

# Pella High School

## Principal Newsletter

The mission of the Pella Community Schools is to maximize life's opportunities for every child.



The Pella Community High School staff and administration welcome all students and parents to the 2014-15 school year. We are looking forward to an exciting and productive year.

**Eric Nelson**, *Principal*

**Jon Muller**, *Assistant Principal*

**Mark Core**, *Dean of Students*

**Teresa Thompson**, *Guidance Counselor*

**Jessie Manning**, *Guidance Counselor*

### Registration

Registration for the 2014-15 school year will be available August 1 on [www.pellaschools.org](http://www.pellaschools.org). Kiosks will be made available in each building if you do not have a computer at home.

Registration fees and lunch payment will be made available through your Infinite Campus parent portal.

### Calendar

- |                    |   |
|--------------------|---|
| <b>August 14</b>   | Freshman & New Student Open House 7:00 p.m. – 8:00 p.m. |
| <b>August 20</b>   | First Day of School                                     |
| <b>August 27</b>   | 90 Minute Early Dismissal                               |
| <b>September 1</b> | No School – Labor Day                                   |
| <b>September 4</b> | Parent Information Night                                |



## Student Schedules

Student's schedules were distributed to students back in May. Students will be able to view their schedule on their Infinite Campus Portal after August 1. Have your son/daughter review their schedule and make sure these things are in place: 1) the required core classes needed in both semesters and 2) check for the elective(s) you prefer. August will be the time to make any changes to these schedules by adding (if class sizes allow) and/or dropping courses. Students will NOT be able to move classes to have a specific lunch, study hall or teacher.

**Counselors will be available: August 11, 12, 13 & 14 from 9:00-12:00 & 1:00-3:00.**

## i-Study Center

The focus of this open period will be promoting students taking ownership for their own education. The i-Study Center supervisor will monitor frequent grade/attendance checks with students, teaching study skills, time management, communication skills, assist students in scheduling time to see teachers for additional support/assistance, tutoring students, frequent parental contacts to address issues, collaborate with teachers to understand what is going on with class work, projects, etc.

## Freshmen & New Student Open House, August 14

The high school will have an open house for all ninth graders, new students, and their parents/guardian on August 14 from 7:00 -8:00 p.m. The building will be open for all to walk through to assist in finding classrooms and becoming familiar with the building before the first day of school. The guidance counselors and administrators will be available to answer questions. Group presentation will be given from 7:00 p.m. – 7:15 p.m. for new students. All ninth grade students were given extensive guided tour and orientation of the high school last February.

## 2014-2015 Laptop Rollout

### **Returning students rollout plan:**

**Who:** Any 9-12 student who was issued a laptop last year

**When:** Monday August 18 & Tuesday, August 19 from 7:30 a.m. – 3:30 p.m.

**Where:** High school, room 118

### **New high school students rollout plan:**

**Who:** Any high school student that did not attend Pella schools last year

**When:** Friday, August 14<sup>th</sup> 6:15 p.m. – 7:00 p.m.

**Where:** High school media center

The parent or guardian that signed the policy sheet last years is still financially responsible for any damages to the computer. If parent or guardianship has changed please notify the high school office immediately.

## District Website

Please use the district's website: [www.pella.k12.ia.us](http://www.pella.k12.ia.us) to find information concerning:

- Daily Student Announcements
- Weekly teacher lesson plans and daily assignments
- Student achievement data
- District goals and school improvement plans
- Copies of mailed parent correspondence from school
- Athletic Website
- Guidance information
- HS Website

## School Supply List

The high school supply list is a general list for students. Students should have notebooks, folders, #2 pencils, and pens for classes. The math department is recommending each student have a protractor and a TI-84 calculator. Students are also encouraged to have a USB jump drive to save/transport electronic materials. 8 Gig Jump drives will be available for purchase in the Student Help Center (formally the computer lab Room 118). The teacher of each class will provide more specifics of their requirements for the class with their class expectations.

