended for special education services, parents must give written consent. Parents/guardians may also request that their child be considered for special education services at any time by contacting the counselor's office.

Academic HELP is available throughout the day and every Friday morning from 7:15 to 8:30 in the Library.

SCHOOL COUNSELORS

The purpose of the Hempstead Guidance Office is to help each student in his/her academic career and personal/social development. The student body is divided into divisions for the purpose of counseling, discipline and other student personnel services as follows:

- Ms. Natalie Nemmers A-C
- Ms. Cox D-Ha
- Ms. Brandie Seay He-La
- Ms. Ashley Fure Le-Pa
- Ms. Diane Frambach, Dept. Chair Pe-Si
- Ms. Becky Fellenzer Sk-Z

SCHOOL RESOURCE OFFICER (SRO)

Currently the DCSD and the Dubuque Law Enforcement Center have teamed to provide a school resource officer (SRO) at Hempstead. The SRO may be reached by calling the Hempstead Assistant Principals' Office at 552-5208.

HEMPSTEAD CONDUCT POLICIES

ASSEMBLIES and PEP RALLIES

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom. Students who do not may be removed from these activities for a designated length of time. If the student's schedule is completed at the time of the assembly and/or the altered daily schedule changes the ending time of a student's last class, the student is allowed to leave.

Every year Hempstead has a Homecoming assembly and parade. On the day of the Homecoming football game students are released at approximately 12:30 PM. Many students attend the parade while other students choose to remain at Hempstead and are supervised until the buses arrive.

Visitors/parents/guardians may be allowed to attend student assemblies with administration permission.

CARE OF SCHOOL PROPERTY

Students and faculty have traditionally taken pride in the appearance of Hempstead High School. Please continue to do your part.

- Report all damage to the Assistant Principals' Office.
- Students are expected to take care of school property including desks, chairs, books, lockers, school equipment, etc. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.
- All trash and debris should be thrown in proper receptacles.

DISPLAY OF AFFECTION

Inappropriate and excessive display of affection within the Hempstead environment or activities is unacceptable.

ELECTRONIC DEVICES

- We recommend that students not bring cell phones or any electronics to school. If a student brings such devices to school, the school is not responsible for any stolen personal property. If students bring electronics to school, they may be used ONLY during passing time or before and after school. Volume must be kept low so those around cannot hear it.
- The use of electronic devices and/or social media is prohibited during class time in classrooms, study areas, locker rooms, and offices unless the classroom teacher or supervisor determines that the use of the equipment would enhance the lesson or activity. Students who use social media to bully, harass, or disrupt the learning environment will face consequences according to policy 5200.
- Video recordings and the taking of photos are strictly forbidden in locker rooms, restrooms and other areas where students may be dressing or undressing.
- Students and visitors are required to obtain permission from the administration before capturing video, audio or photos on school property.
- Posting of videos or photos on the internet without prior permission from Hempstead administration is strictly forbidden.
- Consequences for Electronic Device Violations are:
 1. First Offense, the student can pick their electronic device up at the end of the school day.
 2. Parents may be contacted via phone call or email when violations occur.
 3. Repeat offenders may have their electronic device banned from the school or a parent may have to retrieve from the Assistant Principals Office.

COMMONS

The Commons is available to 10th, 11th and 12th grade students that do not have a class during 1st through 4th hours. Commons will be available during periods 1-4. There are rules that must be followed.

- Behavior, which infringes upon the rights of others, will result in temporary or permanent removal from Commons.
- Once in the Commons, the students are not to leave without permission from a supervisor.
- Students with passes from the Assistant Principals' Office will be allowed in at any time.
- Having food delivered to Commons is NOT allowed and will result in loss of Commons privileges. Students may not have food delivered at any time during the school day.

