



**Dubuque**  
COMMUNITY SCHOOLS

»» 2024-2025

---

# PARENT-STUDENT HANDBOOK

---

## DISTRICT WEBSITE

» [www.dbqschools.org](http://www.dbqschools.org)

The Dubuque Community School District website is the official electronic communication tool for the district. Parents and students will find a variety of helpful, timely information throughout the site, including the following:

- School Calendar
- School Board Policies
- School Board Agendas
- School Delay Info
- Staff Directory
- Calendar of Events
- Lunch Menus
- Registration Schedules
- Enrollment Details

Look for frequently used webpages referenced throughout this handbook for your convenience.

---

## WEATHER-RELATED INFORMATION

Inclement weather may cause the district to delay start times, release early, transition to a virtual learning day or, in rare instances, cancel the school day. This decision is based on district-wide conditions, on-site observations and weather reports.

When a schedule change is made due to inclement weather, families will be notified by phone, email and/ or text message using the district's mass notification system. The district's inclement weather line (563/552-3035), website ([www.dbqschools.org](http://www.dbqschools.org)), and social media channels ([facebook.com/dbqschools](https://facebook.com/dbqschools) and [x.com/dbqschools](https://x.com/dbqschools)) will also be updated and area television and radio stations will be notified of the change. When a virtual learning day is called, it is considered a school day. If a day was canceled completely, it would be made up at the end of the school year.

---

## ASBESTOS NOTICE

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

To give you some background, asbestos has been used as a building material for many years. Asbestos' properties made it an ideal building material for insulation, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. EPA began action to limit uses of asbestos products in 1973 and banned most uses of asbestos products as building materials in 1978.

Periodic surveillances are completed and documented every 6 months, and the management plans are updated every 3 years as required by AHERA.

The Management Planner has developed an asbestos management plan for our facilities which includes: this notification letter, education and training of our employees, and a set of plans and procedures designed to minimize the disturbance of the asbestos containing materials, and plans for regular monitoring of the asbestos-containing materials.

A copy of the asbestos management plan is available for your inspection in our Buildings and Grounds Offices during regular office hours. All inquiries regarding the plan should be directed to Rob Powers, Manager of Buildings and Grounds, who is our Asbestos Program Manager.

Our intent is not only to comply with, but exceed federal, state and local regulations in this area. Our plan is to take whatever steps are necessary to ensure that our students and employees have a healthy, safe environment in which to learn and work.

---

## PUBLIC NOTICE: TITLE IX

The Dubuque Community School District does not discriminate on the basis of sex and prohibits discrimination in all education programs and activities operated by the district, as required by Title IX, including in admission and employment.

Inquires about the application of Title IX to the district may be referred to the district's Title IX coordinator, the Office of Civil Rights, or both.

The district's Title IX non-discrimination policy and grievance procedures are located in electronic format within the district's policy reference manual, accessible through the district's website. For questions locating this policy please contact the Board Secretary.

Individuals wishing to report conduct that may constitute sex discrimination and/or make a complaint of sex discrimination should contact the district's Title IX Coordinator:

Mimi Holesinger  
*Director of Behavior and Learning Supports*  
2300 Chaney Road  
Dubuque, IA 52001-3095  
P: 563/552-3105  
[mholesinger@dbqschools.org](mailto:mholesinger@dbqschools.org)

---

## NOTICE OF NON-DISCRIMINATION

The Dubuque Community School District will not discriminate in its educational activities on the basis of age, ancestry, color, creed, familial status, gender identity, marital status, national origin, physical attributes, physical or mental ability or disability, political belief, political party preference, race, religion, sex, sexual orientation, or socioeconomic status and provides equal access to the Boy Scouts and other designated youth groups.

The Dubuque Community School District offers Career Technical Education (CTE) programs in the following service areas:

- Applied Sciences, Technology, Engineering, and Manufacturing
- Business, Finance, Marketing, and Management
- Health Sciences
- Human Services
- Information Solutions

To be admitted for CTE courses, students must meet the necessary course prerequisites. The district will not discriminate in determining CTE admission and participation. Lack of English language skills will also not be a barrier to admission and participation in the district's CTE programs.