## Registration Note!

### Freshman & Seniors

Freshman – Dental Screening form included in this newsletter must be completed by your dentist and returned to the high school office by August 20, 2014.

Seniors – Senior Release form included in this newsletter must be completed and turn in to the office by August 20, 2014.

## Parent-Teacher Conferences

### **September 4 – Parent Information Night--Parent Follow Student Schedule**

4:30 - 6:00 Open time for parents

5:45 - Parents provided student schedules

6:00 - 8:00 follow their son/daughter's schedule for periods 1 - 8

- 10 minutes per class
- 5 minutes for transition

8:00 - 8:30 Open time for parents

This parent-teacher conference is designed to provide parents an overview of their son/daughter's course. Each teacher will provide the parent with information of the course such as Big Ideas/Essential Questions, class expectations, communications lines, office hours, etc.

### **October 2 -- Parent/Teacher Conference -- Open Forum**

4:30 - 8:30 High School--All staff will be in either the cafeteria or west gym.

### **November 10 -- Parent/Teacher Conference --Individual Conference in Teacher's Room & 4-Year Plan Meetings with freshman and Parents.**

4:30 - 6:30 High School -- All staff will be in their classroom.

6:30 - 8:30 Individual freshman student and parent meeting with an individual teacher.

### **February 16 -- Parent/Teacher Conferences -- Excellence in Electives (HS)**

4:30 - 8:30 High School -- Excellence in Electives

- Excellence in Electives from 5:30 - 7:30.
- Individual conferences in classrooms for those teachers not involved with Excellence in Electives.

All teachers will be available in their classroom from 4:30 to 5:30 & 8:00 – 8:30.

## Distinguished Service Program

Pella High School Distinguished Service Program is a new opportunity for students in our school. The program encourages students to volunteer in our community and school. Participation is not required. Those who choose to partake and who serve 100 hours or more throughout their four years at Pella High School will receive a Distinguished Service Award and a special cord to wear at graduation to denote their volunteerism.

Students will need to complete an "Hours Log" (including a supervisor's signature) to validate the hours they have served. Hours will be collected at the end of each quarter. Hours logs can be obtained from the High School office or online on the High School website under "forms & resources"

For the 2014-2015 school year, incoming Sophomores through incoming Seniors will not be required to serve the entire 100 hours to receive the award and cord; instead, the following hours will need to be completed by the time of graduation:

Class of 2015: 25

Class of 2016: 50

Class of 2017: 75

Each class after: 100

## Student/Parent Handbook

The student handbook will be located on the student 1:1 laptop this year. Planners will not be distributed to students as they have access to Google calendar for planning purposes. All students are responsible for reading and becoming familiar with these policies. Parents should also review the student handbook. All students are responsible for maintaining their lockers in an orderly fashion and securing all school owned books and equipment that are checked out in their names.

## Parking

Students in grades 10-12 are eligible to park on the high school campus during school hours. All students were sent an enrollment form in May via their school g-mail account. All students must register their vehicle online and pay \$5 for their parking permit. All permits may be picked up in the high school office after August 1. We do not have assigned parking areas for each class. All student parking is east of the high school building.

## Guidance Department

The Pella High School Guidance Department is available to assist students and families in many life circumstances that could affect a students' schooling. The services include academic assistance and planning, career and college planning, and personal or social situations. Students and parents are encouraged to contact the guidance office to assist with situations that arise. It is beneficial to the students when the staff and families can work together as a team. There are also many community resources the guidance staff can suggest for any further assistance needed.



