

FOREWORD

The purpose of this handbook is to inform all students, staff members, and parents of policies, regulations, and procedures at Decatur Community High School. The handbook is designed to prevent misunderstandings about students' responsibilities and privileges. By becoming familiar with the contents of this handbook, students will have the necessary information to make proper decisions concerning their education, activities, and conduct.

The DCHS handbook is reviewed each year and adopted by the USD 294 Board of Education to insure the best possible educational environment. Our school's goal is to empower all students to reach their maximum level of achievement and become productive citizens. Students are required to follow all regulations outlined in this handbook and all other policies established by the USD 294 Board of Education.

The USD 294 Board of Education and Administration reserve the right to alter this handbook.

TO THE STUDENTS OF DCJ/SHS

Decatur Community,

Let me begin by welcoming you back to DCHS for the 2022-2023 school year and by giving a brief introduction of myself.

My name is Jeremy Holloway, and my 1st year in Oberlin will be my 25th in education. For the past 21 years (the last 5 as the principal) I have been in Louisburg, KS where I was a coach and teacher before moving into administration. They were great years filled with amazing memories. It was a tough decision to leave, but my wife and I had always wanted to come to a small town in western KS, and we were excited when the Oberlin opportunity presented itself. I look forward to building a strong relationship with the students, staff, and community.

DCHS is a school rich with traditions, standards, and the expectation that students will have an outstanding experience that will give them the skills they need to be successful in their futures. As we move forward, we will continue those great traditions as we always look to evolve with the ever changing world. To maximize that result will take a group effort where staff, students, parents, and community all support each other with the same common goal of giving our students the best educational experience possible.

This Student Handbook is a valuable resource that lays out in detail both the academic and behavioral expectations that are expected of all students. It is important that students and parents familiarize themselves with the book, as it will cover the most common questions that arise.

Additionally, the school website will have up to date information that includes the school calendar, sporting events, activities, and faculty contact information. Use this information to be an active participant in your student's education.

I am very excited for this year and the opportunity to be your principal. Please don't hesitate to reach out when questions arise, and I look forward to getting to know you all.

Jeremy Holloway
DCHS Principal

Learning
Living
Leading

"The Big Red Way"

HISTORY OF THE SCHOOL

In the year 1887-1888, a three-year high school course was started with the following subjects being offered: Arithmetic, Algebra, Physiology, Ancient History, English, and Chemistry. The first graduating class was in 1889 with eight members graduating.

Decatur County High School was established in 1903 and remained the same until 1923 when the legislature passed a law abolishing the County High School and establishing the Community High School in its place.

The first high school building was built in 1906, and an addition was built to this building in 1921. In 1937 the school district voted bonds and secured PWA assistance for a modern new high school building. At a cost of \$242,000, Oberlin was inviting its high school students to one of the finest buildings in northwest Kansas.

With the school year opening in 1969, a new era of education at Decatur Community High School was launched. In March of 1965, the community voted to modernize the educational offering. Highlighting the addition are several classrooms with special emphasis on a modern science unit, gymnasium, cafeteria, and library.

In 1977 the new Vocational Agriculture Building was completed. The Vocational Department was moved to this building, and Industrial Arts expanded into the Vocational shop.

In 1982 the new Smick Field Stadium was completed. Approximately a thousand people can sit in the stadium, and it is complete with restrooms, press box, concession stand, and storage for track equipment and school grounds and maintenance equipment.

This is all part of your school placed here by the efforts of the taxpayers because they believe you will use it to help prepare you to make a contribution to yourself, your community, and your country.

SCHOOL ANTHEM

Nestled in the Sappa Valley,
Lies our county seat.
Here is found our dear old high school
Where young people meet.

Meet that they may get a blessing,
Also learn to bless.
By the strength obtained in learning,
At DCHS.

We are proud of old Decatur
And our County School
For the years passed here in study,
Will the future rule.

Some may win, 'tis true, without it,
But we make a guess
That they lose by not attending
At DCHS.

Then hurrah for Alma Mater
May she live and grow
Till a hundred thousand classes
From her portals go.

And in future on life's pathway,
May we meet success
And review our happy school days
At DCHS.

SCHOOL SONG

(Tune: Go U Northwestern)

Go you Red Devils,
Fight right through that line.
With the colors flying,
We will cheer you all the time.
Rah, Rah, Rah

Go you Red Devils,
Fight for victory--
Fight for the fame of our fair name
Go you Devils, win that game-

Go you Devils win that game
Go Devils Go
Go you Devils win that game
Go Devils Go
Hit 'em high, Hit 'em low
Go Devils Go

**UNIFIED SCHOOL DISTRICT #294
VISION and MISSION STATEMENT**

Our why:

Empower students to find self-worth and develop skills for a positive future.

Our how:

Provide high quality educational opportunities.

Inspire the love of learning with quality skills and work ethics.

Expect excellence from all.

**DECATUR COMMUNITY JR/SR HIGH SCHOOL
PHILOSOPHY**

We believe our purpose is to provide each student the opportunity to a quality education in a stimulating atmosphere and environment, which is conducive to learning. We encourage an awareness of education as an essential and continuing process toward successful living.

We believe that every student shall have full opportunity to take advantage of the facilities, professional instruction, and student activities provided--for involvement within the school leads to involvement within the community.

We believe in the acceptance of each student into the educational program and the guiding of each toward the realization of inherent potentialities in order to encourage continuing adjustments to life.

We believe in continuous evaluation and improvement of the program of education to meet the needs of each student of our community in an ever-changing society.

We further believe that the educational program is as strong as the community it serves; therefore, the patrons must be encouraged to work cooperatively with the school in assuming responsibilities and interests which contribute to the physical, mental, and social development of the entire school family.

STUDENT EXIT OUTCOMES

- All students will demonstrate and apply academic and technical skills.
- All students will exercise good citizenship in a democratic society.
- All students will show independent thinking and cooperative problem-solving skills in academic and life situations.
- All students will demonstrate effective oral and written communication skills.
- All students will realize the value of continued learning to meet career and personal goals in a changing society.
- All students will develop an appreciation of creative, recreational, and cultural opportunities for the enhancement of life.
- All students will develop the skills necessary to maintain mental, emotional, and physical well-being.

OFFICE OF CIVIL RIGHTS/VOCATIONAL EDUCATION GUIDELINES

Civil Rights Comprehensive Notification for
Oberlin Unified School District No. 294

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Oberlin Unified School District No. 294 shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

It is our intent to comply with both the letter and spirit of the law in making certain that discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

TITLE IX COORDINATOR

Dr. Joel Applegate
Name

Superintendent
Title

131 E. Commercial
Location

(785) 475-3805
Telephone

SECTION 504 COORDINATORS

Brenda Breth & Hollie Weyeneth
Names

Counselors
Title

605 E. Commercial & 201 W. Ash
Location

(785) 475-2231 & (785) 475-2122
Telephone

Title VI, Title IX, and Section 504 complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to:

U. S. Department of Education, Region VII
Office for Civil Rights
10220 North Executive Hills Boulevard
Kansas City, MO 64153

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

On November 20, 1974, The Family Educational Rights and Privacy Act of 1974 became law. Under this law the parents of students enrolled in any educational institution receiving federal funds are given certain rights concerning the school records of their children.

The following rights are accorded to parents under this Act:

1. You are entitled to have access to your child's school records upon request. This request should be directed to the custodian of the school records in question. Access must be granted to you within 45 days after receipt of the request by said custodian.
2. The school district will follow the following procedures in granting access by parents to student's records:
 - a. Parents of students under age 18 and students over age 18 shall have access to the student's education records by requesting an appointment to examine the records. The custodian of student records or his/her designated representative must be present to explain the records at the time of examination.
3. The parents' rights of access shall include:
 - a. The right to be provided a list of the types of educational records which are maintained by the institution and are directly related to their children;
 - b. The right to inspect and review the content of those records;
 - c. The right to obtain copies of those records, which may be at the expense of the parent or the eligible student but not to exceed the actual cost to the school district of reproducing such copies;
 - d. The right to a response from the district to reasonable request for explanations and interpretations of those records;
 - e. The right to an opportunity for a hearing to challenge the content of those records; and
 - f. If any material or document in the educational record of a student includes information on more than one student, the right to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material.

4. Right to hearing to challenge of your children's educational record:
 - a. To ensure records are not inaccurate, misleading, inappropriate, or in violation of the privacy of the student and
 - b. To insert into the record a written explanation respecting the content of the record.
5. The school district will follow the following procedures where a parent desires to challenge the content of a student's educational record:
 - a. Right to Challenge. In order to provide an opportunity to correct or possibly delete any recorded information on students, each record custodian shall provide parents or eligible students the opportunity to challenge, correct, delete, or add to a student's educational record. A dispute regarding a student's record should be settled informally if possible. A formal hearing may be necessary when informal discussion is not satisfactory to the parent or eligible student.
 - b. Procedure for Challenging. Whenever a student's educational record cannot be corrected or amended to the satisfaction of the parent or eligible student through informal means, a formal hearing may be requested. The request shall be made on a form prescribed by the record custodian and delivered to the Superintendent of Schools. The Superintendent of Schools shall acknowledge the request, establish a time and place for the hearing, notify the parents or eligible student and school officials of same, conduct the hearing within thirty (30) calendar days of the receipt of the request, and render a decision in writing within ten (10) days after the hearing. The parent of eligible student shall have full and fair opportunity to present evidence relevant to the disputed content of the educational record.
6. Before any school records will be released to third parties who have requested copies of your child's school records, you must give your written consent to said release. This written consent must be presented to the custodian of said records before they are released. The written consent must include the following:
 - a. The specific records to be released;
 - b. The reason for such release;
 - c. The name of the part and/or agency to whom the records will be released; and
 - d. Notification to you that you may receive a copy of the student's records to be released, if you desire a copy at reproduction cost.

**NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records, which are kept and maintained by USD #294. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those whose are specifically exempted.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:
 - a. we have prior written consent for disclosure;
 - b. the information is considered "directory information" and you have not objected to the release of such information; or
 - c. disclosure without consent is permitted by law.
3. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD #294 has failed to comply with FERPA's requirements. The address of this office is: 400 Maryland Avenue SW, MES, Room 4074, Washington, D.C. 20202.

You have the right to obtain a copy of USD #294's policies for complying with FERPA. A copy may be obtained from: Dr. Applegate, 131 East Commercial, Oberlin, KS 67749.

For purposes of FERPA, USD #294 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent. The following information is considered directory information: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previously attended school, class designation, major field of study, and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect to: USD #294, 131 East Commercial, Oberlin, KS 67749. If a refusal is not filed, USD #294 assumes that there is no objection to the release of the directory information designated.

NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

The **Every Student Succeeds Act (ESSA)** requires Decatur Community Junior/Senior High School to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Decatur Community Junior/Senior High School not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Decatur Community Junior/Senior High School will comply with any such request.

NOTICE CONCERNING STAFF QUALIFICATIONS

The Every Student Succeeds Act (ESSA) gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Decatur Community Junior/Senior High School will give parents the following information about their child's classroom teacher.

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Decatur Community Junior/Senior High School will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet the requirements of the Act.

CRISIS PLAN

The Schools in USD 294 have developed a Crisis Plan that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to care for the health and welfare of students in the event of a crisis.

In most emergencies, the student will remain and be cared for at the school he/she attends. In the rare event of an emergency, affecting the school the student attends, that prohibits re-entry to the building (such as broken gas or water main, a fire or toxic chemical spill) students will be transported via school transportation to a safe location.

We ask that you follow this procedure if you hear of any school emergency:

1. Turn on your radio or television. We will keep the media informed of any emergency.
2. Please do NOT telephone the school. We have limited phone lines. These MUST be used to respond to the emergency.
3. Please do NOT come to the school unless requested to pick up your child at school. Any emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students you will be informed via the media.

WEATHER INFORMATION

During bad weather, a decision to run regular bus routes, storm routes, hard surface routes, or no routes at all will be made by the transportation supervisor and the superintendent. The decision will be announced as soon as possible through Power School Announcements and KFNF.

EARLY DISMISSAL DUE TO WEATHER

In the case of inclement weather during the school day, District 294 may dismiss students from school early. Notification will be sent out to parents at least two hours ahead of dismissal in these situations. Parents unable to pick up their child are responsible for notifying the office. A staff member will be available for supervision in the case of emergencies until regular release time.

ELECTRONIC ANNOUNCEMENTS

Electronic notification will be sent out through text, email, and phone (when an emergency or cancellation) to parents' preferred contacts.

SCHOOL OFFICE HOURS

7:45 a.m. – 4:15 p.m.

SCHOOL HOURS

Students will not be admitted into the building before or after designated hours unless they have special work to be done with a faculty member who is present and is in charge. The following is the time schedule:

7:50 a.m.	Doors open and students report to cafeteria or hall by cafeteria until the first bell.
7:50 - 8:05 a.m.	Breakfast will be served in the cafeteria.
8:00 - 8:10 a.m.	Teachers will be by doors of their rooms. Students may go to classrooms for conferences.
8:00	First Bell
8:05	Warning Bell

Bell Schedule

1st Hour	8:10 - 8:52
2nd Hour.....	8:55 - 9:37
SDL.....	9:40 - 10:10
Mentoring - Monday and Thursday	
SDL - Tuesday, Wednesday, Friday	
3rd Hour.....	10:13 - 10:55
4th Hour.....	10:58 - 11:40
5th Hour/Lunch.....	11:43 - 1:24
Jr. High Shift11:43 - 12:08	
2nd Shift.....12:08 - 12:33	
3rd Shift.....12:33 - 12:58	
TIS/Free Time.....1:00 - 1:24	
6th Hour.....	1:27 - 2:09
7th Hour.....	2:12 - 2:54
8th Hour.....	2:58 - 3:40

*The noon lunch period starts at 11:43 a.m. Students will observe the closed noon hour and may bring sack lunches from home **(no beverages)**, which will be eaten in the cafeteria during the assigned lunch periods.

ACTIVITY SCHEDULING

All activity scheduling must be presented and approved by the principal in order to be entered on the master calendar.

There will be no student activities scheduled on Wednesday nights in so far as possible. Likewise, no activities are to be scheduled on Sunday, unless cleared through the principal. **All athletic/activity practices will be completed and athletes will be showered and out of the buildings by 6:00 p.m. on Wednesday evening.** This is in accordance with a request from the Oberlin Ministerial Association.

ADMINISTRATION AND STAFF

ADMINISTRATION

Dr. Joel Applegate, USD #294 Superintendent
Jeremy Holloway, DCJ/SHS Principal
Brandon Gehring, Activities Director

GUIDANCE

Brenda Breth, Counselor

SECRETARIES

Melissa Dreher, DCJ/SHS Secretary
Jolene Dempwolf, USD #294 Clerk of the Board
Iris Mastin, USD #294 Secretary

TECHNICAL COORDINATOR

Jerry Janes

SCHOOL HEALTH NURSE

Heather Kane

CUSTODIANS

Kenny Black, Head
Delbert Russ
Jack Farr
Renee Harman

FOOD SERVICE

Vicki Versailles
Renee Harman
Pam Bremenkamp

LIBRARY AIDE:

Lisa Fortin

FACULTY

DCJ/SHS FACULTY	DEPARTMENT	ROOM NUMBER
Kathy Almquist	JH/SH Language Arts	212
Brenda Breth	Language Arts/Journalism	207-209
Kyle Breth	Industrial Arts/Drafting	103
Mark Bricker	Science	202
Jenee Davis	JH/HS Social Studies	J116
Elizabeth Fort	JH/SH Language Arts	110
Lisa Fortin	Library	Library
Brandon Hardwick	PE/Health	Gym
Patty Hendrickson	Interrelated Classroom	111
Jerry Janes	Tech/Comp./At-Risk	211
Lisa Johnson	Vocal Music	154
Jason Ketterl	Vocational Agriculture	Vo Ag
Brad Persinger	Instrumental Music	158
Gannon Reichert	Science	203
Wendy Scott	Mathematics/Computers	107
Jillian Springer	Art	J201
Trevor Williams	Social Studies	118
Gina Witt	Mathematics	101

PARAPROFESSIONALS

Gail Cathcart
Vicky Leitner, Ken Erickson
Merry Reeh, Lori Petrocco, Amanda McNabb

OFFICE OF THE PRINCIPAL

All matters needing individual attention for students in junior/senior high school should be taken up with the Principal. Conferences with students or parents are welcome throughout the year.

OFFICE OF THE ACTIVITIES DIRECTOR

All matters needing individual attention for students in junior/senior high school activities should be taken up with the Activities Directors. To best serve you requests that you make an appointment with the school secretary when you wish to confer with them.

ADDRESSING A CONCERN/CHAIN OF COMMAND

Occasionally a student or a parent may have a concern or issue that needs attention. For this purpose, a concern is an issue of interest because of its importance and effect that is raised informally in order to improve or change a situation. For example, a parent may have a question or concern regarding an assignment or grade. We believe in open lines of communication to ensure the issues important to students, parents, and teachers are addressed. In the event a parent or student has concern that needs to be addressed, the following procedures shall be followed:

To address your concern, the staff member listed on the first level should be contacted first.

To request a meeting, contact the staff member at the first level.

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level
Athletics	Coach	Athletic Director	Principal	Superintendent	
Facilities	Principal	Superintendent	Board of Education	Board of Education	
Assignment/Grade	Teacher	Principal	Superintendent	Board of Education	
Discipline	Teacher	Principal	Superintendent	Board of Education	
Guidance	Teacher or Counselor	Principal	Superintendent	Board of Education	
Special Education	Teacher	Principal	Superintendent	Service Center	Board of Education
Student Concern	Teacher	Principal	Superintendent	Board of Education	
Computer/Technology	Teacher	Principal and/or Technology Director	Principal or Superintendent	Superintendent or Board of Education	Board of Education
Transportation	Driver	Transportation Supervisor	Principal	Superintendent	Board of Education

STUDENT HANDBOOK DISCLAIMER

The Student Handbook does not encompass all situations. Administration reserves the right to make decisions on issues that impact the school day or extracurricular events.

ACADEMIC INFORMATION ENROLLMENT INFORMATION

Each year during enrollment, parents and students must fill out an information form including the following mandatory information:

- Names, phone numbers, address(es) of guardians and individuals to contact in case of emergency,
- Name(s) of student's physician
- Description of any medical conditions of which the staff needs to be aware
- Designation of ethnicity.

This information is kept on file and is made part of the student's record.

Address/Phone Number Change

Please notify the school secretary within seven days if any of the following change:

- Numbers for home or parents' work
- Street or mailing address
- Emergency contacts

ADMISSION REQUIREMENTS

All resident students shall be admitted to attend school in the district unless they have been expelled. A resident student is any child who has attained the age eligibility for school attendance and lives with a parent or guardian who is a resident of the district.

New students will be tentatively enrolled. Before starting class attendance, a complete immunization record must be provided. A minimum of one day before entering is required in order to confirm enrollment status and obtain additional records from previous school and to provide teachers with advance notice of a new student.