DANCE ADMISSION

Various clubs will sponsor dances for students throughout the school year. **Student I.D. cards are required for admission.** The following rules will apply:

- Each Hempstead student may have one guest admitted provided that the guest has been registered at the Assistant Principals' Office during the school day prior to the dance. Middle school students are not allowed to attend Hempstead dances. A photo ID is required for all guests.
- Guests will be charged the same admission price as Hempstead students.
- Students dancing in an inappropriate manner will be told to leave.
- The Dubuque Community School District Policy 5200: Student Behavior, Expectations and Consequences will be in effect for all school dances (alcohol, drugs, student behavior, etc.).
- Students are not admitted to the dance one hour after the dance has started.
- Breathalyzers and informal drug screening is at the discretion of the Administrator. Police and parents will be involved if necessary.
- A baggage check will be available and students are required to use this service if they bring bags and/or coats. Students may also check their shoes.

FOOD/BEVERAGES

The Dubuque Community School District and Hempstead are concerned about the nutrition and health of the student body. In addition, successful pest management is an important goal.

- During the school day food will only be sold in the Commons area and the Poolside Café (during lunch hours) as well as in the commons during 1st hour.
- There is NO food allowed in the hallways or classrooms of Hempstead.
- The only beverage that is allowed outside of designated areas within the Hempstead environment during school hours is clear water in clear containers.
- Teachers are allowed the option to decide if water containers are allowed in their room.
- No food deliveries of any kind to students is allowed during the school day.

EMERGENCY DRILLS

Periodically the school holds emergency fire, tornado and lock down drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the district's policies, rules and regulations, may be reported to law enforcement officials.

HALL PASSES

Students must have a pass from a Hempstead office, teacher or staff member to be in the halls when classes are in session. Students who are found in the building without a pass will be escorted back to class or to a supervised area.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION

Parents of students found in violation of DCSD policy will be contacted, the item confiscated and law enforcement officials will be contacted.

INAPPROPRIATE CLOTHING/APPAREL

Dubuque Community School District Student Behavior Policy 5200: Student Behavior: Expectations and Consequences - Item G: Dress/Apparel of the Student Behavior Policy 5200 provides students, parents, and staff with guidelines about forms of dress/apparel not allowed at Hempstead.

- The Dubuque Community School District board policy includes the word immodest (ex. extremely short skirts, shorts or pants, strapless, low cut or revealing tops, exposed

midribs, boxers showing, bra straps showing etc.).

- The Dubuque Community School District board policy includes the words indecent, lewd, vulgar, obscene (ex. Hooters, etc.) and/or depict, advertise or promote any substance (ex. beer, alcohol, controlled substances or tobacco products, etc.).
- The Dubuque Community School District board policy prohibits any form of expression that is lewd, indecent, vulgar, obscene, libelous, slanderous or which encourages unlawful acts, violation of school regulations or the orderly operation of the school. Hempstead considers the confederate flag to violate this section of the Dubuque Community School District policy.
- The Dubuque Community School District board policy prohibits any clothing, jewelry, emblem, badge, symbol, sign or other things that are evidence of any gang.
- The Dubuque Community School District board policy prohibits chains, spikes, etc. that may be considered a safety hazard. Hempstead prohibits apparel with gun, knives, grenades, etc.
- Sunglasses are not to be worn in the building.

A Hempstead staff may send a student to the AP Office where these items may be confiscated if such items are considered inappropriate according to DCSD and Hempstead policy. In these situations, if the student:

- Is asked to change into another item of their own clothing; the student must give the item to an assistant principal or designee.
- The assistant principal or designee will give the student an item to wear; the student must give the item to the assistant principal or designee.
- Additional consequences may apply at the discretion of administration

INCLEMENT WEATHER

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over the radio, district website and television stations, usually before 5:30 a.m. and regularly thereafter. **DO NOT CALL THE RADIO AND TV STATIONS.** The missed school days are made up on pre-determined days. If school is dismissed because of inclement weather after the day has begun, parents are notified by the same means. Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and re-scheduled. The principal or designee may determine whether to hold extracurricular activities or practices.

