

2025



2026

# Student Handbook

## Administrative Team

**Mr. Brian Howes**

Principal

Ms. Joan Schueller

Assistant Principal

Mr. Brent Cook

Assistant Principal/Activities Director

Ms. Trica Brokus

Assistant Principal

Mr. Tom Sieverding

Assistant Principal

Ms. Erin Hefel

Student Needs Facilitator

Mr. Eddie Santiago

Administrator, AVC

Mr. Dan Powers

Assistant Principal, AVC

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Dubuque, Iowa

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**[www.senior.dbaschools.org](http://www.senior.dbaschools.org)**



To develop  
world-class learners  
and citizens of  
character in a safe and  
inclusive learning  
community.



The mission of Dubuque Senior High School is to provide a climate of mutual respect and support where all may develop their intellectual, creative, social and physical potential.

#### **PUBLIC NOTICE OF NON DISCRIMINATION**

The Dubuque Community School District does not discriminate nor tolerate harassment on the basis of age, color, creed, disability, gender, marital status, national origin, physical attributes, religion, sexual orientation or socio-economic status in its educational program. The District does not discriminate in its employment policies or practices as required by Title VI and VII of the Civil Rights Acts of 1964, Title IX of the Educational Amendments of 1972, Section 504 of Public Law 93-112 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Inquiries about this statement need to be directed to the Dubuque Community School District Central office at 2300 Chaney Road, Dubuque, IA 52001 Phone 563-552-3000.

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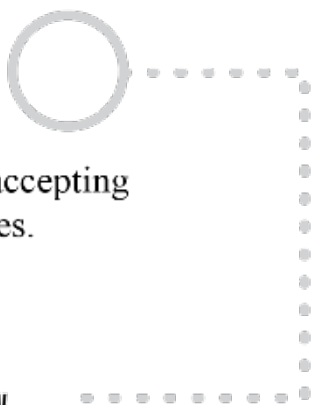
# RAM FAM

## CORE VALUES

*We believe in respect,  
integrity and engagement.*

### RESPECT

Having high regard to others and their ideas; accepting of others and their values.



When RAMS show RESPECT they...

- Follow expectations for classrooms
- Say please, thank you
- Put their phones away
- Go to class on time
- Listen to what others have to say
- Encourage peers and adults to do their best
- Open doors for others when appropriate
- Participate in activities
- Attend activities
- Carry someone's books
- Tutor a fellow RAM
- Show good sportsmanship on the fields of play and in the stands
- Tell someone good job

# ENGAGEMENT

Showing up and doing your part;  
participating appropriately.

When RAMS show **ENGAGEMENT** they...

- Volunteer at Senior
- Volunteer in the community
- Make eye contact with teacher
- Respond and Ask questions
- Participate in class discussions
- Pay attention to instruction
- Attend assemblies
- Activity participate in classes
- Attend RAM activities and events
- Wear their ID

# INTEGRITY

Doing the right thing because it is the  
right thing and owning your behavior.

When RAMS show **INTEGRITY** they...

- Return lost items or money that is found
- Keep a friend's secret
- Help other students succeed
- Tell a teacher when a mistake in grading is made
- Are role models
- Own their choices
- Work as a team
- Support other students
- Lift up others
- Are honest with themselves about their choices and behavior
- Say sorry

# Registrar Office

## Graduation Requirements

DISCIPLINE	REQUIRED COURSES	Credits
English	English	7
	Speech	1
Math	Mathematics	6
Science	Physical Science	2
	Life Science	2
	Earth/Space Science	2
Social Studies	World History	2
	U.S. History	2
	Government	1
	Behavioral Science	1
Wellness	Wellness	4
Financial Literacy	Financial Literacy	1
Electives	Electives	13
TOTAL		44

## SEMESTER FINAL EXAMS

Final exams are given in most classes at the end of each semester. On final exam days a special schedule is followed. Final exams can count for up to 20% of the final grade in any class. **Only on Semester Finals days can students leave campus in their free time.** All students are expected to be in attendance on Semester Final school days. Students are not allowed to change their schedule unless they have a meeting with the Registrar, prior to the start of semester finals.

## SCHEDULING

In December, students have an opportunity to review their four-year course plan and adjust course requests for the following school year. Each student will have access to the Course Registration Guide that describes each course offered at Dubuque Senior High School. This information is also available on the Dubuque Community School District website ([www.dbqschools.org](http://www.dbqschools.org)). Students will be given one (1) week in which to review or change their four-year course plan. Some courses may be dropped due to insufficient enrollment or limited by the capacity of the classes available.

## SENIOR YEAR PLUS

**Students interested in earning college credits while in high school should contact the school counselor for information, application forms, and enrollment procedures.**

The Senior Year Plus Program provides students with a way to concurrently access secondary and postsecondary credit through advanced placement, concurrent enrollment, and the postsecondary enrollment option.

Courses may supplement, but not supplant a course provided by the school district. The content of a course provided to a high school student for postsecondary credit shall not consist of substantially the same concepts and skills as the content of a course provided by the school district.

### STUDENT ELIGIBILITY FOR ANY SENIOR YEAR PLUS COURSE

1. The student must attain approval from the school district prior to enrollment in any Senior Year Plus program.
2. The student must have passed appropriate course prerequisites as determined by the school district or the postsecondary institution.
3. The student must meet enrollment requirements of the postsecondary institution.
4. No student may be enrolled as a full-time student in any one postsecondary institution. There is no minimum or maximum number of credits that can be earned with Senior Year Plus.

### ADVANCED PLACEMENT PROGRAM

(grades 9-12)

1. Advanced placement courses must be listed in high school registration guides with prerequisite courses established.
2. Every eighth-grade student must receive the full high school registration guide prior to development of their core curriculum plan.
3. AP courses are available to dually enrolled high school students (competent private instruction).
4. AP courses are available to accredited nonpublic high school students in the school district. AP exams and reduced fees for exams apply to eligible nonpublic students the same as for district students.
5. The student must be proficient in reading, math, and science on the ISASP most recently administered.

### POSTSECONDARY ENROLLMENT OPTIONS PROGRAM

(grades 11 and 12, or identified in grade 9 or 10 by gifted and talented criteria)

1. Student Eligibility Counselors, GT Facilitators, department chairs, principal and/or designated assistant principal may assist in determining student eligibility.
  - a. Parents/guardians of eligible students must furnish transportation to and from the eligible postsecondary institution.
  - b. A student enrolled in an accredited nonpublic school who meets all eligibility requirements (including residency in Iowa) may apply to take a course, provided that neither the accredited nonpublic school nor the school district offers a comparable course.
  - c. Post-secondary enrollment option courses are available to dually enrolled students (competent private instruction).
  - d. No student may audit a postsecondary enrollment option course.
  - e. The student must be proficient in reading, math, and science on the Iowa State Assessment of Student Progress most recently administered.

