

## Preamble

Welcome to David City High School. This handbook is to be used by students, parents, and staff as a guide to rules, regulations, and general information about David City High School. Although the information found in this handbook is detailed and to the point, it is not intended to be all encompassing to cover every situation that may arise during the school day or year. The administration reserves the right to make decisions and rule revisions at any time that reflect the well-being of all students that may or may not be covered in this document or of which may be impacted by the enactment of a new state or federal law. Should a situation arise that is not specifically covered in this handbook, the administration will make a decision based on school law, public law, and the common good of the students and staff of David City High School.

### School Calendar

A copy of the school calendar is found in Appendix A.

### Bell Schedule for a Normal School Day

\*Teachers can NOT send students early.

Early Lunch Students:

Period 1	8:10 - 8:57	
Period 2	9:01 - 9:48	
Period 3	9:52 - 10:39	
Period 4	10:43 - 11:30	
<b>Early Lunch</b>	11:30 - 12:04	
Period 5	12:14 - 12:57	
Period 6	1:01 - 1:48	
Period 7	1:52 - 2:39	
Period 8	2:43 - 3:30	

Middle Lunch Students

Period 1	8:10 - 8:57	
Period 2	9:01 - 9:48	
Period 3	9:52 - 10:39	
Period 4	10:43 - 11:30	
Period 5	11:34 - 12:04	
<b>Middle Lunch</b>	12:04 - 12:37	
Period 5	12:37 - 12:57	
Period 6	1:01 - 1:48	
Period 7	1:52 - 2:39	
Period 8	2:43 - 3:30	

Late Lunch Students:

Period 1	8:10 - 8:57	
Period 2	9:01 - 9:48	
Period 3	9:52 - 10:39	
Period 4	10:43 - 11:30	
Period 5	11:34 - 12:27	
<b>Late Lunch</b>	12:27 - 12:57	
Period 6	1:01 - 1:48	
Period 7	1:52 - 2:39	
Period 8	2:43 - 3:30	

**Bell Schedule for early dismissal: 1:30 p.m. dismissal**

Early Lunch Students:

Period 1	8:10 - 8:47	
Period 2	8:50 - 9:22	
Period 3	9:25 - 9:57	
Period 4	10:00 - 10:28	
<b>Period 6</b>	10:31 - 11:01	
<b>Period 7</b>	11:04 - 11:34	
<b>Early Lunch</b>	11:30 - 12:04	
<b>Period 5</b>	12:14 - 12:57	
Period 8	1:01 - 1:30	

Middle Lunch Students:

Period 1	8:10 - 8:47	
Period 2	8:50 - 9:22	
Period 3	9:25 - 9:57	
Period 4	10:00 - 10:28	
<b>Period 6</b>	10:31 - 11:01	
<b>Period 7</b>	11:04 - 11:34	
Period 5	11:37 - 12:04	
<b>Middle Lunch</b>	12:04 - 12:37	
<b>Period 5</b>	12:37 - 12:57	
Period 8	1:01 - 1:30	

Late Lunch Students:

Period 1	8:10 - 8:47	
Period 2	8:50 - 9:22	
Period 3	9:25 - 9:57	
Period 4	10:00 - 10:28	
<b>Period 6</b>	10:31 - 11:01	
<b>Period 7</b>	11:04 - 11:34	
<b>Period 5</b>	11:34 – 12:27	
<b>Late Lunch</b>	12:27 – 12:57	
Period 8	1:01 - 1:30	

**Bell Schedule for 2-hour late start:**

Early Lunch Students:

Period 1	10:10 – 10:48	38 minutes
Period 2	10:51 – 11:30	39 minutes
<b>Early Lunch</b>	11:34 – 12:07	
Period 5	12:07 – 12:57	50 minutes
Period 3	1:01 - 1:30	29 minutes
Period 4	1:33 – 2:00	27 minutes
Period 6	2:03 – 2:30	27 minutes
Period 7	2:33 – 3:00	27 minutes
Period 8	3:03 – 3:30	27 minutes

Middle Lunch Students:

Period 1	10:10 – 10:48	38 minutes
Period 2	10:51 – 11:30	39 minutes
Period 5	11:34 – 12:07	50 minutes
<b>Middle Lunch</b>	12:07 – 12:37	
Period 5	12:37 – 12:57	50 minutes
Period 3	1:01 – 1:30	29 minutes
Period 4	1:33 – 2:00	27 minutes
Period 6	2:03 – 2:2:30	27 minutes
Period 7	2:33 – 3:00	27 minutes
Period 8	3:03 – 3:30	27 minutes

Late Lunch Students:

Period 1	10:10 – 10:48	38 minutes
Period 2	10:51 – 11:30	39 minutes
Period 5	11:34 – 12:27	53 minutes
<b>Late Lunch</b>	12:27 – 12:57	
Period 3	1:01 – 1:30	29 minutes
Period 4	1:33 – 2:00	27 minutes
Period 6	2:03 – 2:30	27 minutes
Period 7	2:33 – 3:00	27 minutes
Period 8	3:03 - 3:30	27 minutes

## **OFFICE PROCEDURES**

### **COPIER USE**

Students are encouraged to use the copy machine in the media center. Students will automatically be charged for any copies they make on the office copy machine. The only time a student will not be charged for copier use will be if the materials are to be used by a teacher in class. Student aides will need to obtain a key from the office to run copies for teachers in the teacher work area. Students are responsible for the expense of materials or their own projects.