## Senior Release

Seniors Release is a PRIVILEGE granted to seniors who demonstrate exceptional attendance, academic performance, and character. Seniors who earn this privilege are not required to report to school until they have a scheduled class and may leave school when they are not scheduled for a class. It is understood that open campus is a privilege, which can be terminated by the school and/or parent/guardian. Revoking of open campus means automatic assignment to study hall. A senior may have open campus privileges revoked for a period of three (3) weeks or more if one or more of the following violations occur:

1. A student is not passing all their classes. Grades will be checked at mid-term (day 23, 68, 113, 158) and at the end of each grading period (week 9, 18, 27, and 36).
2. A student with six (6) non-school related absences per semester is considered excessively absent.
3. A student accumulates five unexcused tardies within a class or serves three detentions for unexcused tardies within a quarter.
4. A student has two (2) unexcused absences per semester.
5. A student is suspended in or out of school or removed from class for inappropriate behavior.
6. A student is not in good standing in terms of their behavior.
7. A student is delinquent in paying any school-related debts/fines.

*\*Criteria for determining eligibility for senior release to begin the school year will be based upon the above criteria from the 2nd semester of their junior year.*

## Grades on the Pella High Website

All student grades are posted on the Infinite Campus Portal for parents to access. This information is made available directly from the teacher's grade book.

## *Student Attendance*

### **Board Policy(s) 501.9 - 501.10R1**

It is the educational philosophy of the Pella Community School District that daily punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress. With the increased emphasis on rigorous and relevant experiences within the classroom, the activities and experiences that take place during class time are vital to the student's success.

Acceptable reasons for a student's absence from school are limited to the following:

- Religious observances;
- Illness, extended illness, and/or hospitalization/doctor's care;
- Death in the family or family emergency;
- Court appearance or other legal situation beyond the control of the family.
- Any school-related or school-initiated absence

The following absences are to be avoided

- Extended vacations or being out of town for extended periods of time
- Personal outings (shopping, haircuts, concerts, obtain driver's license, extended lunch breaks etc.)
- Work (only juniors and seniors with approved release)
- Childcare, babysitting siblings/relatives
- Tired or oversleeping
- Missing rides or not making plans for transportation

### **GENERAL STATEMENTS**

1. A parent must call the HS office by 9:00 a.m. each morning your son/daughter will be absent from school.
2. Students are to provide written verification of any appointment attended during the day. (If a student is placed on a restriction to participate in PE/physical activities, a written note from the doctor should include; duration of the restriction AND alternative activities that could be performed during restriction (ex stationary bike, walking, light weight lifting etc.)
3. Students MUST check in/out of the office any time the leave/enter the building once school has started.
4. Three categories of absences are:
  - 1) School related
  - 2) Excused Absence
  - 3) Unexcused Absence
5. Three levels of absenteeism concerns are
  - 1) Excessive absenteeism is defined as 6 non-school related absences (excused or unexcused) - A notification letter is sent to parents when a child meets this criteria.
  - 2) Academic probation is defined as 10 non-school related absences (excused or unexcused) - Student meets with administration and teachers to determine actions needing to be taken to remain in good standing in enrolled courses. A notification letter is sent and/or phone call is made to parents when a child meets this criteria.
  - 3) Attendance contract is implemented when a student has missed 15 non-school related absences (excused or unexcused). Student/parent meet with administration to discuss terms of contract. Loss of credit may result of contract is not upheld

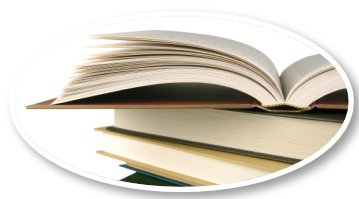
\* Refer to the Pella High School Student Handbook for more detailed information regarding school attendance policies.

## Attendance Eligibility

In order for a student to participate in an inter-scholastic event he/she must attend all classes and study halls in a normal school day of the event. **An approved absence the day of an event must be submitted to the office prior to the start of the school day (8:15 a.m.) and must be approved by the administration.** Failure to comply with this regulation will result in being ineligible for participation in any extra-curricular event/performance on the day they were absent. A student who is in the nurse's office on the day of a contest and misses a class/study hall because of illness would be ineligible to participate. Any student serving an in-school OR out-of-school suspension will be ineligible to practice or perform in an event for the day(s) they are suspended. A student serving an out-of-school suspension is not allowed on school property or allowed to attend school events, home and away until reinstated by administration.