- f. Students must notify the high school of their intent to enroll in a PSEO course by March 15 for the following year (for both semesters).
- 2. Course Eligibility
  - a. Nonsectarian courses
  - b. Courses not comparable to courses offered by the Dubuque public high schools
  - c. Credit bearing courses that lead to an educational degree
  - d. Courses in: math, science, social sciences, humanities (English, art, music, language), vocational-technical education
- 3. High School Credit
  - a. Approved and completed college courses will be given high school credit. Each semester-length college course equals one semester high school credit.
  - b. Completed college courses will count toward high school graduation requirements and subject area requirements. Credit will not be calculated in a student's grade point average or rank in class. Evidence of successful completion of each course and high school units of credit and postsecondary academic credits will be included in the student's high school transcript.
- 4. Payment for College Tuition Cost
  - a. The school and/or district will pay directly to the postsecondary institution the legally limited costs of approved enrollments by eligible students who complete and receive credit for the approved course(s) in which they are enrolled.
  - b. Students who fail to complete and receive credit for a postsecondary course are responsible for all costs directly related to the course and will be billed by the district for those costs. If the student is under 18 years of age, the parent or guardian will assume the costs.

## **CONCURRENT ENROLLMENT PROGRAM**

### **(grades 9-12)**

- 1. Concurrent enrollment courses must be listed in high school registration guides and must indicate that the courses generate college credit as well as high school credit.
- 2. Every eighth-grade student must receive the full high school registration guide prior to development of their core curriculum plan.
- 3. Concurrent enrollment courses are available to dually enrolled high school students (competent private instruction).
- 4. Concurrent enrollment courses are available to accredited nonpublic high school students in the school district as long as they are residents of the DCSD.
- 5. The school board must annually approve courses to be made available for high school credit. Comparable courses must not already be offered by the school district.
- 6. No student may audit a concurrent enrollment course.
- 7. No student may be charged tuition for a concurrent enrollment course.

## **Enrollment Information**

### **NEW STUDENT REGISTRATION**

The Dubuque Community School District assigns students to attend Dubuque Senior or Hempstead High School depending on their residence location in Dubuque. Upon enrollment, students will meet with the Assistant Principal and a Guidance Counselor to determine proper placement. A New Student Registration Form will be filled out with a Request for Records from the student's previous school (Transcript and Medical Records).

## TRANSFERS FROM ONE SECTION OF A COURSE TO ANOTHER

Under some circumstances, a student may transfer from one section of a course to another. When this occurs, the grade earned prior to the transfer will be brought forward and become the initial grade in the new section of the course. This applies in all cases any time during the year.

## WITHDRAWAL FROM SCHOOL

Students leaving Dubuque Senior High School for any reason must notify the Registrar's Office. The Registrar Secretary will advise the student of the proper withdrawal procedure.

## Dropping Courses

The Guidelines for dropping courses are the following:

1. All 9<sup>th</sup>-11<sup>th</sup> grade students are expected to take at least six (6) classes (meet five days a week) during each semester of attendance.
2. 9<sup>th</sup>-11<sup>th</sup> grade students-**dropping 7<sup>th</sup> class**
  - a. Before October 1<sup>st</sup> (first semester) or March 1<sup>st</sup> (second semester)
    - i. The student will have no grade recorded on the transcript **if** the student grade is passing.
    - ii. The student will have an F recorded **if** the student grade is not passing.
  - b. After October 1<sup>st</sup> or March 1<sup>st</sup>
    - i. The student will have a Withdraw recorded if the student grade is passing.
    - ii. The student will have an F recorded if the student grade is not passing.
3. 9<sup>th</sup>-11<sup>th</sup> grade students-**dropping below 6 classes**
  - a. If a 9<sup>th</sup>-11<sup>th</sup> grade student drops a course(s) that causes them to have less than 6 classes, an F will be recorded for the course(s) dropped regardless of the current grade in the course.
  - b. Students may identify mitigating factors such as illness, injury or other factors beyond student control and request a Withdraw instead of an F through their school counselor. Mitigating circumstances are reviewed by the Registrar Office.
4. 12<sup>th</sup> grade students
  - a. 12<sup>th</sup> grade students must maintain the number of courses needed to meet graduation requirements.
  - b. Dropping courses before October 1<sup>st</sup> (first semester) and March 1<sup>st</sup> (second semester)
    - i. The student will have no grade recorded on the transcript **if** the student grade is passing.
    - ii. The student will have an F recorded **if** the student grade is not passing.
  - c. Dropping courses after October 1<sup>st</sup> (first semester) and March 1<sup>st</sup> (second semester)
    - i. The student will have an F recorded on the transcript regardless of the grade in the course.
    - ii. Students may identify mitigating factors such as illness, injury or other factors beyond student control and request a Withdraw instead of an F through their school counselor. Mitigating circumstances are reviewed and approved by the Registrar Office.
  - d. Reminder: Students must be in four classes to be eligible for athletics/activities.
5. If a student's ability is not consistent with that required by a course and the teacher or counselor recommends a drop, a grade of "W" will be recorded on the official transcript. Under such a recommendation, whenever feasible, the student should add a course at a more appropriate level.

6. 9<sup>th</sup>-11<sup>th</sup> grade students who fall below the minimum load of six (6) majors are subject to a review of their school placement status.

NOTE: In all cases, a course may only be dropped by following proper procedure which includes a consultation with the teacher and school counselor or an administrator.

## PROCEDURES FOR EARLY GRADUATION

Early graduates from high school must have completed all necessary credits and required subjects for graduation. Wellness must be completed in the first semester.

The following are the requirements for early graduation from the Dubuque Community Schools:

1. Students may graduate from high school before they complete the traditional four years of schooling if they complete all the requirements of a diploma prior to the time when they would normally graduate. To do this they must:
  - a) Have written approval from the parents/guardian. This is mandatory.
  - b) Have completed forty-six (46) credits for classes.
  - c) The Wellness course must be completed in the first semester.
  - d) Complete paperwork one semester before the requested early graduation. For an early January graduation, the request must be submitted prior to the end of the previous school year. Requests submitted after the above date may not be honored if the request causes an overload in any classes in the student's schedule.
2. Students and their parents should review all the advantages of early graduation and should consider dual enrollment (Post Secondary Program) during their senior year because this may be a better option than early graduation.
3. Students must have enrollment verification from the Admission Office of the post-secondary school if the student must begin classes before the end of the semester at Dubuque Senior High School.
4. Diplomas are awarded only at the conclusion of the second semester; however, a confirmation letter will be provided upon request.
5. 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.
6. Students in jeopardy of failing a course at Dubuque Senior High School may be denied early graduation.

## SECONDARY IN-DISTRICT TRANSFER (Formerly Open Enrollment)

Families requesting Open Enrollment can access the application online at <https://www.dbqschools.org/parents/quick-links/open-enrollment/>. One form for each student needs to be completed. Contact the Superintendent's Office at the Forum at 552-3012 with questions regarding Open Enrollment.

The primary factors to be considered in determining approval or denial of the application are availability of appropriate programs, school space, and class size. If granted the open enrollment, the student must complete the school year at that school. *More information can be found in DCSD Policy 6218.*

## PHYSICAL EDUCATION EXEMPTIONS

### ATHLETIC EXEMPTIONS

**The following Grade 9-12 Athletic Exemptions will be honored at Dubuque Senior High School for the following school year:**

Students who have documented participation in **one of the approved activities** (cross country, volleyball, football, swimming and diving, golf, cheerleading, dance, marching band,

basketball, wrestling, bowling, baseball, softball, tennis or soccer.) are exempt from Physical Education/Wellness.

In addition to documented participation in a sport, a written parent/guardian request is required for an athletic exemption for students in grades 9-12. Please see the School Counseling Office for more information.