### **OFFICE CHARGES**

No charging will be allowed in the office. Pens and pencils may still be purchased but not charged.

### **OFFICE CONFERENCES**

Students wishing to confer with the principal or superintendent should come to the office before school, after school or during regular study periods after receiving permission from the teacher in charge of the classroom.

### **OFFICE SUPPLIES**

The high school office will no longer supply students with general supplies to be used for school projects. Students will be able to check out markers, crayons, colored pencils, glue, poster board, etc. for class assignments per a teacher's request. Teachers may request supplies to be used for classroom use only.

### **TRANSCRIPT REQUESTS**

The office requests two days notice for transcript requests if possible.

## **ASBESTOS NOTIFICATION**

The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress to identify and develop solutions for any problems that schools may have with asbestos.

We recently had our facilities inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled, and rated the condition and hazard potential of all material suspected of containing asbestos. We are pleased to report that our school does not contain asbestos materials, which are reported to be damaged or significantly damaged.

Under the law, we still must maintain an asbestos management plan for the school and assign a designated asbestos coordinator to ensure no asbestos is introduced into the school. This plan is available for inspection in the school during regular school hours.

We will continue to ensure that a healthy, safe school environment is maintained. Any inquiries may be directed to Mr. Jerry Phillips, designated asbestos coordinator, at telephone number (402) 367-4590.

## **Student Information**

### **STUDENT KEYS TO RESPONSIBILITY**

- \* I will respect myself and others.
- \* I will praise all good behaviors.
- \* I will accept all consequence for my actions.
- \* I will prepare myself.
- \* I will listen to others.
- \* I will set realistic goals.
- \* I will model good choices, decisions, and actions.
- \* I will be punctual and reliable.
- \* I will not compromise my values or standards.
- \* I will be a good citizen.

"Students have the right to be in school. With that right comes the responsibility to respect the rights of others and to become actively and productively involved in their own academic learning."(Barbara Coloroso)

#### **The Students' Responsibilities are:**

1. To apply themselves to the best of their ability to the learning tasks assigned.
2. To attend school regularly and punctually.
3. To act in a manner which will enhance the learning environment for all students
4. To use school facilities in a way which will conserve their continued usefulness.

5. To abide by school regulations and to assist in their enforcement and development.
6. To participate constructively in school government and to assist in modification of regulations for general school improvement.

### **School Sponsored Dances**

School sponsored dances are a time for alcohol- and drug-free fun. The following guidelines will be used to provide the safest possible environment for all students at all school-sponsored dances:

- A breathalyzer test will be available for use by the sponsor of the dance if anyone exhibits what the sponsor deems is suspicious behavior.
- All persons attending the school-sponsored dance will follow these safety guidelines.
- If anyone refuses to take the breathalyzer test the police will be contacted.
- Students will be notified of the above safety guidelines at class meetings and/or the information will be part of the student handbook.

### **Attendance Requirement for Credit**

**If a student misses more than ten days absent from a class during one semester, it will constitute justification for the loss of credit for the semester in that class. All absences except those for which the school assumes sponsorship (i.e. field trips, participation in school-time athletic events or music events, etc) will be recorded as an absence, regardless of the reason. There is no distinction between excused and unexcused for purposes of this regulation.**

- **If more than ten days of absence occurs a letter will be sent at the end of the semester informing the student and parent that credit has been withheld. The appeal process will be outlined.**
- **In the event an extenuating circumstance is in process and the school is aware of a severe illness, hospitalization, disease, family death or other circumstance, the above letter may be waived to protect and be sensitive to the emotional needs of the student and family.**

## **Appeal Process**

### **Step 1:**

**In the event a student has been notified that he/she lost credit due to excessive absences, the student or student's parent may appeal in writing to the attendance committee. The student must have completed and received a passing grade for the semester. The appeal to the attendance committee must be made within 10 calendar days of the completion of the semester course.**

**The attendance committee composed of faculty and administrators will determine whether there are extenuating circumstances in the cause of the absences and reinstatement of credit may be granted, or students may be required to make up missed time. The attendance committee could also uphold the loss of credit after reviewing the appeal. The attendance committee must provide a written response to the appeal within 5 calendar days.**