Additional Records:

- Transcript of withdrawal sheet with previous grades
- Physical examination for athletics and activities
- Health history including medication or health problems
- Background information relating to special needs (behavior/discipline, "in good standing," attendance record, etc.)
- Special Education Status if current I.E.P. is in place
- Social Security Number
- Copy of Official Birth Certificate

Non-Resident Students

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted with the approval of the building administration and Superintendent. The criteria for a non-resident student being admitted to USD 294 will be based on the following criteria: academics, attendance and discipline records.

PLACEMENT OF STUDENTS

All students must be accompanied on the day of enrollment by his or her parent/guardian, caseworker, or foster parent, plus records related to past school performance, medical status, and psychological status.

If records indicated that the student has been enrolled in special services at previous school of attendance or has been recommended for such placement, a meeting should be scheduled as soon as possible to discuss the student's most beneficial educational placement.

This meeting must include the student, his or her parent/guardian, caseworker, legal guardian, foster parents, school psychologist, building principal, and all involved teachers. The purpose of this meeting will be to develop an appropriate educational plan for the student. It is important that the legal guardian attend this meeting since in most temporary foster placements, ultimate legal custody of the student is with this adult.

CLASSIFICATION OF STUDENTS

Students must meet minimum number of credits to advance to the next class. Students will participate in activities that are regularly associated with class (such as float building, Halloween Clean-Up, class competitions, etc), only if they have sufficient credit as described below:

Freshman.....	Completion of 8th grade
Sophomore.....	6 units of credit
Junior.....	12 units of credit
Senior.....	17 units of credit

Withdrawal from School

Students who leave DCHS to enroll in another school during the school year must withdraw officially. The student must report to the office at least one day before the student's last day in school to obtain a withdrawal slip. All books, materials, and fees must be returned or paid before any refunds can be made.

SCHOOL FEES

Book Rental for Grades 7 – 12	\$25.00
Activity Fee for Grades 7 – 12	\$25.00
Technology	\$10.00
Chromebook Fee for Grades 7-12	\$10.00
Musical Instrument Rental	\$50.00
Athletic Ticket (student)	\$25.00
Athletic Ticket (adult)	\$75.00
SH Art	\$10.00
SH Vocational Ag	\$10.00
HS, JH Industrial Arts	\$10.00
JH Art	\$ 5.00

Towel service will not be provided for physical education students or athletic participation. Students will need to provide their own towels.

Project cards will be kept in art, shop, and vocational agriculture to keep track of project expenses. Payment for these expenses will be made in the office. Make checks payable to DCHS. Upon payment, a receipt will be issued.

TEXTBOOK RENTAL

Cost per student:

- Book rental for students grades 7 - 12 is \$25 and will be collected at enrollment.

Charges for entering after school term begins:

- Entering any time during the first semester - full rental fee
- Entering at the beginning of the second semester - 2/3 rental fee
- Entering after the third week of the second semester - 1/2 rental fee

Refunds will be given on the following basis:

- Anytime during the second semester following the first week - no rental fee refund
- Anytime during the first week of school - full rental fee refund
- Anytime during the first semester following the first week - 1/2 rental fee refund

Policy governing lost or destroyed books:

- Newly purchased books 100%
- Second year books 75%
- Third year books 50%
- Fourth year books 25%

- Books lost or destroyed after the fourth year 25%

Damaged books at the end of the year will be charged accordingly.

- Broken Binding \$5.00
- Torn pages \$1.00 per page
- Ink and writing \$.50 per page

MEAL FEES (per meal)

<u>Breakfast</u>		<u>Lunch</u>	
Grades 7-12	\$1.75	Grades 7-12	\$3.10
Adults	2.50	Adults	4.00
		Extra Entrée	1.50
		Extra Milk	0.40

Checks for meals should be made payable to DCHS. Payment for meals can be brought to the office during the day or to the cafeteria during meal times. Students will need to remember their account number or pay full price in cash when purchasing meals. **Students with a negative lunch balance of \$25 or more will not be allowed or a second entrée.**

GRADE SCALE AND GRADE EVALUATION

The GPA Scale for Classes 2023-2025

Letter Grade	Points	Percentage
A	4.0	93-100
A-	3.75	90-92
B+	3.5	87-89
B	3.0	83-86
B-	2.75	80-82
C+	2.5	77-79
C	2.0	73-76
C-	1.75	70-72
D+	1.5	67-69
D	1.0	63-66
D-	0.5	60-62
F	0	59-Below

The Grading GPA Scale for the class of 2026 and below

Letter Grade	Points	Percentage
A+	4.0	97-100
A	4.0	93-96
A-	4.0	90-92
B+	3.0	87-89
B	3.0	83-86
B-	3.0	80-82
C+	2.0	77-79
C	2.0	73-76
C-	2.0	70-72
D+	1.0	67-69
D	1.0	63-66
D-	.05	60-62
F	0	59-Below

Students GPA's will be figured on their final semester grades.

HONOR ROLL/SCHOLARSHIP

A student's most important record he/she will have during the school years will be his/her school scholarship record. It is permanent and will be the basis for college work or for business positions in one's life. The student will want to have a good record. Ask for help. The teachers at DCJ/SHS will be glad to give extra time. Do your best - start now!

Honor Roll

The *Senior High Honor Roll* is issued for each nine-week period through the office of the principal. The Honor Roll consists of, three groups based on a 4.0-point system.

- **USD 294 Boards Honor Roll:** Students maintaining a grade point average of 4.0
- **Principal's Honor Roll:** Students whose grade point average is from 3.5 to 3.99
- **Red Devil Honor Roll:** Students whose grade point average is from 3.0-3.49

A student receiving a D or F grade will not be listed on the Honor Roll, even if his/her grade point average is 3.4 or better. A student who has incomplete class work will not be listed on the Honor Roll. All subjects that are taken for credit will be used in calculating the grade point average for the Honor Roll. Teacher's Aide, Physical Education Aide, Office Aide, and Tutor will be graded on a Pass/ Fail method and do not count toward the student's GPA.

The *Junior High Honor Roll* is issued for each nine-week period through the office of the principal. The Honor Roll consists of three groups based on a 4.0 point system.

- Students maintaining a grade point average of 4.0
- Students whose grade point average is from 3.5 to 3.99
- Students whose grade point average is from 3.0 to 3.49

A student receiving a D or F grade will not be listed on the Honor Roll, even if his/her grade point average is 3.0 or better. A student who has incomplete class work will not be listed on the Honor Roll. All classes will be used in calculating the grade point average for the Honor Roll.

Scholarship Awards

Those students who maintain a grade point average of 3.4 to 4.0 for the school year will receive an award at the Awards Assembly at the end of the school year. There will be a special "Principal's Award" for any freshmen through senior students who maintain "straight A's" for the first three nine-week periods.

GRADUATION REQUIREMENTS

A student shall be eligible for graduation from Decatur Community High School upon completion of the 15 ½ units required, as listed below, plus at least 9 ½ units of elective courses and any additional requirements of:

- Four units in English language arts
- Three units of social sciences, which shall include: one unit of American History, one unit of World History, one unit of American Government
- Three units of science--one must be a laboratory course
- Three units of mathematics
- One-fourth unit of health and three-fourths unit of physical education
- Speech – ½ unit required
- One unit of Fine Arts
- 9 1/2 units of elective subjects

All senior high students must be enrolled for a minimum of 7 units to a maximum of eight units each semester. Required courses are to be taken before elective courses may be taken. Twenty-five units are required for graduation.

If a student enters DCHS at the beginning or during the second semester of their senior year, they must be able to meet the graduation requirements of their previous high school *and* the graduation requirements of DCHS in order to graduate.

Graduation exercises will be under the control and direction of the building principal. All students who have completed the requirements for graduation shall be entitled to participate in commencement exercises unless participation is denied for appropriate reasons. Listing names in newspaper, the yearbook, and the senior panel does not guarantee a DCHS diploma or the right to participate in commencement. The students who choose to participate will be required to adhere to proper dress and school rules. In order to participate in high school graduation exercises, the student must have done the following:

1. Complete all graduation requirements as stated above.
2. Have satisfied all financial obligations to USD 294.
3. Be in good standing with the school. (A student in good standing is one who is not under suspension or expulsion from school.)

VALEDICTORIAN and SALUTATORIAN

Valedictorian and Salutatorian honors are determined by the students' overall weighted quarterly GPA.

In the case of a tie, co-Valedictorians will be awarded with a Salutatorian awarded to the next highest GPA. In the case of a tie, co-Salutatorians will be awarded. Our goal is to honor those students who have had outstanding achievement in their academic subjects. The selection of a class Valedictorian and Salutatorian, for the classes of 2022, 2023, and 2024, shall follow the criteria given below:

- The Valedictorian will be determined by computing a weighted quarterly (not semester) GPA. If one student obtains a GPA above a 4.0 within the weighted system, that student shall be the Valedictorian. Salutatorian will be the student with the second highest GPA.
- However, the weighted GPA system leads to distortions in comparing two or more students who have achieved higher than a 4.0. This is due to differing numbers of accumulated credits among individual students. Therefore, when more than one student has achieved higher than a 4.0 in the weighted system, further distinctions and rank of said students will be determined by comparing *non-weighted* quarterly GPA, as this distortion does not impact non-weighted GPA. The student of that group achieving the greatest GPA shall be the Valedictorian, and the second greatest GPA shall designate the Salutatorian.
- Finally, any student having received an *F* for any quarter grade, including for tutor classes, shall not be eligible for either Valedictorian or Salutatorian, regardless of final GPA.