**ACADEMIC EXEMPTIONS**

**Students in Grade 12, Academic Exemptions will be honored at Dubuque Senior High School for the following school year:**

Students in Grade 12 are permitted an academic exemption from the physical education requirement if they have a full schedule of academic classes both semesters of the school year. The parent/guardian must request the academic exemption in writing.

**GRADING**

**MINIMUM TEACHER EXPECTATION FOR PASSING GRADES**

Teachers are asked to issue a written statement to each student within the first week of the semester, outlining the minimum amount of work required to pass for the quarter and/or semester. Course requirements should not be confused with course objectives, department or school policy. Course objectives do not include competency levels for students, nor do they state specific dates or deadlines. Minimum course requirements set forth the standards that must be met to receive a passing grade within the specific course. Course requirements will consist of the following elements:

- 1. Minimum number and types of major projects required for the quarter and/or semester.
- 2. The minimum number of major examinations required for the quarter and/or semester.
- 3. The minimum number and kinds of activities in which each student will actively participate during the quarter and/or semester.
- 4. The minimum expectations of the amount of homework to be completed by each student.
- 5. The weighting of class assignments, class participation, attendance, examinations, and other required activities used to determine the final quarter and/or semester grade.

**GRADING SYSTEM**

A	Excellent	I	Incomplete
B	Very Good	P	Pass
C	Average	W	Withdrew, No Credit, Passing Course
D	Lowest Passing Mark	N	Audit, No Credit
F	No Credit		

**GRADING SYSTEM**

The following weights will be calculated to figure grade point averages:

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

Weights for Advanced Placement Classes

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

Grades in Special Education classes carry a lower weight when it is determined that the general education standards and expectations are not met in the special education class.

## **CUMULATIVE GRADE POINT AVERAGE (GPA) AND RANK IN CLASS (SEMESTER)**

Cumulative G.P.A. and Rank in class will be determined by averaging all semester final grades except Driver Education, and Audit Courses. All semesters attended in high school, including summer school, will be computed in this average.

## **INCOMPLETE GRADES**

Students who receive an incomplete in a class must complete the class within 2 weeks from the end of that quarter. Failure to finish an incomplete within the allotted time may result in a failing grade and loss of credit.



The FAST program is a highly structured work time that is designed to assist students with homework completion, preparation for tests/quizzes, test/quiz make-up, or just a quiet place to work where support is available. FAST is held every Friday where school is in session, and all Dubuque Senior students are welcome to attend. This program is staffed by Dubuque Senior's paraeducators, as well as Honors/AP student tutors.

Students attending FAST need to be at the main entrance doors between 7:25 and 7:35 AM on Friday mornings. Students must be working on school-related tasks for the entire period. Computer access is available during this time as well. Students will be asked to leave if they are not using this time to complete schoolwork.

Questions regarding the FAST program should be directed to Ms. Hefel, 552-5504.



## **NATIONAL HONOR SOCIETY**

The National Honor Society, active since 1926 at DSHS, is a service and honorary organization. The National Honor Society is a National School Honor Organization. Members are selected based on academic excellence (3.200 cumulative G.P.A.), leadership, service, and character. Behavior violations of the good conduct code, whether a candidate is or is not out for an activity, and suspendible offenses during the year of eligibility will disqualify that student from National Honor Society membership.

## **MEMBER CODE OF CONDUCT**

1. All current members are expected to adhere to the rules and regulations set forth in the Dubuque Community School District Code of Conduct.

Consequences for students that violate the Code of Conduct, including laws outside of school, include:

- Code of Conduct violations are grounds for dismissal. Members with a violation will need to appeal to the five-member Faculty Council, either in writing or in person, to determine consequences, which may include additional service or possible dismissal.
- More than one Code of Conduct violation is grounds for automatic dismissal.

2. All members are expected to complete 15 hours of Community/School Service each semester of membership. Failure to meet this standard is grounds for removal from the National Honor Society.
3. Members are expected to maintain a 3.200 cumulative GPA. Failure to maintain this GPA is grounds for dismissal without an appeal.

## SILVER CORD PROGRAM

The Dubuque Senior High School Silver Cord Program is a service-learning opportunity for students to volunteer with nonprofit or not-for-profit organizations within our community. A form must be completed online to enter the program; all forms are found on our page on the Dubuque Senior website, or by QR code on the Silver Cord bulletin board. By earning enough hours of volunteer work, you will be recognized at graduation as a Silver Cord recipient and will wear a Silver Cord upon your gown. **We are in the process of making changes, by the 27/28 school year, all classes will have the same requirements.**

**Hour Totals:** Each participant must have a minimum number of hours met by May 15<sup>th</sup> of their senior year. See below:

- Class of 2026 – 110 hours (at least 10 hours earned during junior year)
- Class of 2027 – 115 hours (at least 10 hours earned during sophomore, junior, and senior year)
- Class of 2028 – 125 hours (at least 10 hours earned during sophomore, junior, and senior year – no freshman year requirement)
- Class of 2029 - 125 hours (at least 10 hours earned during sophomore, junior, and senior year – no freshman year requirement)
- The Silver Cord calendar year runs from June 1<sup>st</sup> to May 31<sup>st</sup> (May 15<sup>th</sup> for seniors).

### Hour Details

- Hours are credited in 30-minute intervals, with a limit of eight hours per day.
- All hours must be completed outside of the school day unless prior approval is received, such as the New Student Orientation.
- Students have 30 days from the date of service to record hours.
- To be eligible with the Silver Cord program, hours must be for a non-profit or not-for-profit organization/agency.

A Silver Cord Student Service Board consists of students from all grade-levels to communicate service-learning opportunities, as well as to network with organizations within our community.

Students should watch our social media, Remind, and emails for service opportunities and other Silver Cord announcements.

For questions regarding Dubuque Senior Silver Cord, please contact Ms. Giesemann or Ms. Norton (in the Business Office).

# School Counseling & Career Center

The goal of the School Counseling & Career Center is to assist and support students, parents, and faculty in the following three areas: personal/social development, academics, and career/college readiness. School Counselors offer a variety of services including collaboration and referrals for community services based on student needs. For a complete listing of services available through our School Counseling Office, we invite you to visit the Counseling Services section on our Dubuque Community School District website. Go to [www.dbqschools.org](http://www.dbqschools.org) and click on "Counseling Services" found under the DISTRICT tab.

**Your School Counselor can be reached at 563-552-5700. Students are assigned to a counselor based on advisory teacher:**