## Academic/Activity Eligibility

A student must be a full time student to participate in interscholastic school-sponsored activities. A full time student is defined as one who is enrolled in at least five (5) courses plus PE (six contacts). Students must be working toward a Pella High School regular diploma and be in grades 9-12 to participate in any High School activity/sport. The exception to this rule is 8th grade students are eligible to participate in High School softball and baseball.



## Faculty Office Hours

Office hours are available to all students needing additional support and instruction in their academic classes. Parents are strongly encouraged to know the times of the office hours for your student's teachers and support/encourage them to attend these times if they are needing assistance with their academics. Academic responsibilities take precedence over extra curricular commitments. All office hours can be found on the Pella High School Website under the "staff" tab on the high school main page.



## School Property After Hours

Parents are asked to please inform their sons/daughters not to be on school property after dark unless it is associated with a school activity. Any student found to be defacing school property will be prosecuted to the full extent of the law. Please help the district build pride and respect in our schools, rather than the reverse. Your support is appreciated.

## Release of Student Information

Pella Community High School may release the name, address, and other basic information about students to appropriate sources. On occasion, students may be video taped at school. If you request that your child's basic information (including video and photograph) not be released or possibly posted on the districts' website, please notify the school office at 641-628-3870.

## Drivers Education

Drivers Education is provided by Teen Driver Inc., a company from Indianola, Iowa. Class sessions are held in Pella during the summer, fall, and spring. For more information go to their website [www.teendriverinc.com](http://www.teendriverinc.com) or call 515-729-3414 or 515-559-4762.



## Education Equity Policy Statement

### Board Policy 102

It is the policy of the Pella Community School not to discriminate on the basis of, and including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status in its educational program, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and opportunities open to women and men in our society. One of the objectives of the total curriculum and teaching strategies is to eliminate stereotyping and bias on the basis of, and including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

It is also the policy of this agency to provide a fair and supportive work environment for all employees regardless of, and including but not limited to, their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment of a sexual nature or with demeaning intent related to, and including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status made by one employee to another is a violation of this policy.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to Lowell Ernst, 212 E. University Street, Pella, Iowa 641/628-3870, or to the Director of the Region VII Offices of Civil Rights, Department of Education, Kansas City, Missouri.

*Updated: 4/1/11*

### School Calendar

On our district website, there is a school calendar of events for the 2014-15 school year. Events can be sorted by topic and printed. We hope this calendar will be helpful to you and your family. We will not be distributing a traditional hard copy of the school calendar.

## Parent Request for Senior Release Time

### Policy Summary

Seniors are not required to report to school until they have a scheduled class. Seniors may leave school when they are not scheduled for a class. It is understood that open campus is a privilege, which can be terminated by the school or parent/guardian. Revoking of open campus means automatic assignment to study hall. A senior may have open campus privileges revoked for a period of three (3) weeks or more if one or more of the following violations occur:

1. A student is not passing all their classes.
2. A student is excessively absent from school. A student with six (6) non-school related absences per semester is considered excessively absent.
3. A student accumulates five unexcused tardies within a class or serves three detentions for unexcused tardies within a quarter.
4. A student has two (2) unexcused absences per semester.
5. A student is suspended out of school for inappropriate behavior.
6. A student is not in good standing in terms of their behavior.
7. A student is delinquent in paying their illegal parking fine.

\*Quarter grades are checked at the end of week 3, week 6 and week 9 of each quarter grading period.

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I, as the parent/guardian of \_\_\_\_\_ understand and agree with the terms of open campus. Consequently, I approve of this released time policy for my senior son or daughter.

Signature \_\_\_\_\_

(Parent or Guardian)

\_\_\_\_\_

Date

I, the student, \_\_\_\_\_, understand and agree with the terms of open campus, and acknowledge that my open campus privilege can be revoked by my parents and/or the school if unable to comply with the stipulations of open campus as listed above.