• VALEDICTORIAN/SALUTATORIAN – STARTING WITH THE CLASS OF 2025

1. **To be DCHS Valedictorian and Salutatorian, a student must**
 - a. **Have completed at least 3.0 credits of weighted curriculum (Trigonometry, Statistics, Calculus, Physics, Chemistry II, and Anatomy & Physiology**
 - b. **Have no F quarter grades in any class including tutor or study habits.**

2. **Determination of Valedictorian and Salutatorian shall be determined by non-weighted quarterly GPA for 16 quarters.**
3. **In the event of a tie, the student who has taken more credits of the weighted curriculum shall be Valedictorian.**

SPEECH REQUIREMENT WAIVER PROCEDURE

General Speech is required to graduate at DCHS. There are two ways students may waive this requirement.

1. Students actively participating on the DCHS speech team may petition the Board of Education to waive the requirement if they have been an active competitive speech member for two or more years and the student has prepared and competed in at least one speaking event and three other events during his or her seasons on the team and have the recommendation for waiver from the speech coach. All students who want to petition the board for waiver must make an oral and written request to waive credit to the Board of Education no later than November of his or her senior year.
2. Students who have completed the Public Speaking Class outreach class offered by an accredited college may petition the Board of Education through oral and written request to waive this requirement with the recommendation of the speech teacher on or before the May board meeting of senior year.

KANSAS BOARD OF REGENTS ENTRANCE REQUIREMENTS

Admission Requirements

- **ACCREDITED HIGH SCHOOL**
Freshmen applicants, aged 21 & younger, who graduate from an accredited high school, will be guaranteed admissions to six state universities by meeting the Qualified Admissions requirements designated by each university, as follows:

ESU, PSU, FHSU, & WSU:

ACT 21+ (ASAT 1060) or Cumulative GPA 2.25 +*
Cumulative GPA 2.0+ for College Credit earned in High School

K-STATE:

ACT 21+ (SAT 1060 or GPA 3.25+*
Cumulative GPA 2.0+ for College Credit earned in High School

KU:

ACT 21+ (SAT 1060) and Cumulative GPA 3.25+
or ACT 24+ (SAT 1160) and Cumulative GPA 3.0+*
Cumulative GPA 2.5+ for College Credit earned in High School

- Graduate in the top one-third of your high school's graduating class.

Pre-College Curriculum

One of the ways to meet university admission requirements is to successfully complete the pre-college curriculum as outlined by the Kansas Board of Regents.

The following outlines the high school courses that are recommended to meet the requirements for admission to the Kansas Regents universities: *(Note: 1 unit = 1 year)*

- English - 4 units required
- Science - 3 units required (chemistry required)
- 3 Math - 3 units required: Geometry, Algebra II, and one unit of advanced Math (Trig, Stats, Calculus).
- Social Science - 3 units required

WEIGHTED CLASSES

Trigonometry, Statistics, Calculus, Physics, Chemistry II, and **Anatomy & Physiology** are weighted when figuring the student's class rank. The grade given will earn one point more than the regular grading scale. An A will earn 5 points instead of 4. An A- will earn 4.75 instead of 3.75 and so on down the grade scale. Students who enroll in these classes will benefit from taking on the challenge of completing these curriculums.

DUAL CREDIT COURSES (DCHS & Colby Community College)

Completing college hours during high school assists students with saving money, having teachers they know, and getting general education classes completed early. Juniors and Seniors can enroll for college credit.

Classes Offered for dual credit: Physics, Chem I and Chem II, and English Comp I and II.

Financial Responsibility: The student pays the tuition and fees to the college and purchases required textbook and materials.

College Credit: Colby Community College will establish a transcript, and the student is responsible for requesting a transcript through Parchment.com.

INDEPENDENT STUDY

Seniors may enroll in an advanced independent study course with the permission of the teacher involved and the approval of the counselor and principal.

Students may enroll in an independent study course for credit only if all regularly scheduled courses within that subject area have already been taken, and the student has shown high ability and interest in that area. A limited number of independent classes are established, as this is strictly for advanced work only.

The following guidelines will be followed in awarding credit for independent study courses.

1. All courses taken for credit must be approved by the high school principal. The teacher and the student will present the principal with a synopsis of the course and the objectives to be covered when requesting permission for the class.
2. Credit may be earned only in courses for full class time during the regular school day.
3. The grading system to be used in evaluating independent study classes will be specified at the time approval for the course is given by the principal. Approved courses taken for credit will be graded by awarding a letter grade, like any regular class.

TRANSCRIPTS

An official transcript is a copy signed and dated by the principal. It is sent directly to the requested institution. A transcript issued directly to the student will bear the stamp, "TRANSCRIPT ISSUED TO STUDENT." Students must sign a transcript request form and present it to the counselor or Melissa to have the request honored. Students enrolled in two classes of the same course number in a semester will only receive GPA credit for one of the courses. The extra course will still count as an elective credit. If a student fails a course, the retake course will count as a separate course from the original. Both will be averaged into the cumulative GPA.

CREDIT RECOVERY/ONLINE COURSES

Regulations governing enrollment in correspondence courses:

- Correspondence courses may be taken to make up deficiencies for graduation when the taking of a regular class would not be feasible or satisfactory.
- Correspondence courses may be taken when there has been repeated failure of a subject. Required courses will take precedence over electives.
- The principal must approve correspondence courses.
- A regular high school enrollee, with approval of the principal, may earn one unit of high school work each year from an accredited school approved by the State Department of Education. A school year shall be defined as the regular nine-month term, plus the preceding summer period.
- Any retake courses will be pass/fail and will not change GPA unless determined by the principal and counselor.

STUDENT BEHAVIOR

STUDENT CONDUCT

General Classroom Rules

Individual teachers may have their own classroom rules. In general, the following apply:

1. Students are to be seated and ready to work when the tardy bell rings.
2. Students are to be prepared for class.
3. Students are to respect their teachers, their peers, and themselves.
4. Students are to follow the directions of the teacher(s).
5. Students in grades 7-10 are to use their agendas as a hall pass. School agendas must be intact to be considered valid. Replacement agendas may be purchased in the school office.

Students are urged to cooperate in securing orderly passing in the building and a quiet, orderly building in which to work during class periods.

End of Period

Students will not be excused from classes before the bell rings. The end of the period is a symbol for the teacher, not the students. Teachers dismiss students.

Faculty & Staff

Address the faculty and staff as Miss, Mrs., Ms., Mr., or Coach. Individual teachers will have rules for their classrooms.

Friendships

The school has a right to expect that a student's attitude toward others be courteous and respectful. Displaying affection in public places indicates poor manners. Remember, both your school and you are judged by your actions.

Language

Watch your speech. Your language should always be such as becomes a lady or a gentleman. Correct English is necessary to express oneself and to communicate with others. The school is a good place to develop clean and proper use of the English language. This is also true on the athletic field, on the campus, and in the building. Foul language will not be permitted.

Loitering after School

Students are to leave the building at the completion of the school day unless they are directly involved in activities or under a teacher's supervision. Students in sports activities will leave directly after practice.

Off Limits to Students

- Custodial rooms
- Boiler rooms
- Basement stairways - except to Art room
- Decatur tunnel

Passing in Halls

Keep to the right as you pass in the halls. Do not run, shuffle, whistle, or talk in a loud voice.

Passes (Hall)

Students are not to be in the halls during class period unless they have a properly signed hall pass/agenda. Hall passes are to be kept to a minimum.

Passes (Town)

Students are NOT to leave the building or grounds without a properly signed "PERMIT TO LEAVE THE BUILDING" Pass. This includes the signature of the teacher. On making a request, REMEMBER you must sign OUT and IN at the office. Students must also have a signed permission form on file in the office.

Smoking and Chewing Tobacco

Smoking and chewing of tobacco and student use of any type of nicotine delivery system are prohibited any place about the building or on campus. Students in possession of tobacco or any type of nicotine delivery system will be issued and police authorities will be contacted for ticketing

1st Offense – 1day of ISS and the student will take an NFHS Learn online course about the consequences

2nd Offense – 3 days OSS

3rd Offense – 5 days OSS and potential removal hearing

Gym Floor

Students are not permitted to walk across the gym floor to get from one hall to the other.

Vending Machine

A healthy snack vending machine is available to students before school, during your individual lunch period, and after school. The vending machine will not be available to students outside of the designated times. Violation of this policy may result in disciplinary action.

USD #294 SUSPENSION-EXPULSION PROCEDURES

Although various other types of behavior or activities may result in suspension or expulsion, the following are specifically prohibited by a student on the school premises by the Board of Education of the Unified School District No. 294:

- Refusal to obey a direct order of a teacher or other adult school employee
- Make threatening remarks or gestures to any teacher, school employee, or another student
- Use of profane or obscene language
- Participating in acts of violence or extortion
- Exerting unauthorized control over the property of another
- Possession or use of lethal, threatening, or disruptive items or paraphernalia within the school system
- Possession or use of tobacco, **vaping products**, alcohol, or drugs (other than patent medicines or those prescribed by a physician) on school premises
- Fighting or attempting to provoke others to fight, blocking normal movement of student traffic, or participating in any activity which results in a disturbance of the normal traffic patterns of a normal school environment.
- Create or participate in any other dangerous or disruptive situations
- Habitually absent from school, assigned school classes, or required school activities.
- Substitute teachers are often in the building. Students referred to the office by a substitute teacher could be subject to ISS if the classroom teacher notifies the office of a major disruption upon return.
- Leaving the school building and grounds during the school day without obtaining office permission.
- Possession of weapons as defined by Kansas State Law at school or on school grounds.

ACADEMIC HONESTY

Academic dishonesty (as in cheating and plagiarism) is not acceptable. Cheating includes copying another student's work (such as homework, class work, or test answers) as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student who engages in any form of academic dishonesty **may at the teacher's discretion** be subject to the loss of credit for the work in question and possible failure of the course. Parents will be contacted by the teacher.