<b>Danielle Daughetee</b> <a href="mailto:doughetee@dbqschools.org">doughetee@dbqschools.org</a> <b>9<sup>th</sup> Grade Advisory</b> Basten, K. Giesemann, P. Kilgore, LammerHeindel, Naber <b>10<sup>th</sup> Grade Advisory</b> Anderson, Cogan, Forbes, J. Hansen, Scaffidi <b>11<sup>th</sup> Grade Advisory</b> Crom, Dean, Demerath, Ernzen <b>12<sup>th</sup> Grade</b> Firzlaff, L. Fischer, Friedman, Halkowski, Jackman	<b>Nic Hoeger</b> <a href="mailto:nhoeger@dbqschools.org">nhoeger@dbqschools.org</a> <b>9<sup>th</sup> Grade Advisory</b> Kluck, McCarthy, Miller, Mills, Palm <b>10<sup>th</sup> Grade Advisory</b> Garde, A. Hansen, Leavell, Lieurance, Z. Reuter <b>11<sup>th</sup> Grade Advisory</b> Benson, Cheshier, Ostrander, Reeg, Whitney <b>12<sup>th</sup> Grade</b> Breitfelder, C. Fischer, Goedken, Hickerson	<b>Alicia Tevebaugh</b> <a href="mailto:atevebaugh@dbqschools.org">atevebaugh@dbqschools.org</a> <b>9<sup>th</sup> Grade Advisory</b> Barton, Keller, Laufenberg, Zepeski <b>10<sup>th</sup> Grade Advisory</b> Sartori, Specht, C. Weber, K. Weber <b>11<sup>th</sup> Grade Advisory</b> Allee, Eimers, Finn, Klechen <b>12<sup>th</sup> Grade</b> Gille, Gravel
<b>Nikki Berna</b> <a href="mailto:nberna@dbqschools.org">nberna@dbqschools.org</a> <b>9<sup>th</sup> Grade Advisory</b> Hughes, S. King, Ovsak, OliveraGomez-Llambi <b>10<sup>th</sup> Grade Advisory</b> Weiland, Westmark, Ward <b>11<sup>th</sup> Grade Advisory</b> Auderer, P. Comentino, Fautsch <b>12<sup>th</sup> Grade</b> K. Comentino, Herrig, Huff, PriceBrenner, L.Reuter, A.Williams	<b>Jackie Rupp</b> <a href="mailto:jrupp@dbqschools.org">jrupp@dbqschools.org</a> <b>9<sup>th</sup> Grade Advisory</b> Connolly, Jensen, Kress, Winter <b>10<sup>th</sup> Grade Advisory</b> Coffman, Lukens, Wiley, C. Williams <b>11<sup>th</sup> Grade Advisory</b> Acierno, Arensdorff, Black, Felderman <b>12<sup>th</sup> Grade</b> Foht, R. Giesemann, Healey, Johnson	<b>Brain Health Liasion</b> <b>@dbqschools.org</b> <b>#5725</b>  <b>Sarah Conley, Life Coach</b> <b>sconley@dbqschools.org</b> <b>#5862</b>  <b>Rochelle Morgan, VERTEX Coach</b> <b>rmorgan@dbqschools.org</b> <b>#5576</b>

Jessica Hohmann, Secretary  
[jehohman@dbqschools.org](mailto:jehohman@dbqschools.org)

Please contact your counselor with any concerns you are having regarding your student/s. We will work with you and your student to get them what they need and connect them to appropriate resources.

You may also connect with our Life Coach, Ms. Sarah Conley. Ms. Conley is here to work with any student/s that might need support.

Follow us to stay up to date with your Counseling & Career Center:



Follow us @dbqseniorcounselors



Follow us @dshs\_counselors



Follow us @dshs\_counselors

# Business Office Information

## TRANSCRIPTS REQUESTS

The Dubuque Community School District provides official transcripts for 11<sup>th</sup> and 12<sup>th</sup> grade students using an online transcript request service called Parchment. This service allows students to securely request transcripts 24/7 from any computer with an internet connection. 11<sup>th</sup> and 12<sup>th</sup> grade students will receive an invitation with a unique code to create their Parchment account. Transcript requests for current students will be processed through Parchment rather than making the request through the Business Office. There is no cost for current students to request transcripts. Once a student graduates, beginning June 15<sup>th</sup> of that year, there is a \$4.65 fee per transcript, which is billed through the Parchment website.

9<sup>th</sup> and 10<sup>th</sup> grade students who need a copy of their transcript should make the request with the Dubuque Senior Business Office, not through Parchment.

## GOOD STUDENT VERIFICATION

Students must obtain this information from their insurance company and forms can be submitted to the Business Office for completion. Eligibility is determined by your insurance company.

## LUNCH PROGRAM

Information for the reduced lunch program will be included in registration materials mailed by DCSD. Applications for the free/reduced meal program will be included in the 2024-2025 online registration process. The following prices of the Food Services Program are in effect for the 2024-2025 school year and are subject to change.

### Breakfast

\$1.90 per day

### **Reduced tickets are:**

\$0.30 per day

### Lunch

\$3.15 per day

\$0 .40 per day

Students will use their Student ID card for the Food Service Program. Money may be deposited into the student's lunch account in the cafeteria, Business Office, or through Infinite Campus. Questions regarding student meal accounts can be directed to Food & Nutrition by calling 552.3225.

**FEES**

**The student fee for all students will be \$110.00.**

The following fees are optional to the needs of the student:

Activity fee (optional) .....	\$50.00
Yearbook (optional) .....	\$50.00
Cap & Gown (Graduates only) #.....	\$31.00
CNA Students	
ALEKS Math Test for NICC#.....	\$15.00
Background Check for NICC#.....	\$20.00
Driver Education# .....	\$379.00
Instrument rental (Band & Orchestra)# .....	\$50.00
Marching Band Shoes (one time purchase) * .....	\$25.00
Student Parking Permit* .....	\$40.00
Replacement ID* .....	\$ 3.00
Replacement Lanyard* .....	\$ 2.00
Replacement Safety Glasses* .....	\$ 3.00
Replacement Music .....	varies based on cost

\*All these prices are subject to change. #Fee Waiver Eligible

**STUDENT BILLS**

Checks should be made out for the exact amount of the bill. If a check is issued for a higher dollar amount, the balance will be deposited into the student’s lunch account. It is the parent’s responsibility to request a refund in writing. All refund checks are mailed directly to the parents.

**DRIVER’S EDUCATION**

Driver’s Education is offered through NICC. NICC may be contacted at 844.642.2338 x1399 to register by credit card. If paying by check or cash, you may register in person at the NICC Town Clock Business Center. If using a fee waiver, tell NICC when calling to register. NICC will confirm waiver status with the Dubuque Community School District.

# Daily Schedule

Regular Schedule	
Period 1	7:35 – 8:19
Period 2	8:24 – 9:08
Period 3	9:13 – 9:57
Support/ Advisory*	10:02 – 10:34
Period 4	10:39 – 11:04
Period 5	11:09 – 11:23
Period 6	11:28 – 11:53
Period 7	11:58 – 12:12
Period 8	12:17 – 12:42
Period 9	12:47 – 1:31
Period 10	1:36 – 2:20

1-Hour Late	
Period 1	8:35 – 9:10
Period 2	9:15 – 9:50
Period 3	9:55 – 10:30
Support/ Advisory*	10:35 – 11:05
Period 4	11:10 – 11:35
Period 5	11:40 – 11:50
Period 6	11:55 – 12:20
Period 7	12:25 – 12:35
Period 8	12:35 – 1:00
Period 9	1:05 – 1:40
Period 10	1:45 – 2:20

2-Hour Late	
Period 1	9:35 – 10:07
Period 2	10:12 – 10:44
Period 3	10:49 – 11:21
Period 4	11:26 – 11:51
Period 5	11:56 – 11:58
Period 6	12:03 – 12:28
Period 7	12:33 – 12:35
Period 8	12:40 – 1:05
Period 9	1:10 – 1:42
Period 10	1:47 – 2:20

Student Lunch Schedule may be	
Period 4	Lunch
Period 5/6	Class
Period 7/8	Class
Or Student Lunch Schedule may be	
Period 4/5	Class
Period 6	Lunch
Period 7/8	Class
Or Student Lunch Schedule may be	
Period 4/5	Class
Period 6/7	Class
Period 8	Lunch

**Library Open 7:15-2:30**

\* **SUPPORT** time is student selected or teacher assigned based on student need/**ADVISORY** is the class assigned to the student schedule (usually on Mondays).