DUBUQUE JULE BUS

The Jule Bus is available for student transportation. An annual youth pass is available to purchase for \$15. Students will swipe their card each time they ride the bus. Or, bus fare is \$0.75 each time they ride. For city bussing questions, please contact the Jule at 563-589-4196.

LEARNING CENTERS and STUDY HALLS

- During unscheduled class time, students should be in a supervised area.
- Freshmen will be assigned to a 9th grade Study Hall.
- The Library is open to all Hempstead students during the school day. Upon presentation of a current I.D., students may borrow materials including books and computers.
- Teachers and/or administrators may choose to assign a student to a supervised location based on academic and/or behavioral concerns.
- All students are assigned to a supervised location during 5th period unless their day ends after 4th period.

LEGAL STATUS OF STUDENT

If a student's legal status, such as the student's name, custodial arrangement, involvement with legal system, no-contact orders, etc. should change during the school year, the parent must notify the school by contacting the Registrar's Office. In order to provide accurate information and ensure the safety of students, the school needs to know when these changes occur.

LUNCH and BREAKFAST

The school district operates an a la Carte lunch and breakfast program. Prices are available on the district website at <http://www.dbqschools.org> Student may either bring their own lunches to school or purchase a breakfast, lunch or other items. Cafeteria and Commons rules include:

- Students are required to show a CURRENT I.D. to purchase food in the cafeteria area, or they have to wait at the end of the line.
- The cafeteria is open period 1 only.
- Students are not allowed to take food from the lunch area.
- Students are not allowed out of lunch.
- Students have one 25-minute lunch each day. All students will be assigned to a supervised location 5th period. Students may attend lunch only once per day.
- Students are NOT allowed to leave campus at lunch.
- Students who demonstrate inappropriate behavior during lunch may be removed from the cafeteria for a period of time.

Each student has an account and parents may choose to place money into a student account by contacting Hempstead food service or using the district web site. Students are expected to use their student ID to purchase any item.

SAFETY AT HEMPSTEAD

Safety at Hempstead is very important and we take all threats to the security of our building and the safety of our students and staff seriously. Some key security points are as follows:

- All doors to the building are secured. Only the student entrance is available for entrance for students during the school day. A separate visitor entrance is located at the Stephen Hempstead High School entrance located off the main drive before the student parking lot.
- All guests are required to sign in at the main office and obtain a visitor pass when entering the building.
- Students and staff should never let anyone in the building through a locked door.
- Hempstead will conduct fire drills, tornado drills, and lock-down drills each year.
- We employ staff to supervise the parking lot and hallways.
- Our school resource officer is on school grounds or is available at all times.
- We maintain a crisis management plan for the building.

SCHOOL ANNOUNCEMENTS

Students are responsible for knowing the content of daily announcements. Announcements are posted outside the main office and are read over the intercom two times a week. Student announcements can be found online at <http://hempstead.dbqschools.org>. Students who wish to have an item included in the daily announcement must have permission from the Main Office.

POSTERS

Students who wish to place posters in the cafeteria or on bulletin boards throughout the building must obtain permission from the Assistant Principal's Office.

THREATS OF VIOLENCE

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities by an individual or group of individuals are prohibited. All such threats will be investigated as soon as possible and law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school (see the Dubuque Community School District Policy 5200: Student Behavior: Expectations and Consequences). The following factors will be considered in determining the extent to which a student is disciplined for threatening or terrorist behavior:

- The background of the student, including any history of violence or prior threatening behavior.
- The student's access to weapons of any kind.
- The circumstances surrounding the threat.
- The age of the student.
- The mental and emotional maturity of the student.
- Cooperation of the student and his/her parent/guardian in the investigation.
- The existence of the student's juvenile or criminal history.
- The degree of legitimate alarm or concern in the school community created by the threat.
- Any other relevant information from any credible source.

SECURING PERSONAL ITEMS

Students at Hempstead are responsible to secure items while in the school environment. Students should not bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. It is important to keep your locker combination private and not to share your locker. Students should report stolen items to the Assistant Principal's Office who will report the incidents to the building School Resource Officer. Students must lock up their items in the wellness locker rooms. Wellness teachers direct students not to share lockers and/or combinations. Hempstead is not responsible for stolen items.