### **Step 2:**

**If the student or parent is unsatisfied with the decision of the attendance committee they will have 7 calendar days to appeal the decision to the superintendent. The superintendent will conduct a review and within 5 calendar days will provide a written response to the student. The superintendent has the authority to reinstate credit or uphold the decision of the attendance committee.**

### **Step 3:**

**If the student is unsatisfied with the decision of the superintendent, the student or parent will have seven calendar days from the attendance committee's decision to file a written appeal to the Board of Education. The student and/or parents as well as a representative of the school's attendance committee must be present when the Board hears the case to provide information to the Board. The Board of Education will have 30 calendar days to provide a written response. The Board of Education may reinstate credit or uphold the decision of the school's attendance committee to withhold credit for the class. The decision of the Board will be final.**

## **Tardiness**

**Students who are not in their assigned places at the appropriate time are considered tardy. Tardiness to class will be considered as a tardy only during the first 15 minutes of the class period. Students arriving after 15 minutes are considered absent and will be notified by their teacher as such. Students arriving after 15 minutes late to school, if unexcused by the principal, will serve a 45 minute detention. If a student is late leaving a previous class because of being excused late or staying to secure help from the teacher, he/she should receive a tardy pass from that teacher. Excessive tardiness may result in a visit to the principal and more extensive consequences. Failure to show up at the designated detention could mean suspension from school.**

### **Notification of Absences From School**

The school requests that the parents notify the school by phone as early as possible, preferably by 9:00 a.m., on the day the student's absent for any reason. If the school is not notified by 9:00 a.m., the parent or guardian may be called at home or at work to check on the student. If a student is in attendance in the morning and absent after lunch, the school may call the parent or guardian after 1:00 p.m. unless notified. If a student is absent due to illness, he/she must be in attendance by the end of first period to participate in that day's activities or practices. This does not include pre-arranged excused absences. If homework is going to be requested, we ask that the request be made by 9:00 a.m. to ensure the office has ample time to collect it.

### **Make-up Work**

To receive credit for work missed due to an absence the student, upon returning to school, is responsible (a) for requesting from each teacher assignments for make-up work and (b) for completing the make-up work on the student's own initiative, and on the student's own time either before or after school, by the due date established by each teacher. The amount of assistance the teacher is to provide, if any, will be determined by the teacher based on the teacher's work load and on whether the student displays a positive attitude towards the make-up work. The teacher may assign the student to different work to make-up than that actually missed, in the same subject or topic area.

The date when make-up work is due will be determined by the teacher based on the content being studied and the length of the student's absence. Ordinarily, the student will be allowed two days per day of absence after returning to school. Teachers may also require the student to do extra work to make up for lost time in classroom activities. When students are aware of the fact that they are going to miss school, they must notify the office and complete a pre-arranged form. These will be turned into the office before the absence occurs. Students will be required to complete all work missed during absences.

### **Leaving School**

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant.

### **Attendance is Required to Participate in Activities**

Students must attend school on the day of any scheduled school activity in order to participate in the activity. This includes sports contests, practice and dances. Failure to arrive at school by the end of first period that day will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should exceptional circumstances prevail.

### **Pre-Arranging**

In the event that a student is requesting to pre-arrange for a school activity that they are not participating in, the following guidelines will have to be met:

1. the student must not be failing any classes
2. the student can not be at 8 or more absences for the semester
3. the student cannot leave for the event before the team does
4. the student must check in at the event with a school official
5. the student must be pre-arranged at least the day before the event
6. the student must have parental permission

### **College Visitation**

Seniors with perfect attendance for the semester may visit a college and not jeopardize their perfect attendance. This will not be counted as an absence on their record. **Only one** of these excused visits are allowed per semester. Their schoolwork must be made up before they are excused. A College Visitation form may be picked up from the office and should contain the required signatures when completed.

## Work Release

Only seniors are eligible for work release. Work release should be used at a minimum. Primary emphasis should be on taking available curriculum offerings. Students must have accumulated sufficient credits for graduation prior to being eligible. Only one class may be missed for work release. The guidance counselor must approve all work release and all guidelines established for the program and must be followed by the student.

## BRINGING PERSONAL ITEMS TO SCHOOL

Students should only bring normal school supplies to school. Any items that are disruptive to the learning atmosphere will be confiscated. Some examples are cell phones, pagers, video games, lasers, etc. Any item that can be considered a weapon may result in a one-year expulsion by federal law.

## 7-12 Supply Lists

1. The following is a list of supplies needed by seventh and eighth graders for the 2006-2007 school year. This is a general list and individual teachers may add to it after the beginning of the school year.

Three hole punched notebook paper	Pencils
Small Dictionary	Eraser
Pens - black or blue ink	Ruler
Checking Pen - Preferably Red	Compass
Protractor	Colored Pencils

Scientific Calculator

Notebooks/Binder (It is recommended to have one binder and a separate folder for each class.)