# Support Time/Advisory

	Advisory	Support Time
Teacher Role:	Every teacher will have an assigned Advisory class (based on teacher + alphabet) that they will work with over the course of their high school career.	Every teacher will provide Support Time offerings based on their content area(s).
When:	Advisory meets Monday throughout the year, or as needed to deliver building-wide information.	Tuesday – Friday
Purpose:	<p>The purpose of Advisory is to give students one more person in the building to form a relationship with. Over the course of up to four years, each Ram will get to know their Advisory teacher. Some Advisory periods will be used to deliver material on behalf of Guidance or Administration.</p> <p>Other Advisory periods will be used for Advisory teachers to check in with their group, especially on their grade progress.</p>	<p>Teachers will work within their course-alike CLC to determine supports that may be needed by students. It is encouraged that teachers share the work and therefore the students within the course.</p> <p>Each content area will have one “Priority Day” per week.</p>

# Health Services—SCHOOL NURSE

Jolynn Hefel R.N. is the school nurse, and her telephone number is 552-5520. Lori Streit is the health para-professional and her telephone number is 552-5519. Health Service office hours are 7:00-2:30, Monday through Friday.

The school nurse provides assessment of illness and injury, health interventions, health education, screening for health factors that may impact student education, medication administration, accommodations in school and referrals to school and community and governmental services to meet student needs.

## Procedures for the use of the Health Office are as follows:

- a. A student who becomes ill or is injured should notify their teacher or another employee as soon as possible so the student can be sent to the health office. A school pass will be signed by the teacher/para-professional from the class the student is excused from. The attendance office will be notified of the time of departure from the health office, if the student is sent home ill/injured.
- b. If the student is too ill or injured to remain in school, the student will be released to the student's parent or to another person directed by the parent or is listed as a contact in Infinite Campus. In the case of a serious illness or injury, the school shall attempt to notify parents according to the information in the Summary Screen in Infinite Campus. **It is the parent/guardian responsibility to keep these emergency contacts and phone numbers up to date.**
- c. Students must not leave the building for illness or injury without authorization through Health Services/attendance.
- d. Teachers may consult the nurse if they have a concern regarding the health of a student. Information regarding health issues can be released to school personnel who need to know.
- e. Parents/guardians are encouraged to contact the school nurse when students are absent with a communicable disease, upcoming surgery or other pertinent health problems that will require accommodations for the student at school. The school nurse will coordinate with families/school personnel to arrange necessary accommodations.

## HOMEWORK REQUESTS

- f. Students absent from school can access their teacher's email through the Dubuque Senior High School website: [www.senior.dbqschools.org](http://www.senior.dbqschools.org). Assignments are posted to Canvas by teachers.
- g. When a student is taking a personal leave or vacation, he/she must contact the Attendance Office **prior to leaving**. The student will be required to obtain approval from teachers and obtain homework for the absences.

## PHYSICAL EDUCATION

- h. Students who are unable to fully participate in physical education class due to health/physical reasons are required to have a written excuse from their health care provider explaining the student's limitations and the length of time the limitations will be necessary. The nurse fax number is 563-552-5721. The health office is able to release a student from PE for a minimum of 1 day and for a maximum of 3 days at the discretion of the school nurse.

## MEDICATION POLICY

The administration of prescription and/or over-the-counter medication by school personnel to students in school shall be done only with written authorization and direction of a licensed healthcare provider legally authorized to prescribe. The written authorization is only valid for the current school year.

- Prescription medication must be in the original containers with the pharmacy label attached. Over-the-counter medications must also be in the original containers.

- Parents should bring their child's medication to the school's Health Office or have it delivered by the pharmacy. If the medication is sent to school with your child, please notify the health office and the staff will ensure the medication is taken to the Health Office as soon as possible.
- Students are only allowed to take medication in school when it is administered by the school nurse/qualified personnel in the health office. Exceptions will be when written permission is granted by the prescriber for students with asthma to carry an inhaler with them, for diabetics to administer insulin or students who require an EpiPen for life threatening allergic reactions.
- No medication can be kept at school through the summer months. Any medication not picked up by parent/guardian will be discarded.
- Parents/guardians are responsible for picking up any unused medication from the health office at the end of the school year. Controlled substances will not be sent home with the student at the end of the school year. The parent/guardians will be responsible for notifying the health office prior to the last day of school to arrange to pick up unused medication from school.

Health Care providers can fax a medication release to Dubuque Senior at 563-552-5721. Local health care providers have the school medication release form.

**EXCEPTION ONLY FOR MIDDLE SCHOOLS AND HIGH SCHOOLS:** Acetaminophen (i.e. Tylenol) and ibuprofen (i.e. Motrin) medications may be administered in the middle and high schools by the school nurse after assessment of appropriate use for the student with ONLY a parent or legal guardian consent. A combined total of 5 doses will be given in a school year unless written authorization and direction of a licensed healthcare provider legally authorizes to prescribe. The written authorization is only valid for the current school year.

## **IMMUNIZATIONS**

**A PUBLIC HEALTH IMMUNIZATION CERTIFICATE SIGNED BY A HEALTH CARE PROVIDER STATING THAT THE STUDENT HAS RECEIVED THE IMMUNIZATIONS IS REQUIRED BY LAW. STUDENTS WITHOUT THE PROPER CERTIFICATE ARE NOT ALLOWED TO ATTEND SCHOOL UNTIL THEY RECEIVE THE IMMUNIZATION OR THE STUDENT MAKES ARRANGEMENTS WITH THE SCHOOL NURSE. ONLY FOR SPECIFIC MEDICAL OR RELIGIOUS PURPOSES ARE STUDENTS EXEMPTED FROM THE IMMUNIZATION REQUIREMENTS.**

## **INSURANCE: HAWK-I INSURANCE FOR CHILDREN**

Parents can apply for low-or no-cost health insurance for their children (birth to age 19) through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Parents are urged to call 1-800-257-8563 (toll free) or go to the web site at <http://www.hawk-i.org/> for more information.

## **VISITING TEACHER SERVICES**

A physician may request a visiting teacher if a student is unable to attend regular classes for a period of two weeks consecutively or more due to illness/injury. The physician's written order must state the reason for the visiting teacher and the length of time visiting teacher will be needed. Health care providers can fax a release to the school nurse at 563-552-5721.

# DCSD Policies

The Dubuque Community School District policies can be found on the district website at: <https://www.dbqschools.org/parents/documents/parent-student-handbook/>

## School Policies

### ASSEMBLY EXPECTATIONS

Assemblies and pep rallies are held for several purposes: to teach, to entertain, to honor, to display school spirit, to celebrate, and etc. Depending upon the purpose of the assembly, there is a specific type of behavior expected of the audience. First and always, the members of the audience should respect the rights of the performer or speaker who is presenting the program. There is an obligation of courtesy that each student at DSHS owes other people in this school. It is our expectation that you respect that obligation and our belief that you are due that level of courtesy in return.

1. Follow assembly instructions as given to you by school staff.
2. Honor and respect for the dignity of the program.
3. Avoid talking, yelling, clapping, or indicating your approval or disapproval when such is not appropriate. Even at pep rallies there is a time to cheer and a time to listen.
4. Students are to sit on the bleachers or chairs.