PARKING AT HEMPSTEAD

The Hempstead parking lot is a privilege and provides parking for students, staff and visitors. Please see the Assistant Principal's office for detailed parking information.

- Students and staff who park in the lot are required to have a Hempstead permit displayed in their vehicle. They may use only one parking space.
- Faculty parking is in the yellow-lined spaces.
- Student parking is in white-lined spaces. Students cannot park in faculty spaces.
- Restricted parking areas for students and staff include visitor spaces, and bus drive areas. Vehicles parked in restricted areas may be towed at the owner's expense.
- Motorcycles and bicycles are to be parked in the designated area next to the football field.
- City of Dubuque parking tickets are issued for any illegal parking or to students parking in faculty areas. Parking tickets will NOT be voided.
- Students who drive recklessly in the lot may be reported to law enforcement officials and/or lose parking lot privileges.
- Students may not visit the parking lot without a pass from the Attendance Office.
- Students are required to have a parking permit to park in the Hempstead lot from 7:00 am until 1:30 pm. If a parking permit is not displayed, a parking ticket will be issued.

STUDENT AND PARENT CONCERNS

Students may file a concern regarding school district policies, rules and regulations or other matters by complying with the following procedures. Direct communication with the individual involved is encouraged.

- The student/parent should talk to the staff involved first.
- If unsatisfied with the staff's response, the student/parent/guardian should talk to an assistant principal and/or a guidance counselor.
- If unsatisfied with the counselor or assistant principal's response, the student/parent/guardian should talk to the principal.

STUDENT INFORMATION CHANGES

If your street address, or telephone number changes at any time during the school year, you can make the change in your parent Infinite Campus account. If you have not opened your parent Infinite Campus account, please notify the Registrar's Office.

STUDENT RESPONSIBILITY AND DISCIPLINE

The discipline process at Hempstead focuses on each student developing responsibility for his/her behavior. When staff interventions have been unsuccessful or the academic and/or behavior concern is serious, students are referred to the Assistant Principal's Office. Each student is treated as an individual with unique needs and, therefore, consequences for each student and each situation require considering the student's past performance, the circumstances of a specific infraction, and the seriousness of any incident. Consequences and interventions are based on "fair, not always equal" ways to improve student behavior. A menu of consequences and interventions are listed in the Dubuque Community School District Student Behavior: Expectations and Consequences Policy 5200 (See Student Policy). Hempstead students may be required to meet with staff before returning to class. If the student refuses to participate in this process, he/she may receive additional consequences and/or be suspended from school.

SMOKING, ALCOHOL, AND DRUGS/ILLEGAL SUBSTANCES

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.

Tobacco (cigarettes, cigars or smokeless tobacco)

Police citations are issued to underage smokers. Students may receive consequences when they affect safety of others. 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 any other outdoor area under the control of a public or private educational facility, including inside any vehicle located on such school grounds." Individuals cannot smoke in their vehicles regardless of their age. Citations can be issued for violation of this provision in Iowa Code. Students are not allowed to carry lighters or matches on DCSD property.

Alcohol or illegal substances

The Hempstead community feels strongly that using or possessing alcohol or illegal substances is a serious infraction of the Dubuque Community School District Policy 5200: Student Conduct.

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/guardian. If a parent cannot be reached, the police will release the student to a parent/guardian at the Dubuque Law Enforcement Center.

- The student may receive an out-of-school suspension for at least three days.
- Appropriate legal action may be taken or legal charges filed.
- The Athletic & Activities Assistant Principal will be notified.
- The student may be referred to the school's SASC (Substance Abuse Service Center) personnel for substance counseling.
- In situations of illegal substances, the school resource officer may have a drug expert from the Dubuque Law Enforcement Center formally assess the possibility of illegal drug use. Parents will be contacted directly before such assessment is conducted.
- Possession of and/or use of E-Cigarettes is not allowed.