Signature \_\_\_\_\_

(Student)

\_\_\_\_\_

Date





# Pella Community High

## IMPORTANT DATES & EVENTS

### Date

August 1, 2014

August 14, 2014

August 20, 2014

### **September 1, 2014**

September 4, 2014

September 17, 2014

September 26, 2014

October 2, 2014

October 15, 2014

October 17, 2014

October 28, 2014

October 30, 2014

### **October 31, 2014**

November 10, 2014

November 26, 2014

### **November 27 & 28, 2014**

December 8, 2014

December 23, 2014

December 23, 2014

### **December 24, 2014 – January 2, 2015**

January 6, 2015

### **January 19, 2015**

February 9 – 13

February 9 – 13

February 16, 2015

February 17, 2015

February 19, 2015

### **February 20, 2015**

March 13, 2015

### **March 16 – 20, 2015**

### **April 3, 2015**

April 11, 2015

May 13, 2015

May 19, 2015

May 22, 2015

May 27, 2015

May 27, 2015

### Event

Online Parking Permits due

Freshmen & New Student Open House (7:00-8:00 p.m.)

Classes Begin

### **No School – Labor Day**

Parent-Teacher Conferences - Parent Information Night (4:30 – 8:30 p.m.)

School Pictures

Homecoming

Parent-Teacher Conferences (4:30 – 8:30 p.m.)

PSAT Test

End of 1<sup>st</sup> Quarter

90 Minute Early Dismissal

90 Minute Early Dismissal

### **No School**

Parent-Teacher Conferences (4:30 – 8:30 p.m.)

90 minute early dismissal

### **No School – Thanksgiving**

Financial Aid Night for Seniors

90 Minute Early Dismissal

End of 1<sup>st</sup> Semester

### **Winter Break**

Classes Begin

### **No School – Professional Development**

Iowa Assessment Test – All Juniors & Sophomores

Explore Test – All Freshman

Parent-Teacher Conferences–Excellence in Electives (4:30-8:30 p.m.)

90 Minute Early Dismissal

90 Minute Early Dismissal

### **No School**

End of 3<sup>rd</sup> Quarter

### **No School Spring Break**

### **No School**

Junior/Senior Prom

Senior Awards Night

Seniors Last Day

High School Graduation

90 Minute Early Dismissal

End of 2<sup>nd</sup> Semester

**\*\*All Staff Development days are Wednesdays (with a few exceptions) and a 90 minute early out. Dismissal will be at 1:45 p.m. (Exceptions – August 20, September 3, October 29, November 26, January 7 & 21, February 18, April 1 & May 6)\*\***

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*--The mission of the Pella Community Schools is to maximize life's opportunities for every child.--*



## Iowa Department of Public Health CERTIFICATE OF DENTAL SCREENING

This certificate is not valid unless all fields are complete.  
RETURN COMPLETED FORM TO CHILD'S SCHOOL.

### **Parent or Guardian Section** (please print)

Student Last Name:	Student First Name:	Birth Date (M/D/YYYY):
Parent or Guardian Name:		Telephone (home): (mobile):
Street Address:	City:	County:
Name of Elementary or High School:	Grade Level:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female