### ATTENDANCE PROCEDURE

The Dubuque Community School District Attendance Policy #5107 may be found on the district website.

- Families of students missing 10% of the days or more will receive periodic communication regarding their student's attendance.
- Students that are called in absent are encouraged to contact their teachers to find out about missing homework.

### ARRIVAL/DEPARTURE

- Students should not **arrive** at school prior to **7:15am**.
- At the conclusion of the school day, students are required to **leave** at **2:20** to allow staff to prepare the building for the following school day.

### SIGN-OUT PROCEDURES FOR EARLY RELEASES

If the parent-guardian comes to the office to sign the student out, classes cannot be interrupted to get a student, except in the case of a genuine emergency. Parents are asked to take note of the time during which students may be dismissed for non-emergencies.

If an early release permission, request is received in the Attendance Office by 7:40 a.m. or immediately upon arrival at school on the day on which the student is to sign out, arrangements will be made to dismiss the student at the appropriate time. The student will then pick up his/her Early Release Verification form at the Attendance Office prior to leaving class.

## **LATE ARRIVALS**

When a student is late for school, the **student must enter through the main doors after 7:35 am.** The Attendance office will print a Late pass for the student to give to the teacher. They will be marked **TARDY** if entering under 5 minutes into the class period or **ABSENT** if more than 5 minutes into the class period. When a parent/guardian contacts the Attendance office excusing the student's lateness the student will receive an excused absence or excused tardy.

## **PRE-ARRANGED ABSENCES**

During the year there may be a time when it is necessary for a student to miss school. These days are excused if the student has parent/guardian permission and completes a pre-arranged absence form (located in the Attendance Office) prior to leaving.

## **FALSIFICATION OF ATTENDANCE**

A student who turns in a forged parental note, makes an unauthorized phone call to the Attendance Office, forges a hall pass, or a teacher's signature will be seen by an Assistant Principal for disciplinary action and an unexcused absence will be issued.

## **CARE OF BUILDING AND GROUNDS**

A school building is not a school until it is occupied by students. When a building becomes a school, it takes on character and meaning and expresses itself to the student body and visitors. We feel it is a matter of personal and school pride that each student makes a commitment to do everything possible so that the appearance of our school and grounds expresses a positive message to everyone.

This commitment includes using the commonsense approach. Show respect for personnel and property by being courteous to others. Trash belongs in trash cans. Food should only be eaten in the cafeteria. Drinks in clear sealed containers are allowed with teacher permission. Abuse of privilege will be revoked on an individual basis. Gum and graffiti have no place on the floor, walls, or furniture. The furniture and equipment in our school are for your use and not abuse.

## **RESTROOM EXPECTATIONS**

Clean up after yourself so others don't have to.

Wash your hands with soap.

Electronics will NOT be used in the restroom.

1 person per stall.

Passes needed for restroom during class time.

Get in, get out, get back to class.

## **CHANGE OF ADDRESS & STUDENT INFORMATION**

If a student's and/or parent's/guardian's last name, address, or telephone number changes at any time during the school year, please notify the Main Office immediately. This is very important in keeping our records up-to-date and being able to contact a parent or guardian in case of an emergency.

## CLOSED CAMPUS/ OPENING BUILDING DOORS

Dubuque Senior High maintains a closed campus policy. **Students are not allowed to leave campus during school hours without permission from parent/guardian.** Students are expected to be in class or in a supervised area, not wandering around the building. Students who leave campus and/or in an unsupervised school building area without permission during their school day will receive UNEXCUSED absence for the missed class periods. When a student leaves or returns to the building for any reason they must check in/out with the attendance office. Students must obtain AP office permission to go to a car that is on or off school property, unless they are finished with classes for the day. **Students may receive a 1-day suspension for leaving the building without permission.**

**Students who open secure building doors** are creating an unsafe environment for all members of our building. Students are not allowed to let anyone in the building, doing so may result in a **1-day suspension**. Additional consequences may result at the discretion of the AP office.

## DELIVERIES

Food deliveries for students during the school day WILL NOT be accepted (i.e. Jimmy Johns, GrubStub, EatStreet, carryout from parents).

## DRESS CODE

Dubuque Community School District Student Behavior Policy 5200 Expectations and Consequences regarding dress code can be found on the district website.

The school district prohibits the wearing of clothing or headwear that expresses suggestive or profane messages (e.g., Hooters), or that advertises prohibitive materials (e.g., beer, alcohol, controlled substance, tobacco product, firearms) or conduct. Any clothing or signage that promotes gang activity, colors, symbols, and/or affiliations is prohibited.

If any type of clothing becomes disruptive or distracting to the educational program of Dubuque Senior High School as determined by the administration, it will be prohibited.

- No headwear may cover the students' face (i.e., hoods, face paint, non-medical masks, balaclava masks)
- Students are prohibited from wearing chains or jewelry with spikes.
- Sunglasses are prohibited during the school day.
- Shoes are REQUIRED to be worn at ALL TIMES.
- Students not following the Dubuque Senior High School Apparel expectations will be asked to change and/or be sent home.

## ELEVATOR USAGE

Students are not permitted to use the elevators at Dubuque Senior High School unless they have a medical need that requires elevator usage.

## STUDENT USE OF PERSONAL ELECTRONIC DEVICES

Students are not permitted to use personal electronic devices during the instruction day (7:30-2:20), which includes hallways during passing time. The only exception is during their assigned lunch period in the cafeteria.

- Starting at 7:30, devices must be stored out of sight – in a backpack, locker or car – and not carried on their person.
- Personal electronic devices include but are not limited to cell phones, smartphones, smartwatches, smart glasses, headphones, earpieces, and handheld gaming devices.

Violations of this policy will include:

- First Violation: The student will surrender the device, which will be returned at the end of the school day.
- Second Violation: The student will surrender the device, which will be returned at the end of the school day. The parent or guardian will be notified.
- Third or Subsequent Violations: School administrators will schedule a meeting with the student and their parent or guardian to develop a plan for preventing and responding to further violations. Until the meeting occurs, the student may be required to turn in their personal electronic device at the start of each school day.

## GENERAL SCHOOL RULES

1. Respect ourselves and others.
2. Respect our property and the property of others.
3. Follow the class schedule and be to class on time.
4. Follow the rules in the following areas:
  - a. Learning Resource Center
  - b. Study Halls
  - c. Cafeteria & Concession Stand
  - d. Hallways
  - e. Individual Classrooms
  - f. Parking Lot

## CAFETERIA – BREAKFAST/LUNCH

**No student is to leave campus during the lunch period. Students are to eat in the cafeteria only.**

1. **During Breakfast all students must leave for class no later than 7:30 in the morning.**
2. Remain seated during lunch until the dismissal bell rings
3. Enjoy conversation in a normal speaking voice.
4. Do not cut in front of others in line.
5. Do not litter-return all trays to the proper area.
6. Show respect to personnel and property by being courteous to others.
7. No food may be taken out of the cafeteria.
8. Students must go to either the cafeteria or the library during lunch and must stay in that location during the entire lunch period. Students **MAY NOT** walk back and forth between locations or take food items up to the library.

## OPEN HOUR EXPECTATIONS

Students who are not assigned to a class or study hall:

1. Report to the library before the end of passing time.
2. Remain in the library for the entire class period.
3. Follow all expectations stated for the library.