For the full policies, see SCHOOL BOARD POLICIES #1001 AND #1005.

Please direct inquiries about this statement to:

Brian Kuhle  
Dubuque Community Schools  
2300 Chaney Road  
Dubuque, Iowa 52001-3095  
[bkuhle@dbqschools.org](mailto:bkuhle@dbqschools.org)  
563/552-3000

---

## ERRORS AND OMISSIONS

The Dubuque Community School District has taken every effort to ensure the accuracy and timeliness of this publication. In the event of a typographical error or omission, the official documented board policy or board action will serve as recognized policy. Some policies may be revised throughout the year.

The most current policies can always be found at:  
[www.dbqschools.org/schoolboard](http://www.dbqschools.org/schoolboard)



Fall 2024

Dear Families,

As we kick-off the 2024-2025 school year, we do so with a dynamic new strategic plan in place that will focus our work as a district over the next five years.

The overarching theme of this plan aligns not only with our focused work into the future, but also how we feel about this school year. We are:

**READY. FOR YOU.**

Grounded in our strategic plan, we renew and enhance our commitment to providing the opportunities and support EACH student needs to realize their own definition of success. Our goal is not to define our students' success, but instead to help them uncover what's possible and provide them with the skills and experiences to make those goals a reality.

Committed to this work is our amazing team of approximately 2,000 education professionals across the district here to serve you and your student. They are guided by our volunteer elected Board of Education which is also entirely committed to providing your student with the highest-quality learning experience possible.

Throughout this handbook, you will find important information to get the year started, including federal, state and district policy information, some of which we are required to distribute to you annually. Please take a moment to review the information in the handbook. It is an important resource to help navigate the district, its offerings and policies.

I hope as we begin this year that you will continue to be active in your student's education. Get involved at their school, communicate concerns or changes should they arise, and always encourage strong attendance.

We will be by your side providing the area's most robust, complete set of opportunities and resources so that your student finds the pathway to their future. We want them to not only be ready for anything, but **READY** for everything!

Have a wonderful school year!

Sincerely,

A handwritten signature in blue ink that reads "Amy Hawkins". The signature is written in a cursive, flowing style.

Amy Hawkins  
Superintendent of Schools

---

# »» MISSION + VISION + VALUES

---

---

## OUR MISSION

TO DEVELOP **world-class learners** AND **citizens of character**  
IN A **safe and inclusive** LEARNING COMMUNITY

---

## OUR VISION

**Unfolding the potential of every student by empowering the educator/student relationship through:**

- » promoting the roles and responsibilities we all have in the 21st-century learning process;
  - » removing barriers;
  - » creating an environment where character and citizenship count;
  - » leveraging content knowledge to become critical thinkers and problem solvers; and
  - » providing multiple pathways to unlocking student potential.
- 

## OUR VALUES

**The Board of Education believes:**

- » **we will** celebrate the value each individual brings to our diverse learning community;
- » **we will** make decisions that are student-centered, data-driven and always anchored in sound process;
- » **we will** operate transparently, ethically and equitably with unwavering certainty;
- » **we will** steward our resources wisely, efficiently and purposefully;
- » **we will** improve continuously, seeking to always do better when we know better;
- » **we will** develop and empower leadership across all levels of the district; and
- » **we will** cultivate strong relationships and shared goals as we seek success for all.

**Want to see the MISSION, VISION and VALUES come to life?**

Look no further than the district's strategic plan. Online now at [www.dbqschools.org/strategicplan](http://www.dbqschools.org/strategicplan).

---

# »» DISTRICT STAFF

---

---

## BOARD OF EDUCATION

Please see [www.dbqschools.org/schoolboard](http://www.dbqschools.org/schoolboard) for a current list of board members and officers.