Box of kleenex to keep in your locker

DCCHS assignment books will be distributed to ALL students the first day of classes.

PE Clothes will consist of a t-shirt and shorts and tennis shoes.

2. This is a general listing of basic student supplies for grades 7-12. Class specific needs will be outlined by the teacher on the first day of school:

Binder and or notebook for each class

Paper

Pens and/or pencils

Scientific calculator

\*If your child will be taking physical science, 7<sup>th</sup> grade math, 8<sup>th</sup> grade math, pre-algebra, algebra, applied math, standards math, or geometry, we ask that he/she have his/her own **SCIENTIFIC CALCULATOR**.

\*If your child will be taking physics, chemistry, advanced algebra, FST, or PDM, we **strongly recommend** the purchase of a graphing calculator. (TI-83 and TI 83 Plus are used at school)

\*Graphing calculators can be "checked-out" from the school with a \$100 check. If the calculator is turned back in good condition the check will not be cashed. (We must return the checks at the end of first semester and you will have to reissue a check for 2<sup>nd</sup> semester due to banking regulations.)

3. Safety equipment such as goggles will be provided by the school.

4. Musical instruments can be the responsibility of the student unless they qualify for the waiver.

5. Course projects that become the property of the student will be charged for unless they qualify for the waiver.

6. Specialized equipment and attire necessary for participation in an extracurricular activity will be provided by the school. Attire or equipment that is uniquely fitted and/or used throughout the year is the responsibility of the student. Cheerleading, dance squad, swing choir outfits, golf clubs, softball gloves, etc. fit under this category.

7. Summer school is a costs the student must pay.

## **DISCIPLINE PLAN**

The Faculty and Administration has incorporated a school-wide discipline and behavior modification plan for David City Middle/Senior High School. The purpose of the plan is to lower the level of tolerance for unacceptable behavior at the school in order to help make it a safe and pleasant place to be for ALL students and staff. David City Public Schools has this vision for positive school conduct:

1. Students and staff are in class on time.
2. Students and staff are prepared for class.
3. Students and staff complete assignments on time.
4. Students and staff respect other people and property.
5. Students and staff respond appropriately to directives and their peers.

The problem solving is used for minor infractions and is used to show developing student behavior patterns. Changes to the Discipline Plan are subject to change as the need arises.

The Administrative Problem Solving is given for serious offenses. When a student receives an Administrative Problem Solving, he or she reports directly to the office where the principal issues a consequence. For your clarification, ISS refers to in-school suspension and OSS stands for out-of-school suspension.

In special cases this plan may be adapted by either the Principal or SAT team to fit the needs of individual students.

## **HOMEWORK ACADEMY**

At the beginning of the school year we will be instituting a program to assist students with homework completion. If a student does not hand in an assignment on time, the teacher will notify them that they will be assigned to Homework Academy if the work is not made up by the beginning of 8th period on the following day. Homework Academy will be held in the Media Center of the High School from 3:35 until 4:00 pm. If a student gets their work completed to the satisfaction of the Academy Supervisor, they may leave when excused. Failure to complete the work will require another session the following day(s) until done. Skipping Homework Academy will result in a 45-minute detention. Teachers may give reduced credit for late work. This will be established in their classroom expectations at the beginning of the year.

# David City Middle/High School Classroom Discipline System

## Problem Solving Level

## Consequences

### Level I Classroom Teacher

- 1) 5 minute problem solving lesson after school or at a time specified by the classroom teacher.
- 2) 10 minute problem solving lesson after school or at a time specified by the classroom teacher.
- 3) 15 minute problem solving lesson after school or at a time specified by the classroom teacher, student telephone call to a parent, and a mandated PIP meeting involving the teacher, parent, and student.

### Level II Student Assistance Team

- 1) A problem solving lesson with the classroom teacher and a 45 minute detention after school or consequences stated in a PIP.
- 2) A problem solving lesson with the classroom teacher and a 45 minute detention after school or consequences stated in a PIP.
- 3) A problem solving lesson with the classroom teacher and a 45 minute detention after school or consequences stated in a PIP, student telephone call to a parent, and a mandated PIP meeting involving the teacher, parent, student and SAT Coordinator.

### Level III Administrative Team

- 1) A problem solving lesson with the classroom teacher and a one day in-school suspension or consequences stated in a PIP.
- 2) A problem solving lesson with the classroom teacher and a one day out-of-school suspension or consequences stated in a PIP.
- 3) A problem solving lesson with the classroom with the classroom teacher and a two day out-of-school suspension or consequences stated in a PIP, student telephone call to a parent, and a mandated PIP meeting involving the teacher, parent, student SAT Coordinator, and an administrator.