BULLYING POLICY

U.S.D 294 Board of Education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, any school -sponsored activity or event, or cyber-bullying that effects the school day. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

Bullying is defined as "Any repeated intentional gesture or intentional written, verbal, or physical act or threat that is sufficiently severe or pervasive that creates an intimidating, threatening, or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

Complaint Procedures:

It is considered the responsibility of all school staff members and students to report acts of bullying to a member of the school staff or administration as designated.

- Building Principal
- School Counselor
- Classroom Teacher-Forwarded to Counselor or Principal
- School Para- Forwarded to teacher- Forwarded to Counselor or Principal

All such reports are to be taken seriously by the party designated by the policy to receive such reports. The school staff or administrators will support students and coworkers making such reports and protect against any potential retaliation for making such a report.

Students and staff making prompt, accurate, and thorough reports, either verbally or in writing will have those reports recorded by the staff receiving them. An investigation to determine the facts will take place immediately or as soon as practical, in order to verify the validity and seriousness of the report.

Filing a report in good faith will not reflect upon the individual's status, nor will it affect his or her grades or employment status by the district if the complaint is an adult staff member. The district shall keep the complaint confidential for both the accused and the accuser, until such time as the misconduct is confirmed and sanctions are imposed.

Sanctions and Support:

Programs designated to prevent bullying behavior; redirect students from continuing to bully and to support both victims of bullies and the bullies themselves shall be adopted. These programs take many forms and include classroom activities and instruction.

Where it is determined that students participated in bullying behavior in violation of the policy, the school district staff responsible for maintaining order and discipline may take disciplinary action including suspension, expulsion, and referral to law enforcement officials for possible legal action.

Employees found to have participated in bullying behavior or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by the policy. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by policy or practice.

Disclosure and Public Reporting:

Notification to all parties subject to this policy defining and prohibiting bullying shall be made annually. A summary of the policy will be incorporated into student and employee handbooks.

Data on the number and types of reports made under this prohibition, the results of investigations undertaken to verify the details made in complaints, and the sanctions imposed for incidents found to be violation of the same are to be kept on an annual aggregated basis. No individuals, either complainants or violators, will be named in such reports.

DRESS CODE

The Board of Education believes there is a close relationship between proper dress, good grooming, and student conduct. In an endeavor to promote a desirable learning situation within the schools, the Board has authorized guidelines for student grooming and dress. The Board of Education further believes proper student grooming and dress are primarily the responsibility of the student and their parents.

We at Decatur Community Junior/Senior High School believe in preparing students for a successful future. Dressing appropriately for different occasions is a part of that success. Appropriate school attire promotes self-respect and school pride. The following attire will not be worn by DCJ/SHS students during school hours or at home activities:

- Caps, hats, or bandanas (male and female) are not permitted in the building or other buildings if attending a school-related event.
- Pajama pants, slippers, and spandex shorts
- Halter tops, spaghetti straps, low-cut shirts, mesh shirts, or bare midriff tops. All tank top straps need to be two-finger width.
- Indiscreet low-cut or low-slung pants (sagging). Bras and other undergarments must not be visible.
- Shirts advertising alcohol, drugs, tobacco, suggestive or inappropriate topics.
- Gang attire, such as chains or accessories that could be used for weapons
- Un-hemmed shorts or cutoffs. Holes in jeans must be below mid-thigh. Holes in jeans are allowable above mid-thigh; however, skin or undergarments may not be visible at any time.
- Shorts or skirts must not be shorter than mid-thigh.
- Tights and leggings may be worn, but the top must not be shorter than mid-thigh.
- Clothing should not be unreasonably soiled, odorous, or badly worn (no rips, off the shoulder).
- A student who is sent to the office for inappropriate attire will be issued appropriate clothes from the office collection of clothing.
- Hair must be kept out of the eyes.
- Coats may not be worn in class unless requested or approved by the teacher.

- Cell phones, iPods, or other technology devices are not to be worn or seen in the hallways or classroom.
- PE shoes are required in the gym. No street shoes.
- Headphones are not to be worn outside of class.

This dress code also applies to school trips and school functions where students are representing our school. Exceptions to this code for health reasons must be cleared through the principal. Students will be asked to put on appropriate attire immediately. Failure to comply with the request will result in the student being brought to the Principal's office where the students will be given a shirt to wear. Refusal to wear the shirt will result in an In-School Suspension. Continued infractions of the dress code may result in suspension.

Administrator Discretion on Dress Code: The example and guidelines listed above may not cover every possible instance of appropriate or inappropriate grooming or appearance. The interpretative authority as to what dress or grooming is inappropriate, disruptive, a hindrance to best learning situations, or a detriment to best discipline shall be vested in the principal or any other administrative authority in the school system.

TELEPHONE/MESSAGES

The office follows a policy of delivering messages rather than calling students to the telephone during school hours. Students should not ask to use the telephone during class time unless the call is an emergency.

Students will be permitted to use the telephone in the office before and after school hours. Calls should be limited to three minutes. If a teacher feels a student must use the phone for class business, the teacher must provide the student a pass and reason for using the phone during their class time. Classroom phones are not for students' use.

STUDENT CELL PHONE POLICY

1. Students shall not use personal cell phones during the school day, 8:10 – 3:40, including lunch period or when actively involved in school activities before or after school. Cell phones should be turned "off" during these times. **Students may check their phones the last 5 minutes of their lunch hour. The teacher on duty will announce when phones can be on. When leaving the cafeteria phones will be turned off. (If abused, this privilege will be taken away.)** USD 294 will not be responsible for the loss or theft of cell phones on school property. **If a cell phone outside of the allotted 5 minutes, goes off in class or at lunch or if a student is caught using a cell phone in class or at lunch, the phone will be confiscated.** Teachers may direct students to place their cellphones on a desk or in a container when entering his/her classroom.
2. Students found in violation of the above guidelines on first offense will have his/her phone confiscated and **will serve a 20-minute detention. For the second offense, the phone will be confiscated, and the student will serve a 30-minute detention. Parents will be called, and the phone will only be returned to parents.** Further violation will result in an In-School Suspension, and all subsequent offenses will result in an out-of-school suspension.
3. Cell phone use by students while riding on regular school bus routes to and from school is not allowed as this time is considered part of the school day. Cell phones should be shut "off" while riding the bus to and from school.
4. Cell phones may be used by students on activity trips out of town, unless prohibited by the bus driver or sponsors involved. Students should remember, however, that the use of cell phones is a privilege and not a right, and they are encouraged to be respectful of those around them. Students should have cell phones turned "off" when participating in school activities such as **performances, scholars' bowl meets, speech meets, etc.**
5. Trip sponsors may ask students carrying cell phones to provide their cell phone numbers in order to facilitate safety and communication during trips. However, students are not required to provide their cell phone numbers to sponsors.
6. USD 294 will not be responsible for the loss or theft of cell phones while on school trips or during the school day.

7. Cell phones are strictly prohibited in restrooms and locker rooms both in USD #294 schools and any school at which we are visitors.
8. Students who intentionally create messages (picture, video, text, or voicemail) that violate the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass) will be subject to immediate disciplinary action and may be referred to the proper authorities for criminal violations.

ELECTRONIC DEVICES

No personal electronic devices are allowed from 8:00-3:40. The school is not responsible for these devices if students bring them to school and they come up missing. If a student brings them to class, they will be confiscated and brought to the office. **Any type of earphones, headphones, or ear buds** may not be worn in the hallway during school hours. Please refer to the Chromebook policy for care and procedures.

LIBRARY

The library is open from 8:00 a.m. to 3:40 p.m. each school day. The library is a research and study center. It is imperative that quietness be maintained at all times. Rules and regulations governing the use of the library are as follows:

- Students are not to go behind the counter or in the workroom, office, or AV room.
- The individual to whom books are checked out is responsible for the books to be returned to the library.
- Books are checked out for a period of two weeks and may be renewed for two additional weeks.
- Reserve books or assignments will be put on reserve by request of various instructors for particular units and may be obtained during library hours. If reserve books are checked out overnight, special arrangements must be made with the librarian.
- Current magazines will remain in the library. Back issues may be checked out for a period of two weeks.
- The library is not to be scheduled for activities unless the principal has given prior approval.

INTERNET

The use of the Internet is a privilege, and inappropriate use will result in suspension and/or cancellation of this privilege. The underlying purpose of the Internet is to support research and education by providing access to unique resources. The use of Internet must be in support of the educational objectives of DCJ/SHS.

Students are reminded that the Internet is a worldwide system of computer connections. Students are responsible for determining the reliability and authenticity of the information collected and used in educational reports.

Students should keep in mind that when they use the school Internet connection, they are entering a global community, and any actions taken by them will reflect upon not only the individual but also the school system. Rules and regulations will be posted in all computer labs and the library. Students who violate the guidelines and DCJ/SHS Network/Internet Student Contract will lose their access as stated in the contract.

DOWNLOADING COPYRIGHTED MATERIALS (ECH)

Students and staff shall not download copyrighted materials without prior, written permission obtained from the author or creator of the material in question. See ECH for "fair use exceptions" which may allow for limited use of copyrighted materials.

LIBRARY PASSES

Because students come and go at different times, each student coming to the library from a class, or homeroom should have a pass or a signed agenda. The pass should have the student's name and should be from the teacher who has given the student the assignment or project that they need to complete for their class. This pass should be in the student's possession prior to coming to tutor or homeroom.

LIBRARY DISCIPLINE

"No talking" and "quiet" are the policies of the library. Permission from the Librarian is required for students to work together on projects. Students who cannot concur with library rules may have their library privileges taken from them.

COMPUTER PRIVACY/POLICY

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes.

Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail, computer applications, information in district computers, or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. All students and their parent/guardian must sign the DCJ/SHS Network/Internet Student Contract to obtain permission to use the district network. Students who violate the contract, or any other classroom rules relating to computer use, are subject to loss of access as stated in the contract and disciplinary action up to and including suspension from school.

LOCKER ASSIGNMENTS

Lockers will be assigned to students at enrollment. It is not permitted for students to share lockers. School discipline will be issued for sharing lockers. The lockers assigned must not be traded and **should** be kept locked at all times. Lockers are the property of the district and will be inspected by the administration when necessary to maintain the integrity of the school environment or to protect other students. Students should lock their lockers for their own protection and should have no expectations for privacy of the lockers or items in the lockers. The school is not responsible for items left in the lockers. Students are responsible for neatness and appearance.

Students may store water bottles in their lockers. Other drinks will not be permitted. Only approved decorations may be placed on lockers, **and only school appropriate pictures and decorations may be used inside lockers. Only magnets will be allowed to hang decorations on the inside AND outside of lockers.**

BACKPACKS

Students may carry backpacks throughout the day with the exception of the lunchroom and the restrooms. Teachers maintain the discretion of not allowing them in their individual rooms, and the students that abuse the privilege can have it taken away.

SEARCHES ON SCHOOL PROPERTY

Student lockers may be searched at any time. According to federal law, school lockers are the property of the school district. Student searches and vehicle searches are permitted under federal law if the school has reasonable suspicion to do a search. Any material found can be turned over to the police to be used as evidence. The school will conduct searches through the administration.

VISITOR POLICY

Student visitors are not permitted in the building during school time unless it is a parent or grandparent. Visitors must be checked in through the office and cleared with the principal.

PENALTY PERIOD/DETENTION

Penalty period meets in the room of the supervising teacher at the end of each school day from 3:40 to 4:15. Supervision of this period is assigned to teachers by the principal.

Students are assigned to the penalty period through the office only. They are assigned because of excessive tardiness, discipline, or making up time for unexcused absences, and failure to complete homework on time. The teacher may retain students after school, in some cases, but it will remain the responsibility of the teacher who asked the student to remain as to who will supervise the student. **The principal may assign students to detention for violating rules and regulations of USD 294 or for disturbing order and decorum during the school day or at school activities. Detention will be served the day they are assigned unless other arrangements have been made between the principal and parent.** If the student fails to attend penalty period the day it was assigned, the amount of time will be doubled and the day reassigned. If the student still fails to attend the reassigned penalty period, **he/she will be required to eat lunch in the conference room and will spend his/her self-directed learning time in the conference room.** Students who ride the bus will be assigned the next day, if their parents cannot be notified and arrangements made that day for the student to stay.

Office Referral Process: If a teacher or staff member decides that a student is unable to gain self-control and work through the issue with the teacher, the student will be sent to the office. The student and the principal will continue to work through the problem, and the student will participate in finding a solution and closure,

which could include an apology. Appropriate consequences will be determined, which may include detention. The principal will document the referral and contact the parent.

Students shall bring school assignments or reading materials to detention and will turn in his/her phone. During detention, the student is to study. No talking or moving around unless given permission by the supervising teacher.

Transportation is the responsibility of the student and his/her parent.

ISS/OSS

Students in ISS/OSS may not participate or practice in any extracurricular activities for the day it was issued or the weekend if issued on Friday. The coach may choose to suspend the student for a longer period if deemed necessary. Homework issued in ISS/OSS must be made up the day it was issued for credit. Student will lose any participation points for the day ISS/OSS is issued. When a student has OSS, the guardians are responsible for picking up work from the office at the end of the day it was issued. The work must be complete the day of return if their child would like to receive credit. Tests can be made up upon return. **Students will turn in their cell phone to the principal each morning while in ISS.**

CAFETERIA PROCEDURES

Our school operates a hot breakfast/lunch cafeteria under the program for federally subsidized school breakfast/lunch programs. Meals served in the cafeteria are a balanced diet and meet the requirements of a Type A meal (milk included each day). Students will observe the closed noon hour and eat in the cafeteria during the assigned breakfast/lunch periods. Noon-duty teachers will be served first. Faculty eating in the cafeteria will help in supervising. They do not need to escort classes back to their rooms, unless student behavior forces the principal to insert this requirement. The teachers' help in accepting responsibility for hall supervision will limit the number of regulations necessary to run a smooth program.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

If you have indicated that your student has a special dietary need that requires modification of the school menu, Federal regulation require the school to receive written instructions from an appropriate medical authority before the school can modify your student's meals. Each school year, a recognized medical authority must complete one of the following forms to document your student's current special dietary needs:

- Medical Statement for Student with Special Dietary Needs Due to Disability: If the student has a disability that affects his/her diet, a licensed physician must complete this form.
- Medical Statement for Student with Special Dietary Needs Due to Food Allergy or Intolerance: If the Student has a food allergy or intolerance, a physician or other recognized medical authority must complete this form.

The medical authority must list on the form all foods that are to be eliminated from the diet and foods that may be substituted. If you have questions or need assistance, please call the school office or nurse for more information and to obtain forms.

Lunch Procedures

- Their teacher will accompany classes to the cafeteria.
- Enter the serving line from the north corridor.
- Get in line promptly without running or pushing.
- Do not crowd or save places for friends.
- Return tray, milk containers, and silverware to the dish-cleaning center.
- Place all waste materials in the wastebasket.
- Leave table and area as it was found.
- Remain in the cafeteria/study hall area until the bell rings.
- SH and JH locker rooms are off limits.
- The tardy bell for the Second Shift is the bell starting the last part of fourth hour (12:23).

CLOSED NOON HOUR TIME ASSIGNMENTS BY CLASSES

11:43-12:08 **First Shift**
12:08-12:33 **Second Shift**
12:33-12:58 **Third Shift**

Upstairs classes: Come down south center, northeast, or east stairway and proceed to cafeteria.

We have a closed lunch period, but on occasion parents can take their child to lunch. They must call that day and make arrangements. Only their own child can go with them. They may only be gone during their lunch period.

SENIOR HIGH DANCE GUIDELINES

Any student with ISS/OSS the week of the dance will not be allowed to attend. Dances sponsored by Decatur Community Senior High School or any class organizations are limited to Decatur Community Senior High students, grades 9 - 12 inclusive, and their sponsors with the following exceptions:

- The football Homecoming dance, which is also open to Decatur Community High School Alumni, DCHS students, Board of Education members, and faculty.
- When guest cards are allowed. Each student may sponsor one guest only.
- Guest Cards are mandatory for all school dances. Invited guests must be high school students or persons who are no more the one year beyond high school graduation. All invited guests are subject to approval. It is the responsibility of the DCHS student getting the guest card to get the phone number of the school the student attends or attended.
- Once a student leaves any school-sponsored dance by leaving the building, such student or guest may not return.
- The school board and administration reserve the right to adopt and enforce other rules, limitations, and exceptions, as they deem prudent.
- Students are required to dress appropriately for school dances.
- Online and homeschool students are prohibited from attending dances.

BREATHALYZER POLICY

DCJSHS will use an alcohol breathalyzer at all school dances. It may also be used at any school function if a student appears intoxicated or smells of alcohol. The breathalyzer will be administered by an administrator, school counselor, or designated teacher. If a student blows an alcohol reading, he or she will only be released to the parent or the police if parents refuse. School policies will be enforced on the following school day. Student guests will be required to blow into the breathalyzer as well, and if positive they will be held to the same standards with their home school being contacted. Any students that refuse will not be admitted to the event and parents will be notified.

HOMECOMING

During the football season, Homecoming is one of the biggest events of the school year. The student body selects a Senior Class girl as the Homecoming Queen. In the afternoon, there is a Homecoming assembly where the Senior Class girl and Senior Football player are crowned. Following the assembly is the annual parade downtown with floats and the DCHS Marching Band.

The highlight of Homecoming is the football game Friday evening. The Homecoming dance is held in the DCJ/SHS cafeteria/study hall area. The High School Student Council sponsors the dance.

JUNIOR-SENIOR PROM GUIDELINES

The Junior-Senior Prom is a banquet and dance in honor of the Senior Class, hosted and sponsored by the Junior Class. This is a night primarily for the DCHS Juniors and Seniors. The Junior class selects a King and a Queen. Senior Class selects a Prom Marshall.

The following persons are invited to and can attend the Prom:

1. All Juniors and Seniors of DCHS who are in good standing with grades and attendance and no OSS, and their invited guests. Freshman and sophomores may only attend if invited by a junior or senior student as their one guest. Students may not have unresolved ISS or have an ISS on the last school day before prom or they will not be admitted to prom. Invited guests must be in full-time attendance at a high school accredited by Kansas, another state, or by NCA. Persons who are no more than one-year beyond high

school graduation may also be invited. All guests are subject to principal approval. Underclassmen must pay guest fees for the banquet and will not be considered for after-prom gifts.

2. Junior and Senior Class sponsors and their guests.
3. Administration and Board Members and their guests

The school board and administration reserve the right to adopt and enforce other rules, limitations, and exceptions, as they deem prudent. The code of conduct for those attending the prom and banquet must be followed.

The prom decorations will be open to the public to view at a designated time period prior to the banquet. This is a formal event and formal attire is enforced.

JUNIOR –SENIOR PROM OR HOMECOMING CANDIDATE

Students who are nominated for Jr. Sr. Prom or Homecoming will be removed from that privilege and honor if any time after that nomination and before the coronation they violate the guidelines established by the DCHS training rules contract. If a student has violated the training contract and is removed from activities at the time of the nominations, they will not be considered as a candidate

FIRE AND TORNADO DRILLS

In compliance with the state fire law, at least **four fire drills will be held throughout the year.** The alarm will be sounded from the office by ringing the bell continuously for as long as it takes students to clear the building.