### Looking for someone?



Find an up-to-date listing of district contacts for administrative and curricular areas online at:  
[www.dbqschools.org/contact](http://www.dbqschools.org/contact)

OR



Call the main district office at **562/552-3000** if you're unsure who to contact for information on a particular topic and we'll connect you to the appropriate staff member.

---

## EXECUTIVE STAFF

### EDUCATIONAL LEADERSHIP

**Executive Director of Elementary Education:** Lisa TeBockhorst

**Executive Director of Secondary Education:** Mark Burns

**Executive Director of Special Education:** Brenda Duvel

### OPERATIONAL LEADERSHIP

**Chief Financial Officer:** Kevin Kelleher

**Chief Human Resources Officer:** Brian Kuhle

**Chief Communication Officer:** Mike Cyze

**Chief Technology Officer:** Coby Culbertson

---

# » SCHOOL DIRECTORY

---

---

## PRESCHOOL CENTERS

---

**Seedlings Preschool Center** *Administrator:* Susan Meehan | *Secretary:* Julie Weis  
P: 563/552-3680 | F: 563/552-5231 | 7810 Chavenelle Road | Dubuque, IA 52002 | [www.dbqschools.org/seedlings](http://www.dbqschools.org/seedlings)

---

## ELEMENTARY SCHOOLS

---

**Audubon Elementary School** *Principal:* Ed Glaser | *Secretary:* Deb Rausch  
P: 563/552-3300 | F: 563/552-3301 | 605 Lincoln Avenue | Dubuque, IA 52001 | [audubon.dbqschools.org](http://audubon.dbqschools.org)

**Bryant Elementary School** *Principal:* Megan Richardson | *Secretary:* Tara Franklin  
P: 563/552-3400 | F: 563/552-3401 | 1280 Rush Street | Dubuque, IA 52003 | [bryant.dbqschools.org](http://bryant.dbqschools.org)

**Carver Elementary School** *Principal:* Andy Peterson | *Secretary:* Becky Neumann  
P: 563/552-4500 | F: 563/552-4501 | 2007 Radford Road | Dubuque, IA 52002 | [carver.dbqschools.org](http://carver.dbqschools.org)

**Eisenhower Elementary School** *Principal:* Andy Ferguson | *Secretary:* Julie Banigan  
P: 563/552-3500 | F: 563/552-3501 | 3170 Spring Valley Road | Dubuque, IA 52001 | [eisenhower.dbqschools.org](http://eisenhower.dbqschools.org)

**Hoover Elementary School** *Principal:* Kathleen Walech-Haas | *Secretary:* Karen Fox  
P: 563/552-3700 | F: 563/552-3701 | 3259 St. Anne Drive | Dubuque, IA 52001 | [hoover.dbqschools.org](http://hoover.dbqschools.org)

**Irving Elementary School** *Principal:* Renee Wagner | *Secretary:* Meg Gilligan  
P: 563/552-3800 | F: 563/552-3801 | 2520 Pennsylvania Avenue | Dubuque, IA 52001 | [irving.dbqschools.org](http://irving.dbqschools.org)

**Kennedy Elementary School** *Principal:* Rich Hatcher | *Secretary:* Karrie Moeller  
P: 563/552-3900 | F: 563/552-3901 | 2135 Woodland Drive | Dubuque, IA 52002 | [kennedy.dbqschools.org](http://kennedy.dbqschools.org)

**Lincoln Elementary School** *Principal:* Megan Elsinger | *Secretary:* Jennilee Silvis  
P: 563/552-4050 | F: 563/552-4051 | 555 Nevada Street | Dubuque, IA 52001 | [lincoln.dbqschools.org](http://lincoln.dbqschools.org)

**Marshall Elementary School** *Principal:* Nicholas Hess | *Secretary:* Lori Ann Smith  
P: 563/552-4100 | F: 563/552-4101 | 1450 Rhomberg Avenue | Dubuque, IA 52001 | [marshall.dbqschools.org](http://marshall.dbqschools.org)

**Prescott Elementary School** *Principal:* Chris Nugent | *Secretary:* Kim Sheldon  
P: 563/552-4200 | F: 563/552-4201 | 1151 White Street | Dubuque, IA 52001 | [prescott.dbqschools.org](http://prescott.dbqschools.org)