### Level IV Administrative Specialist Team

- 1) A problem solving lesson with the classroom teacher and a three day out-of-school suspension or consequences stated in a PIP.
- 2) A problem solving lesson with the classroom teacher and a five day out-of-school suspension or consequences stated in a PIP.
- 3) A problem solving lesson with the classroom teacher and a nine day out-of-school suspension or consequences stated in a PIP, a student telephone call to a parent and a mandated parent meeting.

1. Problem Solving Lessons will be conducted within one day of being issued and will be used as a time for the classroom teacher and student to complete a problem solving form. Student refusal to complete a problem solving form will be managed as though the student did not attend the problem solving lesson.
2. Suspensions will be served the following day of being issued.
3. Students failing to attend a lesson/detention without making prior arrangements with the classroom teacher will receive a double consequence the next day after school or at a time designated by the teacher. Students failing to attend this second re-scheduled Lesson will receive an out-of-school suspension until a parent returns the student to school for a meeting with an administrator. The student, parent, and administrator will develop a plan to prevent future problems.
4. Students receiving three problem solving lessons at a given level will result in a mandated meeting with designated staff. The Performance Improvement Planning (PIP) meeting must occur within five school days. If a parent/guardian is unable to meet at the scheduled time, it is the responsibility of the parent/guardian to reschedule the meeting within the five school days. Failure to meet will result in the student being removed from school until a meeting is conducted.
5. Students receiving problem solving lessons during the last ten days of school will receive consequences established by administrators rather than those established in the classroom discipline system.

The Administrative Problem Solving is given for serious offenses. When a student receives an Administrative Problem Solving, he or she reports directly to the office where the principal issues a consequence. For your clarification, ISS refers to in-school suspension and OSS stands for out-of-school suspension.

In special cases this plan may be adapted by either the Principal or SAT team to fit the needs of individual students.

To insure consistency in the delivery of consequences the following table provides a general outline for student suspension:

<b>Student Misconduct</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Sexual harassment or racial slurs (Dependent upon report)	Detention or 3-5 day OSS	6-19 day OSS	Expulsion
Destruction of Property or vandalism <\$20	3-5 day OSS	6-19 day OSS	Expulsion
Theft < \$20	3-5 day OSS	6-19 day OSS	Expulsion
Destruction of Property or vandalism > \$20	6-19 day OSS	Expulsion	
Theft > \$20	6-19 day OSS	Expulsion	
Fighting (Dependent upon report)	Detention or 3-5 day OSS	6-19 day OSS	Expulsion
Drug possession	Expulsion		
Alcohol possession	6-19 day OSS	Expulsion	
Tobacco possession	3-5 day OSS	6-19 day OSS	Expulsion
Weapons/Explosives	Expulsion		
Extreme disrespect toward staff	1 detention	3-5 day OSS	6-19 day OSS
Truancy	1 detention for each part of the day missed	4-5 day OSS	6-19 day OSS

Skip detention                      A second detention will be added. If a second detention is also skipped, the student will be OSS until a parent brings them back for a conference with the principal.

Bullying/Harassment              In accordance with the Bullying/Harassment policy, p. 34 of the District Student Handbook (2004), Levels, I, II, and III have been established.

For additional information about the **David City Public School Student Support System** contact the Student Assistance Team Coordinator, Principal or Superintendent at:  
402-367-3779 402-367-3187 402-538-4805

# **DAVID CITY PUBLIC SCHOOL**

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## **Procedural Guidelines Student Support System**

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David City Public School  
750 D Street  
David City, NE 68632  
Telephone 402-367-3779 (Elementary)  
402-367-3187 (High School)  
402-538-4805 (Bellwood)  
[www.davidcitypublicschools.org](http://www.davidcitypublicschools.org)

## **DETENTION**

After school detentions will be served from 3:35 to 4:20 p.m. Students who arrive after the 3:35 bell will not be permitted to stay and will serve an additional detention (2 detentions total) as a consequence for being late. Students may be removed from detention for violations of the detention rules and will serve an additional detention (2 detentions total) as a consequence for misbehavior. An additional day will be added to the total number of detentions to be served for each skipped detention. Subsequent skipping of detention may result in and Out of School Suspension.

## **IN-SCHOOL SUSPENSION PROCEDURES**

*In school suspension will only be used in circumstances where a student has moved through a number of steps on the Discipline Plan. Students are better served to be in the regular classroom. Improper behavior or noncompliance with school guidelines can result in the issuing of In-School Suspension or ISS.*