## STUDY HALL RULES

Students who are assigned to study hall:

1. Sit in assigned seat.
2. No talking, eating, or sleeping.
3. Respect all school property.
4. Bring homework or school-related reading materials each day.

## HALL PASSES

Students are required to have a pass signed by the teacher whenever they are in the halls during class time. Blue passes are for business (i.e., going to an office), Pink passes are for personal (i.e., locker, restroom), White passes are from offices. **There will be no hall passes the first 10 minutes of class and the last 5 minutes of class time.** This is necessary to get all students in the correct location for each class period. Staff will use professional judgement in extenuating circumstances. **Teachers will only allow 1 student out of the classroom at a time.** Students must have a pass and are responsible for asking their teacher. This will help limit the number of students in the halls during class time. Staff will use professional judgement in extenuating circumstances.

## ID CARDS

Every student is issued a double-sided ID card and lanyard. Students are expected to have their IDs on at all times. Students are required to have:

- **IDs visible between their chin and waist** from the time they enter the building until they leave campus.
- **IDs must be attached or hanging in front of your torso**, not attached to book bag or inside pockets.

Failure to do so constitutes in and of itself a violation of the discipline code and will result in disciplinary action. Students are required to have their ID cards for the lunch program and to enter school offices. IDs are also required for entering a school sponsored dance and other school sponsored activities as determined. **YOU MAY BE DENIED ADMISSION TO THE DANCE WITHOUT YOUR ID.**

If the student loses the ID card, the cost for replacement is \$3.00. Pay for the replacement of the ID card in the Business Office. Take the receipt to the Attendance Office to replace your student ID. Lanyards are \$2.00. Temporary IDs may be obtained from the Attendance office; after five temporary IDs your account may be charged for a new ID. Excessive use of temporary ID may result in additional consequences per the AP office (i.e. loss of privilege to school dances).

## INTERVENTION ROOM

The Intervention Room is an extension of the Assistant Principal office. Students may be assigned to the Intervention Room by school Administrator/Student Needs Facilitator only.

## **LOCKERS**

Student lockers are assigned to each individual student. When a student changes lockers without permission, books and assignments cannot be sent home during a student's illness.

1. During his/her first registration, each student will be assigned to a particular locker which is to be used by that student for all of his/her remaining years of enrollment. The locker remains the property of Dubuque Community School District.
2. A locker is to be used only by the student to whom it has been assigned.
3. Any locker not working properly is to be reported to the Activities Office immediately.
4. Lockers are to be kept locked at all times.
5. Lockers are to be used for storing students' books, class materials, clothing and personal equipment. These articles are not to be left in classrooms or corridors. Food and drink items are NOT to be stored in lockers. Students may be asked to clean lockers periodically.
6. Do not leave money or valuables in lockers. The school does not guarantee the protection of materials left in lockers.
7. Students are responsible for maintaining the appearance and condition of the locker assigned to them. Kicking, punching or slamming doors results in damage. The cost of repair for damage beyond the normal use shall be charged to the student's account in the Business Office.
8. Items that are appropriate and in good taste may be hung inside the locker if they do not damage the locker.

## **LOST AND FOUND**

The Lost and Found is located in the AP Office. If you have any lost articles or lose anything, check with the AP Office.

## **MONEY AND VALUABLE ARTICLES**

Please do not bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. The school does not accept responsibility for stolen money or other items. Senior High School will assume no responsibility for items brought to school and will no longer investigate lost or stolen property.

## **PARENT-TEACHER CONFERENCES**

Parent -Teacher conferences will be held in the fall and spring.

## PARKING

Students eligible for parking lot stickers were assigned using a lottery system. **(Do Not Lose the Parking Sticker.)**

Students must bring to the AP office the following:

- ✓ Valid driver's license
- ✓ Proof of insurance for the car you will be driving to school
- ✓ Valid registration for that car

You will not be able to receive a parking sticker without this information.

**Cost: \$40.00.**

Upper Lot: Parking spots are marked with yellow lines and assigned by numbers. Each student will be assigned a specific parking spot. This is the only spot they may park.

Lower Lot: Parking is available for students with a sticker. These spots are not numbered as students are able to park in any available spot in the lot.

## PARKING LOT RULES

1. Your parking sticker must be placed in the front window, passenger's side of your car unless special arrangements are made.
2. If you drive a different car to school, you must let the Assistant Principal's Office know before 7:35AM or you may be ticketed.
3. If you sell your vehicle (or drive a different car, other than the car you had at registration time), then you must bring your old parking sticker into the Assistant Principal's Office in order to receive a new sticker at no charge.
4. If you are caught leaving campus without school approval, you may lose your parking sticker.
5. If you have approval to leave and you are with someone who does not have approval, you may lose your parking sticker.
6. Parking in our lots is a privilege, not a right. Any vandalism, speeding, squealing of tires, reckless driving, or other unsafe behaviors will not be tolerated and may cause you to lose your parking privilege. We have zero tolerance for this.
7. Student parking is designated by signage/numbering in the Upper Lot and the Lower Lot is open to all students with a parking sticker.
8. If an imitation sticker is found, the sticker will be pulled, vehicle may be ticketed and/or towed.
9. Students disregarding Dubuque Senior High School's parking expectations may receive a city parking ticket.
10. Students receiving multiple tickets may be in jeopardy of obtaining a parking sticker in future years.

## TOWING

Ongoing disregard of Dubuque Senior High School's parking expectations may result in a car being towed. A vehicle parked in a fire lane, another student's numbered spot, a faculty spot (white lines), or any other areas not designated for parking will be towed.

## PROHIBITED ITEMS

**Dubuque Community School District Student Behavior Policy 5200 can be found on the school district website.**

- Any self-defense item that is not classified as a weapon (i.e. Pepper Spray, Mace); must be turned into the AP office upon arrival at school and may be picked up at the end of the school day.
- **Tobacco – Use/Possession** (See district Policy 4601 for complete policy.) Students are prohibited from using, and/or possession of, selling, supplying tobacco or other nicotine-based products (including, but not limited to: cigarettes, pipes, various smokeless tobacco products, dissolvable, spitless, snus, and electronic cigarettes/vape).
- **Drugs – Use/Possession** (See district Policies 5200 & 7200 for complete policies.) Students are prohibited from using, and/or possession of, selling, supplying or be under the influence of any controlled or illegal substance (drugs) or have unlawful possession of a prescribed drug, this includes but is not limited to pipes, rolling papers, or scales.
- **Weapons – Look Alike** (See district Policy 5200 for complete policy.) Students in possession of or using look-alike weapons, which are items resembling an actual weapon or dangerous object, including, but not limited to, squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades, and other similar items.
- **Weapons - Firearms - Use and Possession** (See district Policy 5200 for complete policy.) Possession or use of firearms on school property or at school events is strictly prohibited. A firearm is including but not limited to, a shotgun, a short-barreled shotgun, rifle, short-barreled rifle, ammunition, armor piercing ammunition, machine gun, semi-automatic rifle, handgun, pistol, revolver, starter gun.
- **Dangerous Weapon (other than firearm) – Use/Possession** (See district Policy 5200 for complete policy.) “Dangerous weapons” include but are not limited to: any offensive weapon, dagger, razor, razor blade or similar instruments with sharp cutting edges, stiletto, switchblade knife, ballistic knife, knife, any portable weapon directing an electric current, impulse, wave or beam that produces a high-voltage pulse designed to immobilize a person, chains, pipes, ice picks, nun chuck sticks, brass knuckles, throwing stars, billy clubs, and shanks.