**Sageville Elementary School** *Principal:* Erik Johnson | *Secretary:* Karen Bahl  
P: 563/552-4300 | F: 563/552-4301 | 12015 Sherrill Road | Dubuque, IA 52002 | [sageville.dbqschools.org](http://sageville.dbqschools.org)

**Table Mound Elementary School** *Principal:* Matthew Hull | *Secretary:* Julie Koontz  
P: 563/552-4400 | F: 563/552-4401 | 100 Tower Drive | Dubuque, IA 52003 | [tablemound.dbqschools.org](http://tablemound.dbqschools.org)

---

## MIDDLE SCHOOLS

---

**Jefferson Middle School** *Principal:* Greg Lehman | *Secretary:* Chris Neuhaus  
P: 563/552-4700 | F: 563/552-4701 | 1105 Althausen Avenue | Dubuque, IA 52001 | [jefferson.dbqschools.org](http://jefferson.dbqschools.org)

**Roosevelt Middle School** *Principal:* Jeff Johll | *Secretary:* Jordan Coleman  
P: 563/552-5000 | F: 563/552-5001 | 2001 Radford Road | Dubuque, IA 52002 | [roosevelt.dbqschools.org](http://roosevelt.dbqschools.org)

**Washington Middle School** *Principal:* Chris Oberhoffer | *Secretary:* Ann Droeszler  
P: 563/552-4800 | F: 563/552-4801 | 51 North Grandview Avenue | Dubuque, IA 52001 | [washington.dbqschools.org](http://washington.dbqschools.org)

**Dubuque Online Middle School** *Principal:* Valerie Loewenberg | *Secretary:* Pam Farley  
P: 563/552-4900 | F: 563/552-4901 | 2300 Chaney Road | Dubuque, IA 52001 | [onlineschool.dbqschools.org](http://onlineschool.dbqschools.org)

---

## HIGH SCHOOLS

---

**Hempstead High School** *Principal:* Julia Jorgenson | *Secretary:* Pam Scales  
P: 563/552-5200 | F: 563/552-5231 | 3715 Pennsylvania Avenue | Dubuque, IA 52002 | [hempstead.dbqschools.org](http://hempstead.dbqschools.org)

**Senior High School** *Principal:* Brian Howes | *Secretary:* Allison Pusateri  
P: 563/552-5500 | F: 563/552-5702 | 1800 Clarke Drive | Dubuque, IA 52001 | [senior.dbqschools.org](http://senior.dbqschools.org)

**Dubuque Online High School** *Principal:* Valerie Loewenberg | *Secretary:* Pam Farley  
P: 563/552-4900 | F: 563/552-4901 | 2300 Chaney Road | Dubuque, IA 52001 | [onlineschool.dbqschools.org](http://onlineschool.dbqschools.org)

**Alta Vista Campus** *Administrator:* Eddie Santiago | *Secretary:* Alicia Meyer  
P: 563/552-5800 | F: 563/552-5801 | 1090 Alta Vista Street | Dubuque, IA 52001 | [altavista.dbqschools.org](http://altavista.dbqschools.org)

# SCHOOL CALENDAR

## 2024-2025 SCHOOL CALENDAR

Adopted December 11, 2023  
Revised July 1, 2024 with no changes to instructional days.

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

  

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
												1	2	1	2	3	4	5	6	7
		1	2	3	4	5	3	4	5	6	7	8	9	8	9	10	11	12	13	14
6	7	8	9	10	11	12	10	11	12	13	14	15	16	15	16	17	18	19	20	21
13	14	15	16	17	18	19	17	18	19	20	21	22	23	22	23	24	25	26	27	28
20	21	22	23	24	25	26	24	25	26	27	28	29	30	29	30	31				
27	28	29	30	31																

  