1. Students will report directly to the high school principal's office at 8:10 a.m.
2. Students will be escorted to the in-school suspension area by the principal.
3. The student will be allowed to gather the books they will need to complete their assignment.
4. No talking will be allowed in the in-school suspension area.
5. The principal or designee will check on the student one time every 30-45 minutes to answer questions and/or monitor progress or as often as possible.
6. Students will be given the opportunity to use the restroom and to get a drink during the day with permission of the supervisor and will be escorted by the supervisor. With those 2 exceptions, students will stay in their assigned seat the remainder of the school day.
7. Students must work at all times on appropriate subject matter provided by their respective classroom teachers. Assignments must be completed to the satisfaction of each teacher in order for the student to be dismissed at the end of the assigned suspension.
8. Lunchtime will be at the student's normal lunch time. As soon as lunch is over they are to return to the suspension room.
9. If all assignments and extra work are complete the student will be dismissed with no detention after school.
10. Students will leave the school grounds immediately following dismissal by the high school principal and will not return until the following morning.
11. Students are excluded from regular classes, school assemblies, and participation in any school activities.
12. Students who do not abide by the in-school suspension rules may be given an out-of-school suspension.
13. At the end of each day the student will be required to clean the table, floor and other materials around their work area.
14. The doors to the In-school suspension room are locked from the outside to prevent entry by students but the student in ISS is able to exit through the door in case of an emergency.

## **FOOD & DRINK IN SCHOOL**

Food and drink should only be brought to school for lunch. NO OPEN drink containers should be stored in lockers. Food (including gum and candy) or drink will not be allowed in the classrooms unless requested by the teacher and approved by the principal. This will be used for special celebrations only. There should be no gum or candy brought to school without permission of a teacher. Our learning environment has carpeted floors and must receive proper care. Please help us by doing your part.

## **GRADING SYSTEM**

A - Superior 93 - 100  
B - Above Average 86 - 92  
C - Average 78 - 85  
D - Below Average 70 - 77  
F - Failing 0 - 69  
S - Satisfactory  
I – Incomplete

- Grade Point Average (GPA), class ranking and selection of valedictorian and salutatorian will all be determined by using the 100-point grading scale above. If students need a GPA for college applications or scholarships the guidance office will provide that upon request.

## **TESTING**

Students will take standardized tests (Stanford) according to the testing schedule developed by the school improvement team. The schedule is found in the Student's District Handbook. Students will also take criterion referenced tests to measure their level of performance in each of the curricular areas. The schedule will be set by the classroom teacher.

## **ACADEMIC CODE**

All students are encouraged to demonstrate acceptable standards of academic achievement. The following standards begin with the first day of school and end with the last day of school.

Two (2) Weeks into the semester (**Warning Period**) =Progress reports (used to warn those who are failing a class.)

Three (3) Weeks into the semester (**Check Period**) = Ineligibility list established (those who are failing TWO or more classes will become automatically ineligible for a minimum of seven days and until all classes are passing. Those who are failing only one class can regain their eligibility by attending after/before school study halls (see paragraph below). The ineligibility period will run from Tuesday to Tuesday. Grades will be turned in on Monday morning and students notified of their failing grades Monday afternoon. This does not mean that students may turn in all papers that were late that Monday and expect to be off the list for Tuesday. Extra-curricular activity is defined as any activity not scheduled as a class (not receiving a grade) and practice time is done outside of the class period.

Students failing only one class may regain their eligibility by participating in **two** 40 minute study periods during the week of their ineligibility. These study halls will occur outside of the school day and be supervised by the coach/sponsor of the event in which the student needs eligibility. A form that states the days spent in the "study hall" and what was worked on during that study time will need to be turned into the AD before the student is eligible. If there is a Tuesday night game that is affected by the ineligibility, the study halls may take place after that Tuesday. However, if the study hall obligation is not fulfilled, the student automatically loses eligibility for the next game/activity.

A "D " list will also be run along with the Failing List - 77% and lower.

Grades will be checked each week hereafter. Any student failing during any subsequent week will be ineligible for a minimum of seven days from Tuesday to Tuesday and until all classes are passing.

Eighteen (18) Weeks end of the semester = All students are given a clean slate, with the exception of those students who did not gain a minimum of 20 credits during the previous semester. Students failing to reach 20 credits are deemed ineligible and will not be allowed to participate in any extra-curricular activities for the upcoming semester (**INCLUDING SPRING SEMESTER TO FALL SEMESTER OF THE FOLLOWING YEAR.**)

NOTE: THE ENTIRE PROCESS ABOVE WOULD BE REPEATED FOR THE NEXT SEMESTER. Exact dates for the publication of these lists will be set for each Monday or the first day of each week.

**It is the teacher's responsibility to have an ineligible student's weekly grade into the office each Monday morning no later than the end of 1st period.**

**Students who receive an incomplete at the end of the semester will have 7 consecutive days (or number of days permitted by the attendance policy) to finish the course. If the student cannot finish the course in the given amount of time, he/she will fail the course, unless there are extenuating circumstances.**

## DEFINITIONS:

2 Week Progress Report - Gives all students the opportunity to improve status

Ineligibility List - These students are to follow the guidelines listed below until all classes are in good standing. **A student will remain on the eligibility list for a minimum period of 7 consecutive days.**

What happens if a student becomes ineligible?