Schools receive (from law enforcement per Iowa Code 124.415) notification of all students found to be in possession of or arrested for illegal substances. These students will be referred to the school's substance abuse counselor (SASC) for a minimum of one intervention.

SUSPENSIONS

Suspensions can occur at home, in the building, or the Dubuque Community School District Suspension Center at Four Oaks. Transportation to the Dubuque Community Suspension Center will be provided unless the parents prefer to transport their child. Collaboration and communication between the Dubuque Community School District Suspension Center and Hempstead High School staff occurs daily for students. A parent re-entry meeting may be required before a suspended student is allowed to return to classes. Students are responsible for getting their own homework in a suspension situation by the canvas accounts and by either calling the teacher or contacting them through email. Email addresses can be found on the Hempstead website, www.hempstead.dbqschools.org.

POLICE CHARGES

Students who commit criminal acts on school property may be charged by Dubuque Law Enforcement (ex. disorderly conduct, fighting, assault, theft, possession of illegal substances, criminal mischief (vandalism)). Students should be mindful that charges may limit a student's eligibility for acceptance to college programs and financial aid qualifications.

STUDENT PUBLICATIONS

Students may produce official school district publications as part of the curriculum under the supervision of certified staff or principal. Official school district publications include, but are not limited to the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expressions made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the principal or see *Iowa Code 280.22*. A certified staff supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the appeal process outlined in the Dubuque Community School District Policy 5200: Student Behavior, Expectations and Consequences.

DCSD YEARBOOK POLICIES

UNDERCLASSMEN PORTRAITS

All students who have their pictures taken during registration or on one of the picture re-take days will be included in the portrait section of the yearbook. Although an effort will be made to include students who transfer to the school after all professional pictures have been taken, we do not guarantee that those students will be included in the portrait section of the yearbook.

SENIOR PORTRAITS

All photos and artwork must conform to school policies and standards and are subject to approval by but not limited to the yearbook staff, yearbook adviser, and the school administration. The yearbook staff reserves the right to crop and/or resize any photos submitted without permission, notification or approval. Photos which represent any of the following may also be edited or excluded.

- Violating school policies
- Display of firearms, weapons, drugs, tobacco, alcohol or gambling. Writing, logos, art, or symbols that refer to, promote, or in any way advertise any of the above are not acceptable for publication
- Inappropriate gestures or postures
- All hand gestures
- Revealing or obscene clothing, or any form of dress that is not considered appropriate
- Photos which include more than one person

Students will be responsible for providing digital jpeg files of their senior portraits by the appointed deadline in the fall of their graduating year. Students who fail to submit pictures before the deadline run the risk of having their school ID pictures used or of being excluded from the portrait section of the yearbook.

After the deadline, students will have a one-week grace period to submit their photo without penalty. Thereafter, a late charge will be assessed to any senior who submits a portrait for publication in the yearbook. This charge must be paid before the portrait will be accepted for publication. Any portrait that has not been submitted by February 1st will not be included in the yearbook.

Students who have been previously published in the senior portrait section will not be included in subsequent publications of the yearbook.

YEARBOOK DISTRIBUTION

Students who purchased yearbooks may pick them up during registration for the upcoming school year. After registration, yearbooks may be picked up in the appropriate school office. Yearbooks will be available for pick up for two years. After two years, we do not guarantee that yearbooks will be available. Those who have not picked up their yearbooks within the two-year time frame will not receive a refund.

DEATH POLICY

The publications staff of the Dubuque Community High Schools will treat all deaths with respect and dignity. Although difficult to address, staff members must approach each loss in a professional manner while maintaining objectivity. One of the five basic functions of the yearbook is to record the events of the year in a historical manner. Although staff or outside members of the community may request a dedication page or spread immediately following the death, the yearbook is not the appropriate venue to work through the grief process. Therefore, it is critical that staff members understand this policy is intended to guide staff members who need to maintain consistent, respectful and fair coverage for the entire school community.