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
												1						1		
			1	2	3	4	2	3	4	5	6	7	8	2	3	4	5	6	7	8
5	6	7	8	9	10	11	9	10	11	12	13	14	15	9	10	11	12	13	14	15
12	13	14	15	16	17	18	16	17	18	19	20	21	22	16	17	18	19	20	21	22
19	20	21	22	23	24	25	23	24	25	26	27	28	29	23	24	25	26	27	28	29
26	27	28	29	30	31		29	30	31					30	31					

  

APRIL							MAY							JUNE							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
												1	2	3	1	2	3	4	5	6	7
		1	2	3	4	5	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
6	7	8	9	10	11	12	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
13	14	15	16	17	18	19	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
20	21	22	23	24	25	26	25	26	27	28	29	30	31	29	30						
27	28	29	30																		

### AUGUST

- 15, 16, 19, 20, 21: Professional-Learning Days
- 22: Orientation for Grades PreK-5, 6, 9 (scheduled by schools during this timeframe)
- 23: First Day of School for Grades K-12
- 23, 30: One-Hour Late Start
- 27: First Day of Preschool

### SEPTEMBER

- 2: No School (Labor Day)
- 6, 13, 20, 27: One-Hour Late Start

### OCTOBER

- 4, 18, 25: One-Hour Late Start
- 11: No School (Professional-Learning Day)
- 24, 28, 29, 30, 31: Parent-Teacher Conferences (scheduled by schools during this timeframe)
- 31: No School

### NOVEMBER

- 1: No School
- 8, 15, 22: One-Hour Late Start
- 18: First Trimester Ends
- 27, 28, 29: No School (Thanksgiving)

### DECEMBER

- 6, 13, 20: One-Hour Late Start
- 23-31: No School (Winter Break)

### JANUARY

- 1, 2: No School (Winter Break)
- 3: No School (Professional-Learning Day)
- 10, 17, 24, 31: One-Hour Late Start
- 17: First Semester Ends (High School)
- 20: No School (Martin Luther King Jr. Day)

### FEBRUARY

- 7, 21, 28: One-Hour Late Start
- 14: No School (Professional-Learning Day)
- 28: Second Trimester Ends

### MARCH

- 6, 10, 11, 12, 13: Parent-Teacher Conferences (scheduled by schools during this timeframe)
- 7, 21, 28: One-Hour Late Start
- 13-14: No School

### APRIL

- 4, 11, 25: One-Hour Late Start
- 18, 21: No School (Spring Break)

### MAY

- 2, 9, 16, 23, 30: One-Hour Late Start
- 21: Last Day for Seniors
- 26: No School (Memorial Day)
- 29: Last Scheduled Day of Classes
- 30: Staff Professional-Learning Day (or following last day of school)
- 30: Make-up Day if Needed

- 30: Dubuque Online High School Graduation (Roosevelt Auditorium at 6 p.m.)
- 31: Dubuque Senior High School Graduation (Dalzell Field at 10 a.m.) and Hempstead High School Graduation (Dalzell Field at 3 p.m.)

### JUNE

- 1: Outdoor Graduation Rain Date
- 2, 3, 4, 5: Make-up Day if Needed

Additional make-up days will be added to the end of the school year, if necessary.

- Professional-Learning Day (No School)
- Student Orientation (Select Grades)
- First/Last Day of School
- First Day of Preschool
- One-Hour Late Start
- Non-school Day
- Make-up Day
- Parent-Teacher Conference Day
- End of Trimester
- End of Semester
- High School Graduation

**24** Connect with us any day of the year. Looking for lunch menus? Checking grades in Infinite Campus? Viewing the event calendar? It's just a click away all day, every day at: » [www.dbqschools.org](http://www.dbqschools.org)

**24** Let your fingers do the walking... No internet access? The answers to two common questions are a phone call away. » SCHOOL LUNCH HOTLINE: 563/552-3250 » WEATHER HOTLINE: 563/552-3035