## PUBLIC DISPLAY OF AFFECTION

Overt displays and demonstrations of affections such as kissing, long embraces, and petting are prohibited on school grounds. Students who fail to comply with this rule will be subject to referral to the AP Office for disciplinary action and parents will be contacted.

## SCHOOL DANCES/ACTIVITIES

Guests to Dubuque Senior High School dances must be at least a 9<sup>th</sup> grade student and at most the age of 20. Dubuque Senior High School students bringing a guest to a dance must have their ticket purchased and the guest’s name on the guest list no later than Thursday at 10AM the week of the dance in the Business Office. If a Dubuque Senior High School student attends a DCSD High School dance and is found to be impaired, they will be suspended from school for 3 days and suspended from the next Dubuque Senior High School dance. If the infraction occurs during the last dance of the year, they will be suspended from all other after school activities for seven days from the date of the infraction. Students graduating at Midterm may attend dances 2<sup>nd</sup> semester. Attendance for extracurricular activities may be subject to student’s attendance, behavior, and grades.

## SCHOOL DANCES/ACTIVITIES ATTENDANCE POLICY

Students will be excluded from all school sponsored dances if:

1. The student has missed 20% or more of instructional time.
2. The student has been tardy to 15% or more of their classes.
3. The student is involved in any physical altercations at school that result in a suspension.
4. The student is involved in any situation with alcohol/controlled substances at school that result in a suspension.
5. The student has 3 or more major referrals.

## HOMECOMING/PROM COURT

Students elected to the Homecoming/Prom courts must have senior status with a minimum of 34 credits to be eligible. Students who are on the Homecoming Court are not eligible to be on the Prom Court.

## BIKES/SKATEBOARDS/SCOOTERS

Students are to have their bikes/skateboards/scooters locked up by 7:30am. There are bike racks located in front of the west entrance of Dalzell Field. Students need to provide their own lock. **NO RIDING ALLOWED ON SCHOOL PROPERTY.**

## TELEPHONE / MESSAGES

Each classroom has a telephone, and students may use those phones with teacher permission. **In the case of an emergency**, parents may call the Main Office, and we will attempt to notify students. Non-emergency messages will be delivered if office runners are available. Students will be notified of a delivery during their last class. Students needing to make calls outside of the classroom may use the Student Phone located in the Attendance office.

## VISITORS PASSES

Visitors will be asked to present a valid state-issued ID when checking into a district school or the administration building.

Prior to a visitor being escorted by a Dubuque Senior High School student through the school, the student must have permission from the Main Office 24 hours prior to the day of the visit. Students from other Dubuque high schools are prohibited.

No visitor will be allowed at school during the last week of each semester. All visitors must wear a badge throughout the day.

## WAITING FOR RIDES

- Students waiting to be picked up during the school day should do so outside the Main Entrance vestibule.
- Students waiting to catch the Jule should wait for the bus outside at the bus stop. In case of inclement weather students may be allowed to wait in the Main Entrance vestibule.

# School Discipline Policy

Dubuque Senior High School follows the Dubuque Community School District Student Behavior Expectations and Consequences Policy 5200 which governs the conduct of its students and provides student due process. The 5200 policy can be found on the District website: <https://www.dbqschools.org/parents/documents/parent-student-handbook/>

The goal of the Discipline Policy is to establish a safe and secure learning environment. Expectations, philosophy, standards, rules, and regulations are set here to be clearly communicated to students, parents, and staff. Our focus is to establish a positive school climate built on cooperation and teamwork. Please read and discuss these policies and become familiar with the procedures that are followed here at DSHS. If you have any questions, please contact one of the school administrators, counselors, or teachers and we will discuss them with you.

School rules limit the opportunity of any individual to interrupt another student's educational growth and protect the student who might choose to interfere with his/her own educational growth. We believe discipline exists to make possible a good educational program and to protect the welfare of those who participate in the program. Our intent is to clearly establish teaching and learning as the priority activity at DSHS.

1. All people have worth and dignity.
2. All people have the capacity to learn cooperation, respect, and self-discipline.
3. All people should understand the policies that affect them.

You will be held responsible for your actions as student citizens of DSHS. Your first responsibility is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences of your actions.

There are two major components of the Discipline Program at DSHS. The first component concerns the individual classroom plans which will be constructed and implemented by each teacher with the support and cooperation of the administration. The second component concerns the school-wide plan which governs the common areas of the school.

It is each student's responsibility to be aware of these rules and the consequences if you choose not to follow them. Parents, please support our efforts with appropriate follow-up at home if your son and/or daughter is disciplined at school.

Any student involved in fighting, insubordination, verbal threats, and possession of illegal items including: all drugs, alcohol, smoking, or smokeless tobacco, destruction of school property, defacing lockers, or theft will be referred to the Assistant Principal's Office. Consequences for these actions could be: 1) referred to the Intervention Room, 2) in-school suspension 3) out-of-school suspension, 4) intervention/suspension served at the Intervention/Suspension Center at the Alta Vista Campus, 5) parent conference, 6) legal charges with the police, and 7) expulsion from school.

## SCHOOL ACTIVITY

If a student attends a DCSD school activity and is found to be impaired, they will be suspended from school for 3 days and suspended from all after school activities for seven days from the date of the infraction.

# ACTIVITIES AT DUBUQUE SENIOR HIGH SCHOOL

Activities		
Baseball	Football	Special Olympics
Basketball: Men/Women	Golf: Men/Women	Speech/Theater
Bowling: Men/Women	Intramurals	Swimming: Men/Women
Cheerleading	Music: Band/Choir/Orchestra	Tennis: Men/Women
Color Guard	Publications: Echo/Rampage	Track: Men/Women
Cross Country: Men/Women	Soccer: Men/Women	Volleyball: Men/Women
Dance	Softball	Wrestling: Men/Women

Clubs		
Art Club	Key Club	Student Ambassadors
Book Club	Math Club	Student Council
ESports	Model UN	Student Support Foundation
French Club	National Honor Society	Dungeons & Dragons
Gardening Club	Pacific Islander Club	The Upper Room
Gay/Straight Alliance	Robotics Club	Writing Club
German Club	Silver Cord	
Green Team	Spanish Club	

# DUBUQUE SENIOR

## ALMA MATER

All Hail Alma Mater  
Thy Rams Cheer Thee Now  
To Thee Dubuque High School  
All Rivals must Bow  
Defeat or in vict'ry  
Thy Rams will Be True  
Bring Glory forever  
To the Royal Red and Blue  
(Yell): Hoorah! Hoorah!  
Dubuque Rah! Dubuque Rah!  
Hoorah! Hooray! I-O-W-A

## RAM FITE SONG

D-H fite, We Want to Win  
Tonight  
D-H Score & Score & Score  
Some More  
We Want to Win, Win, Win  
And That is Why We Sing and  
Shout  
Our Praises to the Sky  
Lie, Lie, Lie  
Go, Go, Go  
Our Colors Now Unfold  
Roll, Roll, Roll Up the Score  
With a V-I-C-tory We Want  
To Win, Win, Win this Game!

## RAM CHEER

Whose House is this?  
This is OUR HOUSE!  
Whose House?  
OUR HOUSE  
Gimme an "R"  
R-A-M-S, Rams, Rams, Rams!