### **Health Care Provider Section** (provider to complete all fields)

<b>Date of Dental Screening:</b> _____
<b>Treatment Needs (check ONE only based on screening results, prior to treatment services provided):</b>
<input type="checkbox"/> <b>No Obvious Problems</b> – the child's hard and soft tissues appear to be visually healthy and there is no apparent reason for the child to be seen before the next routine dental checkup.
<input type="checkbox"/> <b>Requires Dental Care</b> – tooth decay* or a white spot lesion** is suspected in one or more teeth.
<input type="checkbox"/> <b>Requires Urgent Dental Care</b> – obvious tooth decay* is present in one or more teeth, the child is experiencing pain, or there is evidence of infection or injury.
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"><p>*Tooth decay: A visible cavity or hole in a tooth with brown or black coloration, or a retained root.</p><p>**White spot lesion: A demineralized area of a tooth, usually appearing as a chalky, white spot or white line near the gumline. A white spot lesion is considered an early indicator of tooth decay, especially in primary (baby) teeth.</p></div>
<b>Provider Type (check ONE only):</b>
<input type="checkbox"/> DDS/DMD <input type="checkbox"/> RDH <input type="checkbox"/> MD/DO <input type="checkbox"/> PA <input type="checkbox"/> RN/ARNP (High school screen can only be provided by DDS/DMD or RDH)
<b>Provider Name:</b> _____
(please print) _____ <b>Provider Signature:</b> _____
<b>Business Address:</b> _____
<b>Business Phone:</b> _____

A screening does not replace an exam by a dentist.  
Children should have a complete examination by a dentist at least once a year.

**RETURN COMPLETED FORM TO CHILD'S SCHOOL.**

Iowa Department of Public Health • Oral Health Bureau  
515-281-3733 • 866-528-4020 • [www.idph.state.ia.us/hpcdp/oral\\_health.asp](http://www.idph.state.ia.us/hpcdp/oral_health.asp)

A designee of the local board of health or Iowa Department of Public Health may review this certificate for survey purposes.

Pella High School Parent(s) and Students,

We had a very successful first year with our 1:1 laptop program. The students explored and excelled in areas that were not possible in the past. We look forward to that growing every year. The students were also very responsible with the computers as we saw very little damage done to the nearly 1100 computers that were handed out last fall. We hope that trend continues and appreciate all of your efforts in making that happen.

If you would like to review the Pella 1:1 handbook you may click here: [Pella 1:1 Handbook](#)

If you would like to review the video's from last year you may click here: [1:1 Rollout Videos](#)

## **2014-2015 Rollout Plans - High School**

### **1. General Information**

- a. The Parent or Guardian that signed the policy sheet last year is still financially responsible for any damages to the computer. If parent or guardianship has changed please notify the High School office immediately.
- b. Grades 10-12 students will receive the same computer they used last year. All 9th grade students will be issued a brand new computer that they will keep for the next 4 years.

### **2. Returning Students Rollout Plan**

- a. **Who:** Any 9-12 grade students that attended Pella Schools last year and were issued a computer.
- b. **When:** Monday, August 18 & Tuesday, August 19 from 7:30am-3:30pm
- c. **Where:** High School in room 118
- d. **Format:** Students may enter the front doors of the school at any time between 7:30am and 3:30pm and proceed to room 118 to pick up their laptop for the year. An email confirmation will be sent to the emails on file in Infinite Campus confirming that the students have received a computer, bag, bag strap, charger, and have reviewed the policies (Parents do not need to attend this rollout).
- e. **Cannot Pick up Laptop at this time?** Students may pick up their laptops in room 118 during study hall or lunch when school begins. No computers will be handed out for returning students before August 18th.

### **3. New HS Students**

- a. **Who:** Any high school student that did not attend Pella Schools last year will need to go through our 1:1 laptop training. BOTH student and at least one parent MUST attend the laptop training before a computer will be issued to the student.
- b. **When:** Friday, August 14th from 6:15 - 7:00pm (HS orientation/open house is from 7:00-8:00pm).
- c. **Where:** High School Media Center
- d. **Format:** Parent(s) or Guardians and the student will watch a series of video's together with question and answer session after each video. When you have watched all the video's there will be a policy sheet for you to sign. The student will then be issued his/her computer and turn it on and make sure it is working properly before they leave. An email confirmation will be sent to the emails on file in Infinite Campus confirming that the students have received a computer, bag, bag strap, charger, and have reviewed the policies.
- e. **Cannot attend the training?** If you cannot attend the laptop training on August 14th, you should call the high school office (628-3879) and make different arrangements for the required training.