# TABLE OF CONTENTS

<b>SECTION I</b>	<b>» ENROLLMENT / REGISTRATION</b>	<b>1-2</b>
	New Student Enrollment + Registration, Residency Guidelines, Permissions, In-District Transfer, District-to-District Open Enrollment	
<b>SECTION II</b>	<b>» FEES / PERMITS / WAIVER BENEFITS</b>	<b>3-8</b>
	Student Fees, Device Protection and Fine Overview, Charge and Refunds for Students Leaving the District, Student Permit to Drive to School, Meal Assistance Programs, Fee Waiver Benefits, Meal Charge Guidelines, High School Yearbook Guidelines	
<b>SECTION III</b>	<b>» GRADUATION / SENIOR YEAR PLUS</b>	<b>9</b>
	Graduation Requirements, Senior Year Plus Options	
<b>SECTION IV</b>	<b>» HEALTH + WELLNESS</b>	<b>10-13</b>
	Administration of Medication at School, Communicable and Infectious Diseases, Hawk-I Insurance for Children, Health / Dental / Vision Screening, Lead Screening, Hearing Screening, Health Assessment, Physical Examinations, Concussion Law, Immunizations, Wellness, Health Education Program for Students, Student Illness or Injury at School	
<b>SECTION V</b>	<b>» PARENT INVOLVEMENT</b>	<b>14</b>
	Parent-Teacher-Student Conferences, Visiting Your Child's School, Volunteering and Mentoring	
<b>SECTION VI</b>	<b>» NOTICES</b>	<b>15-19</b>
	Family Education Rights and Privacy Act Notice (FERPA), Title 1 Reading Parent Notification Requirements, Release of Student Information, Protection of Pupil Rights Amendment Notice (PPRA), Section 504 of the Rehabilitation Act of 1973, Accessible Instructional Materials (AIM), Children's Internet Protection Act (CIPA), The Children's Online Privacy Act (COPPA) and Microsoft Office 365 for Education, Bus Video Monitoring Systems	
<b>SECTION VII</b>	<b>» SCHOOL BOARD POLICIES</b>	<b>20-51</b>
	Anti-Bullying / Anti-Harassment #1001, Anti-Discrimination #1005, Anti-Harassment / Bullying / Discrimination Grievance Procedure, Abuse of Students by School District Employees #4606, Student Attendance #5107 + #5107 A1, Juvenile Justice System Information Sharing #5108, Homeless Children and Youth #5110, Student Conduct #5200 + #5200 A1, Physical Restraint #5203 + #5203 A1, Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence #5205, Participation Code for Activities #5305 + #5305 A1, Student Responsible Use of Technology #5504, Parent and Family Engagement in Title I Buildings #6202, Competent Private Instruction #6220 + #6220 A1, Unpaid Meal Accounts #7002 + #7002 A1, Stock Prescription Medication Supply #8161, Public Conduct on School Premises #9005	
<b>SECTION VIII</b>	<b>» STUDENT SERVICES</b>	<b>52-53</b>
	Anytime, Anywhere Learning (AAL), Counseling Services, KcKinney-Vento Act, English Language Learner, At-Risk Programming	
<b>SECTION IX</b>	<b>» TRANSPORTATION</b>	<b>54-56</b>
	Dubuque Community School District Transportation, City of Dubuque - The Jule Transit Division	
<b>SECTION X</b>	<b>» DISTRICT FORMS</b>	<b>#</b>
	McKinney-Vento Questionnaire	2
	Iowa Department of Health and Human Services Certificate of Dental Screening	6
	Physical Examination - Infant, Toddler, Preschool Age (including Kindergarten entry) Child Health Form	7
	Iowa Department of Health and Human Services Certificate of Immunization	8
	Iowa Department of Health and Human Services Certificate of Vision Screening	9
	Information Release Form	10
	Wellness Curriculum Student Exclusion	11
	Student-Athlete Registration Form	12
	Complainant Harassment, Bullying and Discrimination Incident Report	13
	Request for Medication to be Given at School (Prescription and Over-the-Counter)	16
	Non-employee Background Check Packet	17
	Asthma or Airway Constricting Medication Self-Administration - Consent Form	19
	Microsoft Office 365 for Education Opt Out Compliance Form	21