Teachers throughout the halls will maintain order. Students will stay in line with no running or pushing. After leaving the building, each class must keep together so the teacher can check roll. Law requires this check. Any unaccounted for absences must be reported to the office immediately.

Directions for fire exits will be placed conspicuously in each room. Everyone should move **IMMEDIATELY** at least fifty feet away from exits. This is done to prevent congestion of lines on the stairs and in the doorways.

When leaving the room, move directly to the stairway nearest your exit. Move along the hallway wall nearest to your room. Do not cross the hallway or walk down the middle.

Tornado Drills

Tornado drills will be held **two times a school year – in September and March.** When the tornado signal is sounded, all activity should stop immediately, and everyone should proceed single file to the designated shelter area. The rules applying to conduct during a fire drill will also apply to a tornado drill. The student body will proceed to the following areas:

Southeast Shelter Area (Downstairs locker room)

Rooms 101, 102, 103, 104,
Senior High Gym, Senior Boys' Locker Room

Southeast Shelter Area via Outside Entrance

Vo Ag - if eminent proceed to car pit.
If time, proceed to Southeast Shelter Area

Center Decatur Tunnel via North Entrance

Rooms 212, 211, 116, 115, 213

Center Decatur Tunnel via South Entrance

Rooms 117, 118, 210, 209, 114, JH Gym

Southwest Decatur Tunnel via Southwest Entrance

Rooms 119, 120, Kitchen, Senior High Girls' Locker Room, 203, 201, 202, 105, 106, 107

B-100 (Art Room)

Rooms B-100, Music Wing, Office, 204, 205, 206, 207, 208,
108, 109, 110, 111, 112, 113

Crisis Drills

Crisis drills will be held three times a school year. This includes but is not limited to active shooter and lock-down drills.

DRIVING PROCEDURES

Students are asked to cooperate with the following driving procedures for pedestrian safety and smoothness of traffic flow. If these are violated, students will not be allowed to park in school parking:

- Comply rigidly with speed zones in the area of the school building.
- Follow parking requests: Students are to park in the stalls east and south of the school building. DO NOT park south of the building on asphalt except where stalls are designated. Buses line up here after school.
- When leaving the school, use the east or west exit. DO NOT circle the building. Do not peel out.

SCHOOL BUSES

The school buses will deposit students at the school just prior to 7:55 a.m. each morning. Students riding buses will wait in the study hall area until the bell rings at 7:55 a.m. The buses will be at the Junior/Senior High School at 3:40 p.m. It is imperative that students riding the buses leave the building immediately after the final bell. Bus students should go directly to their buses after school each day.

TRAVEL CODE OF CONDUCT

As Red Devils, our conduct should reflect pride in our school, our community, and ourselves. The following guidelines should serve students of DCJ/SHS in the area of proper conduct on school-sponsored trips. It is not meant to cover every situation but rather the basics associated with all school-sponsored trips.

General

- Students are to refrain from the following at all times on school-sponsored trips:
 - *Showing affection for each other*
 - *Using profanity*
 - *Using tobacco **or any vapes or vaping products***
 - *Partaking of alcoholic beverages or other drugs*
 - *Vandalism*
 - *Shoplifting or stealing*
- Students, when in cities, should never be alone. They should stay in groups of two or more. Students violating the above codes are subject to:
 - *Suspension from the school activities*
 - *Suspension from future school activity trips for an indefinite period*
 - *Suspension from school*
- On school activity trips, the basic guideline is “that we leave together and return together.”
- Activity Meal Policy--The activities director and principal will determine
 - the activities that qualify for the meal allowance. On qualifying activities
 - away from home, the District will provide \$6 per meal. Meal money will
 - only be provided for students and sponsors for overnight trips and state
 - competitions.
- The DCHS student driver permission form and contract for activities is in back of this student handbook. Notes should be brought to the office by 8:30 a.m. the day of the activity.

School Bus Conduct

- Students will not change seats while the bus is in motion, except by direction of sponsor.
- Students will not deface bus parts by writing, feet, etc.
- Students' seating arrangements will be left to discretion of the sponsor.
- Students will not use obscenities--including vocal and/or hand signals.
- Students will keep their arms, hands, feet, head, and possessions inside the bus.
- Students will use normal conversations--excessive noise is unnecessary. School yells are permissible.
- Students will police the bus and leave it in a neat and orderly fashion with all trash in the proper receptacles.

- Students may only watch PG-13, PG, G rated movies on the bus

Restaurant Conduct

- Students will have a neat personal appearance.
- Standards of service will not always be what we expect. Student complaints should be made to sponsors, not to the management or the help.
- Students will display courtesy and good manners in restaurants at all times.

Motel/Hotel Conduct

- Students will leave rooms in the manner in which they were found.
- Students will remain in groups of two or more; do not wander around alone.
- Students should report all irregularities immediately to the sponsor.
- In respect to other guests in the motel/hotel, students are not to be excessively noisy and/or rowdy.
- Standards of service will not always be what we expect. Student complaints should be made to sponsors, not to the management or the help.
- Students will have a sponsor present in a motel/hotel room when both girls and boys are present.
- Where advisable, a parent or senior should be in each room and in charge.

Away Trip Technology Policy

- Students are allowed to have cell phones and other technology when attending an away trip or overnight trip. The district is not responsible for any technology brought by students. The students may use cell phones to contact parents. Cell phones or other devices may not be used to message or photograph anything or anyone without permission from staff. Staff may collect cell phones at any time from students to prohibit use or distractions. Staff members are then responsible for the technology until it is returned to the student. Any evidence of abuse in regards to this policy could result in administrative action, possible dismissal from activity or team, and/or loss of technology privileges at school.

RELEASE OF STUDENTS FROM EVENTS

A student will only be released to their parents from any away trip activity. This is advised by KSHSAA and is strictly enforced. Students may be released to an authorized guardian with prior principal approval **by the end of the school day**. Students must travel with the bus to an event unless an emergency situation arises. Parents can then get permission to drive their child only to an event for drop off. Permission must be granted from the principal.

ATTENDANCE POLICIES

COMPULSORY ATTENDANCE REQUIREMENTS

Kansas statutes directly address attendance: KSA 72-1111 states that every parent, guardian, or person in charge of any child from age 7 through 18 shall require each child to attend school continuously. Kansas law requires students to attend school until the age of 18. Students who are 16 or 17 years old may be exempt from the requirement if:

- They have attained a diploma or GED, or
- They are enrolled in an approved alternative education program, recognized by the local Board of Education, or
 - A court orders exemption, or
 - The parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign disclaimer. The law requires the disclaimer to include the following information:
 - The academic skills the child has not yet achieved
 - The difference in future earning power between a high school graduate and a high school dropout; and
 - A list of educational alternatives available to the child.

Attendance is vital to the success of students in their classroom achievement. When students are absent, they miss vital instruction that cannot be recreated. Make-up work cannot take the place of having been in the classroom when the class discussion and learning activities were taking place. Attendance is not only important now, but it will also be important in the working world later in the student's life.

When a student is absent from school, parents are requested to notify the school by 8:30 a.m. Written notes will be accepted from parents who do not call in if the note accompanies the student on the **DAY OF RETURN** or **PRIOR**

to the planned absence. **If the office does not receive a phone call or a written note within two days after the absence, it will be considered an absence without parental and school approval, and, therefore, unexcused.**

After personal absence, a student must get a make-up slip from the office and present it to each of his/her teachers upon return to class. Students are responsible for asking the teacher for any missed assignments and completing it. The due date is determined by the teacher. Make-up work and due dates for unexcused absences are at the teacher's discretion.

Students must be in school by 11:43 (the beginning of 5th hour) to participate in school activities or to practice that day unless excused by the principal in advance.

EXCUSED AND UNEXCUSED ABSENCES

Excused absences are illness, disability caused by an accident, funerals, medical and legal appointments, or other justifiable causes as determined by the principal. All other absences are unexcused. Personal business and personal grooming appointments are considered unexcused absences.

Unexcused absences will result in **ISS or loss of self-directed learning time.** If in doubt about how an absence will be classified, request a determination from the principal in advance.

Students may miss 6 days a semester with parent excused absence. Doctor's/Legal appointments count as excused absences and will not count against the six parent-excused absence days- if upon return, a student has a verifiable note explaining the time of appointment, days excused by the doctor, and location of the appointment. Administration will make the final determination if there is a discrepancy and reserves the right to contact an agency for verification.

After a total of 6 days have been accumulated **in any one class**, a doctor note will be required for the day to count as an excused absence. Any unexcused absence over the 6-day mark could result in ISS or **loss of self-directed learning time.** Each day unexcused will result in loss of credit for the day and will be reported to the county attorney when legally bound. Seniors in jeopardy of exceeding days excused may result in loss of graduation ceremony privileges.

TRUANCY

Truancy is defined by state law. Every child who has reached the age of seven years and is under the age of sixteen years is required to attend continuously every school year. Students 13 and under shall be reported to the local office of **Department of Child and Family Services (DCF)**, and students over 13 shall be reported to the county attorney if it is determined he/she is truant. Truancy is reported for 3 unexcused absences in a row, 5 unexcused absences in a semester, and/or 7 unexcused absences in a year. Parents will be notified by telephone (if possible) and mail.