Any student who becomes ineligible will not be able to participate in any extra-curricular activities during the 7+ day period, however students may be required to "set with the team" at a game or event, but will not be able to participate. However, students who are in activities with daily practices will be required to participate in them.

## HONOR ROLL

Students that have a 93-point grade average will be placed on the superior honor roll. In order for students to be on honorable mention honor roll, they must have a 90-grade average to 92.99 grade average.

## ACADEMIC BOOSTER CLUB INCENTIVES

The Academic Booster Club (ABC), parents and the local businesses are offering students incentives for academic success. Emphasis is placed on improvement. At the end of the school year, awards and medals are given for Outstanding Student, Most Improved Student and Extra Effort Student in all areas of the curriculum. ABC Scholarships will be awarded at the end of each year.

## **REQUIREMENTS FOR GRADUATION**

Each academic semester class earns five credits. The following recommendations are the result of diligent work by the Graduation Requirement and Junior High Requirement Committee.

- 4 years English
- 4 years Social Studies (American Government; 2 years of American History, World History)
- 3 years Math (One year must be Algebra)
- 3 years Science (One year must be 9<sup>th</sup> grade Physical Science, one semester must be Earth Science, and one year must be 10<sup>th</sup> grade Biology)
- 2 years Vocational classes (One year must be Keyboarding I or II)
- 1 semester of Physical Education
- 1 semester of Health
- 1 Semester of Speech
- 1 Semester of Personal Finance (Beginning with 2007 graduates)

180 Academic credits of required classes

60 Academic credits of elective classes

240 Total Academic credits to graduate

## **PARTICIPATION IN GRADUATION CEREMONY**

Students who have not successfully completed all graduation requirements as established by the Board of Education as of the date set for graduation shall not be allowed to participate in the graduation ceremony. Students who are in jeopardy of not participating in the graduation ceremony will be notified at the fall Parent-Teacher conferences. The high school principal will conference with the parents and student at this time, at the end of the first semester, and at the end of the third quarter to relay student progress. If special circumstances are involved, the student may appeal to the Board of Education at least by the Board of Education's regular monthly meeting in April. The high school principal shall certify to the superintendent of schools and the Board of Education at the end of the first semester and in advance of the ceremony those students who are ineligible to participate. Final notification regarding participation in the graduation ceremony will be directed to the parents the Thursday prior to the Saturday graduation date. Students who fulfill graduation requirements through a correspondence course or other means at a later date are welcome to attend the next graduation ceremony with full recognition.

During the graduation ceremony the Student Body President will give the welcome address. The Valedictorian and the Salutatorian will each give an address. The class will be escorted in to the Activity Center by the top ranked boy and girl of the Junior Class. Any changes in this format will be determined by the senior class sponsors.

## **CLASS PROMOTION**

The following guidelines will be used to determine students eligible for class promotion:

In order for a student to be promoted from grades 7& 8, each student will at a minimum pass 6 semesters total each year from the following classes: English, Science, Social Studies and Math. A student may not fail two terms of the same subject. In addition they must also pass 6 semesters of their remaining courses.

To be considered a 10th grader a student must at the least be in his second year of High School and have completed 60 High School credits.

To be considered an 11th grader a student must at the least be in his third year of High School and have completed 120 High School Credits.

To be considered a 12th grader a student must at the least be in his fourth year of High School and have completed 180 High School credits.

To graduate a student must have earned full credits in all required classes and have a total of 240 credits.

Any student in doubt as to the number of semester hours earned and semester hours required should inquire in the Guidance Office early enough to avoid later difficulties.

## **HOME COMING**

Any seniors wishing to be a Homecoming King or Queen candidates must turn in an application to the Cheerleader Sponsor. The faculty will select the slate of candidates from the applicants based on scholarship, character and school and community involvement. Sophomores through Seniors will vote for the royalty from the slate chosen by the staff. If a candidate were to violate the activity code after the selection process had occurred, he or she would be removed as a candidate.

## **NCAA REQUIREMENTS**

To play NCAA sports as college freshmen, students must meet NCAA requirements. These include:

\*Graduation from high school

\*A grade-point average (GPA) of at least 2.00 (on a 4.00 scale) in a core curriculum of at least 11 academic courses including at least:

3 years of English

2 years of math

2 years of social science

2 years of natural or physical science (including at least one laboratory class, if offered by the high school

2 years of additional core courses

\*A composite score of at least 17 on the ACT or a combined score of 700 on the SAT. Effective August 1, 1995, the minimum number of required core courses will increase from 11 to 13. The two additional core courses must be in English, math, or natural or physical science. Also effective August 1, 1995, the minimum core-course GPA and test score required for Division I will be determined by an initial-eligibility index.

Check with the counselor to determine what classes are accepted by NCAA schools.