* Since the index is the last set of pages to be submitted for printing, all deaths of students or faculty members will be acknowledged in the

index of the yearbook by shading the name in a selected color and style, then listing the birth year and death year after the pages on which that person appears. I.E. John Doe 2000-2016

Students or faculty members who took or submitted their portrait will be presented with their class or fellow staff members in alphabetical order in the class portrait pages. No modifications will be made to their name or photo since those pages are typically submitted mid-year.

If time and space allow, the yearbook staff may include a memorial for the deceased.

Memorials should be no larger than an eighth of a page.

If the death is that of a student, that student's parents are welcome to submit a senior recognition ad to appear in the senior ads section the year that student would have graduated with his or her class.

VISITORS

All visitors must present a picture I.D. and sign in at the Main Office. Law enforcement officials will be contacted if non-school individuals disrupt the school environment.

Student visitors are not allowed to visit other students and or staff during the scheduled school hours unless an appointment has been scheduled in advance with a staff member.

TELEPHONE MESSAGES

It has always been the policy of Hempstead High School to cooperate with a parent, guardian or other responsible adult who needs to leave a student with an **EMERGENCY ONLY** message. Parents should contact the AP Office at 552-5208 to leave a message. Messages cannot always be delivered when a parent requests. Messages will be accepted only if they meet the following criteria if:

- It is requested by a parent/guardian or other adult who has custody of the student
- It is an emergency or of a serious nature
- It is received in time to contact the student before dismissal

WORK PERMITS

The work permit for minors may be obtained from the Division of Labor website: iowadivisionoflabor.gov.

HEALTH SERVICES

EMERGENCY INFORMATION

We request that parents/guardians keep their emergency contact information, alternate emergency contact information, and health information updated in Power School at all times.

HEALTH OFFICE

If a student becomes ill in school, he/she should report to their teacher, receive a pass to the Health Office, then go directly there to inform the school nurse of the illness. In case of a serious illness or injury, the school will attempt to notify the parents/guardians according to the information on the student's emergency contact information in Infinite Campus. If the student is too ill to remain in school, the student will be released to the student's parent/guardian or, with parental permission, to another person directed by the parents/guardians. Students who are ill must not leave the building without authorization.

INSURANCE

Parents/guardians are responsible for school-related injuries through their own private insurance carrier unless the parent/guardian purchased student accident insurance.

MEDICATION POLICY

All medications must be sent to school in the original container with the pharmacy label showing the name of the student, name of the medication, dosage, number of times to be given per day, etc. All medications given at school require a physician's release and the signature of parent or guardian. These forms may be obtained at school or from the doctor. Dubuque physicians are informed of this policy. Medications are kept in the Health Office. No medications are to be kept in student lockers or book bags. When the physician prescribes medication for a student, please inquire whether or not it is possible for him/her to schedule the medication to be given outside of school hours.

All of the above pertains to “over the counter medications” also. The only exception to this is with Acetaminophen (Tylenol) and Ibuprofen (Motrin/Advil). These two over the counter medications may be administered in the middle and high schools by the health office with written permission of the parent/guardian. The form that must be completed is on the DCSD website, or is available in the Health Office. The Health Office will keep a stock supply of Acetaminophen and Ibuprofen for student use.

PRESCRIPTION DRUGS

The use, possession, sale or supply of or being under the influence of a controlled or illegal substance as defined by Iowa law is prohibited. This includes prescription drugs. Please see the earlier section entitled SMOKING, ALCOHOL, AND DRUGS/ILLEGAL SUBSTANCES. Appropriate legal action may be taken or legal charges filed.

PLAGIARISM

Hempstead students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. With the advent of the Internet, the availability of information has exploded into a whole new and exciting realm for our students. The accessibility of documents has also brought with it an increasing concern regarding plagiarism, which is a form of cheating.

All Hempstead teachers are committed to educating our students about plagiarism, helping them understand what plagiarism is—especially through specific instruction in individual courses. We aim to teach students how to accurately quote and document sources as well as how to effectively convert researched information into their own words.