## **JUNIOR-SENIOR BANQUET/PROM**

The juniors entertain the seniors and high school (7-12) faculty members and school board members and their wives or husbands at a 7:00 p.m. banquet.

The prom Royalty Court is selected from the senior class by the seniors and juniors voting by a secret ballot. Homecoming King and Queen are not eligible for the Royalty Court. Any DCHS student planning to attend prom (Jr./Srs., Sophomore Servers, Dates) will follow the same guidelines as established in the activity code.

## **LUNCH**

The David City Public Schools serves meals each school day. Children may buy lunch for \$2.25 (Grades 7-12), milk for 30 cents and breakfast for \$1.25 (K-12). Extra servings will be \$1.00. Children may also get meals free or at a reduced price. All meals served must meet meal patterns established by the U.S. Department of Agriculture. However, if a child has been determined to be handicapped and the handicap would prevent the child from eating the regular school meal, this school will make any substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. If you believe your child needs substitutions because of handicap, please get in touch with us for further information.

Families may apply for free or reduced breakfast/lunch. Applications may be picked up in the office. The reduced price is 40 cents for lunch and 30 cents for breakfast.

Students grades 7-9 will eat during the first lunch period and those in grades 10-12 will eat during the second lunch period. To allow for better supervision, the following lunch guidelines should be followed. Students may not leave school for lunch. They may eat in the elementary cafeteria. Those who bring their lunch should plan on eating in the commons area. After eating, students should plan to congregate on the north side of the building. **Students shall not congregate in or around cars** or be on other areas of the school grounds. Lunch room behavior will be handled in the same manner as classroom behavior. For safety purposes students are asked to walk to the lunchroom using the crosswalks.

Students wishing to enter the building may do so through the north doors only. The following reasons will be accepted for entering the building during weather that allows students to remain outside: 1.) Two students may enter at a time to use the restrooms by the music rooms. 2.) Students may enter with a pass to conference with a teacher. During inclement weather students will enter through the East doors to the commons area. Students should not linger in the hallways. They should be either outside or in the above designated areas. Thank you for your cooperation in making our school a pleasant place to learn.

### **MEDIA CENTER REGULATIONS**

The Library Media Center is an educational learning area of the school. The main purpose of the center is to provide intellectual and physical access to information and to ensure the effective use of the information. The Library is considered an extension of the classroom and students are expected to treat it as such by working on their assigned tasks. The following regulations have been set up to ensure that this goal is met.

#### **CONDUCT:**

Students are to have a pass when coming to the media center. The pass is to be 1). signed by a teacher, 2). contain date and time, 3). purpose for being in the Library. Students are expected to have individual passes unless they enter, work and leave as a group.

Talking must be kept low and pertain to subject related activities. Students who come for free reading are expected to read silently. Failure to comply with the rules will result in removal from the library.

Study hall-time is for research only. Homework or assignments are to be done in the classroom of the individual's study hall.

#### **HOURS:**

8:00 A.M. to 4:00 P.M. Monday - Friday.

### CHECK- OUT POLICY:

Student aides or the librarian will check materials out for you.

Reference books--one period or overnight--to be checked out at the end of last period or after school and returned before first period in the morning.

All other materials may be checked out for two weeks unless stated otherwise.

### FINES:

Currently fines are not assessed on a daily basis for overdue books.

## **SCHOOL PROPERTY**

### **LOCKERS**

School lockers are issued to students for their use, just like sports uniforms or textbooks. They are school property and can be checked at any time. Locker combinations will be checked out from the office. If a student feels another student may know the combination to their locker and may gain access, he or she should see the principal to have the combination changed. A \$3.00 - \$10.00 fee will be charged to all students who jam or damage their locks.

### **STUDENT CHECKOUT PROCEDURES**

When a student moves out of the district or leaves school at the end of the school year, they are required to check out of each class and activity with the following check out sheet. Fines must be paid and signatures obtained before the sheet is accepted in the office. Individual report cards will be held until the student correctly and completely checks out.

## TRANSPORTATION

### DRIVING AND PARKING CARS

Students driving cars on school permits must drive directly to and from school. Violating the use of the school permit may result in loss of this privilege.

Students will be asked to abide by the guidelines set forth by the Student Council for student parking. No students' cars should be parked in the visitors' parking areas on the east side of the building. Seniors and Juniors will be allowed to purchase parking stalls in the areas next to the street on all sides of the building. Sophomores may park in the church parking east of the school. Freshmen may park in the bus parking lot. Students should not back into the stalls. Fines will be assessed to persons not following the parking guidelines regulated by the Student Council.

For safety reasons students are asked to exit the school grounds after school to the **south** and **west**. Avoiding the intersections between the elementary and high school reduces the traffic and some of the safety concerns for the elementary students. Your cooperation is appreciated in addressing this concern.

**Students are not to park in the weight room parking lot. That lot is reserved for substitutes and for parents picking up elementary students after school.**

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