Plagiarism is defined by www.dictionary.com as: “a piece of writing that has been copied from someone else and is presented as being your own work; taking someone's words or ideas as if they were your own.” Iowa Core Literacy Anchor Standard #8 for College and Career Readiness states that students will: “Gather relevant information from multiple print and digital sources, assess the credibility and accuracy of each source, and integrate the information while avoiding plagiarism.”

Cheating, including plagiarism, may result in loss of or reduced credit on an assignment, referral to the Assistant Principal office for documentation on the student's record, and possible loss of class credit and failing grade.

Plagiarism and cheating exist in many forms and to various extents. Some typical examples are noted here:

1. Copying another student's assignment/artwork/project; note: BOTH parties are engaging in cheating
2. Using another person's paper/artwork/project/ in its entirety and calling it your own

3. Copying a paper word-for-word (artwork/project) from an internet document or documents
4. Using sentences from another source but replacing a few words
5. Passing off ideas or critiques as your own when they are someone else's
6. Not putting quotation marks around exact words pulled from another resource
7. Not documenting the source at all, or documenting the wrong source
8. Not citing the sources used (even when paraphrasing and summarizing)

Incidental plagiarism will be addressed by the classroom teacher, and may include loss of credit for the assignment and parent contact. Consequences for blatant plagiarism and repeated acts of incidental plagiarism are listed below. Disciplinary action by Hempstead administration **may include loss of class credit and failing grade.**

***Freshmen:** 1st occurrence: 0% on plagiarized piece, possibility of revision for a better grade, parent contact, referral to Assistant Principal for documentation; repeated plagiarized pieces 0% without revision, parent contact and referral to AP Office for possible disciplinary action

***Sophomores:** 1st occurrence: 0% on plagiarized piece, possibility of revision but with grade reduction, parent contact, referral to Assistant Principal for documentation; repeated plagiarized pieces 0% without revision and referral to AP Office for possible disciplinary action

Juniors & Seniors: 1st occurrence: 0% on piece without revision, parent contact, referral to Assistant Principal for documentation purposes; repeated plagiarized pieces 0% without revision and referral to AP Office for possible disciplinary action

AP Classes: 1st occurrence 0% on piece without revision, parent contact, referral to Assistant Principal for possible disciplinary action

*Freshman & Sophomore students enrolled in Junior/Senior level courses will abide by the regulations and consequences set forth for that course.

HEMPSTEAD GREEN DOT

A Red Dot is any act of violence - or a choice to tolerate, justify or perpetuate violent acts.

A Green Dot is any behavior, choice, word or attitude that promotes safety for everyone and communicates utter intolerance for sexual assault, domestic violence, dating violence and stalking.

A Green Dot is simply your individual choice at any given moment to make your school safer.

The Dubuque Community School District is implementing Green Dot in our middle and high schools to equip students and staff with practical solutions to end violence, because we believe...

Nobody has to do everything,
but everybody can do something.

Together, we can make a difference.

Remember the three D's:

- Direct
- Delegate
- Distract

#WhatsYourGreenDot

SHOW YOUR MUSTANG PRIDE

PLEDGE OF ALLEGIANCE

I pledge Allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with Liberty and Justice for all.

FIGHT SONG

Hail Hempstead,
We're all for you
Hail Hempstead
Tested and true
Always and ever
You endeavor
Always our efforts
Never die
Go Mustangs,
Go Green and Gold
Go Mustangs,
Go Brave and Bold
We have the will to
Fight for Hempstead High
Fight!

SCHOOL SONG

Go all you Mustangs
Fight for Hempstead High;
All together we will raise
Our banner to the sky!
RAH! RAH! RAH!
Lead us to victory
May our fame be told
As Mustang spirit
Mustang strength
Brings glory
To the Green and Gold.

During the Pledge of Allegiance, Fight Song and School Song the expectation is that all students will stand during all Hempstead events including pep assemblies and sporting events.

2020-2021

Hempstead High School

Student Planner