MAKE-UP WORK CREDIT

Students are responsible for make-up work when they are gone. They **will have one day more than the total number of days missed to make up work. A zero will be recorded in each class where work is not made up within the allotted time.** (Ex. miss Friday- Make up work due Tuesday before class, miss Friday and Monday- Make up work due Thursday before class). If the absence is unexcused, make up work is due upon return regardless of days missed (ex. miss 1 day-due the day you get back). Any unexcused work past that deadline for unexcused is a zero. Work will not be furnished unless requested by the office or if the student has a make-up slip, which will identify excused or unexcused.

Chart for excused absence make-up

1 day missed Due the day after you return
2 days missed.....Due on 3rd day of return
3 days missed.....Due the 4th Day of return
4 or more days.....Maximum one week unless approved by counselor or principal

SCHOOL-SPONSORED ACTIVITIES

Students who miss school due to school activities and events (sporting events, field trips, band/vocal, FFA, Speech, Scholar Bowl, etc.) are not considered absent. However, the student must get the assigned make up work before leaving for the activity or event and have the work completed by the due date determined by the teacher. Failure to

have the work completed by the determined date could result in loss of credit for the assignment. Students need to get an activity make-up sheet from the office prior to their activity.

COLLEGE VISITATION

Students desiring to visit a college or vo-tech with the plans of attending will be excused one day as a freshman/sophomore, two days as a junior, and three days as a senior provided they make arrangements with the counselor, provide parental notification prior to the visitation day, **request a make-up-slip at least three days prior to the college visit**, and complete the assignments before the absence. The next school day after the visit, students must return the guidance counselor's college visitation form. If forms are not returned, the absence will be unexcused.

LEAVING THE CAMPUS DURING THE SCHOOL DAY

(See Excused Absences)

Students who have to leave the campus during the school day for excused appointments must have administrative and parent's/guardian's permission, and they must report to the office and sign out before leaving the building. Failure to receive permission and sign out in the office before leaving will be considered an unexcused absence. If a student needs to leave campus for doctor's appointments or legal matters during the school day, the student must have an excuse in advance from his/her parent or guardian or call parents to get permission. The student shall obtain a pass from the office and sign out upon leaving and sign in upon returning. Leaving school without permission will be classified as an unexcused absence. Students will not be excused to leave school due to equipment needs, forgetfulness, or personal appointments during the school day.

MAKE-UP ASSIGNMENT SHEETS

Make-up assignment sheets may be requested for a student who is absent from school. Contact the school secretary before 10:00 a.m. of the day of the absence. This will allow sufficient time for the teachers to prepare and return the sheets to the office. Office personnel will collect textbooks from the student's locker. Make-up assignments may be picked up after 3 p.m. Unexcused absences will have work furnished but credit is up to the teacher.

TARDINESS

Students are expected to report to each class with the necessary books and materials at the scheduled time. Teachers may assign students to Penalty Period/Detention for excessive tardiness, to make up time for unexcused absences, and failure to complete homework on time. Make-up time will increase with repeat offenders.

Students who are tardy first period must report to the office to get a pass. After 3 tardies students will be assigned to 15-minute penalty period. Make up time will increase with the 4th and 5th tardy to 30 minutes. After 6 tardies, **the student will serve 30 minutes of detention and will be required to eat lunch and spend his/her self-directed learning time in the conference room.** This will be on a semester basis. If students fail to sign back in through the office, they will be counted absent for the remainder of the day or until they sign in. Students will be recorded as unexcused instead of tardy if they arrive to class 20 minutes after the start of the period. When students are unexcused but arrive before the end of the second period of the day, they will receive a 30-minute detention for the first violation. Any further occurrences of unexcused tardiness during the semester will result in an ISS. If the student arrives after the end of the second period the student will receive ISS.

(see attendance)

STUDENT HEALTH INFORMATION

STUDENT ILLNESS

Care is taken to see that a student does not remain in school when he/she becomes ill, shows signs of rash or sore throat, or has a temperature above 99.6. A member of the school staff or the student will contact his/her guardian when he/she becomes ill.

If a student is unable to attend school because of illness, that student will not be able to participate in any school activity on that day. A student must be in school from 11:54 a.m. to the end of school to participate in an activity or practice that he/she intends to be a participant. A student should be free of nausea, vomiting, diarrhea and fever for 24 hours before returning to school.

IMMUNIZATION

Requirements are listed in the student handbook and are updated each year according to the State of Kansas requirements. Immunizations required for the coming school year are to be completed within 90 days of the receipt of the written notification which will be sent from the school in the spring. For those that have opted for a religious or medical exempt, there is the potential for your student to be excluded from school, should another student in school become ill with a communicable disease that can be inoculated against.

IMMUNIZATION REQUIREMENTS

The Kansas State Law requires the following immunizations prior to school entrance:

- Diphtheria, Pertussis, Tetanus (DTaP): 5 doses required. Four doses acceptable if dose 4 given on or after the 4th birthday. A single dose of Tdap required at entry to 7th grade.
- Poliomyelitis (IPV/OPV): 4 doses required. Three doses acceptable with one dose required after age 4 regardless of the number of previous doses, with a 6-month minimum interval from the previous dose.
- Measles, Mumps, Rubella (MMR): 2 doses required
- Hepatitis B: 3 doses required through grade 12th
- Varicella (chickenpox): 2 doses required for grades K-12th, unless history of disease documented by a licensed physician or county health nurse
- Hepatitis A: Two does required. Doses should be given at 12 months with a minimum interval of 6 months between the 1st and 2nd dose
- Meningococcal (Serogroup A,C,W,Y): Two doses required. Doses Should be given at entry to 7th grade (11-12 years) and 11th grade (16-18). For children 16-18 years, only one dose is required.

The Decatur County Health Department at 902 West Columbia can give these by appointment by calling 785-475-8118.

In accordance with Senate Bill 575 (KSA 72-5211), immunization law also requires:

- Medical exemptions are signed annually.
- On or before May 15, the school shall notify the parents or guardians of the following school year's immunization requirements. Therefore, the 90-day notification period will be effective over the summer break and children will present current immunization histories before entering school in the fall.
- If a student transfers, records must transfer to the school which the child transfers.
- Schools shall utilize the reporting form adopted by the secretary for documenting immunizations (Kansas Certificate of Immunization).
- Religious exemption form must be hand written and signed will follow student K-12

VISION, HEARING and DENTAL SCREENINGS

Vision screenings will be provided to students enrolled in K, 1, 2, 3, 5, 7, 10 and yearly for students on IEP's. Hearing screenings are provided to students enrolled in K, 3, 6, 9, 12 and yearly for students on IEP's, and those with known hearing losses. Vision and hearing screenings will be provided to any new student enrolled into the district. Dental screenings will be done on all students. Parents notification will be on your students' grade card unless otherwise indicated. If parents do not want their children tested they must send a signed written note.

REQUEST FOR MEDICATION TO BE ADMINISTERED DURING SCHOOL ATTENDANCE

Any medication to be administered to a student during the school day must be authorized and kept in the office. Parent and doctor permission forms need to be obtained in the office and filled out. This form allows the school nurse or office personnel to administer the medicine.

MEDICATION AT SCHOOL

The supervision of oral medications shall be in strict compliance with the rules and regulations of the Board as carried out by district administrators.

Diagnosis and treatment of illness and the prescribing of drugs, medicines, and nostrums are not the responsibility of the public schools and are not to be practiced by any school personnel, including the school nurse, unless authorized. School personnel are advised that the Nurse Practice Act KSA 65-1113 et seq., as amended, makes it illegal for school nurses to administer medications and treatment that have not been prescribed by a medical person authorized

to prescribe medication. The law under this statute also prohibits any acts of diagnosis.

In certain explained circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use, but the medical person authorized to prescribe medication must send a written order to the school nurse, who may supervise the administration of the medication or treatment. The parents must submit a written request to the school nurse requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

Under the following rule, the supervision of medications by school personnel, including the school nurse, is authorized:

- School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person.
- The medications shall be examined by the school employee administering the medication to determine in his/her judgment that it appears to be in the original container, to be properly labeled, and to be properly authorized by the written order of a licensed medical person.
- The school nurse may choose to discontinue the administration of medication provided that he/she has first notified the parents or medical person in advance of the date of such discontinuance and the reason why.
- The school nurse or his/her designee authorized to give medication, shall log any medication administered on the student's medication record which will be kept in the student medical file.
- In the administration of medication, the school employee shall not be deemed to have assumed to oneself any other legal responsibility other than acting as a duly authorized employee of the school district.

STUDENT SELF-ADMINISTRATION OF MEDICATIONS

As used in this policy, medication means a medicine for the treatment of anaphylactic reactions or asthma which is prescribed by a physician licensed to practice medicine and surgery; a certified advanced registered nurse practitioner who has authority to prescribe drugs; or a licensed physician assistant who has authority to prescribe drugs pursuant to a written protocol with a responsible physician.

The self-administration of medication is allowed for students in grades 7-12. To be eligible, a student shall meet all requirements of this policy. Parents/guardians shall submit a completed Permission for Self-Administration of Medication Form, available in the DCJ/SHS office.

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

STUDENT SERVICES

COUNSELING AND GUIDANCE

Mrs. Tally is the director of guidance for grades 7 through 12. Students who wish to consult with her should make an appointment in the counselor/guidance office. The counselor/guidance office is located on the first floor and connected with the high school office. Appointments are usually made during study periods.

There is no charge for counseling services. Test aptitudes, interest, and proficiencies are available. College and career planning should be done with the assistance of the counselor

REGISTRATION

In March, eighth through eleventh grade students will enter their requests on computers as scheduled during their homerooms. Pre-enrollment will be conducted in the spring of each year. Final enrollment is held in August. A good deal of time and thought is necessary so that requirements are met and courses are taken in the proper year. The counselor and advisers will be glad to spend whatever time is necessary in order to set up an applicable schedule.

CHANGING OF STUDENT SCHEDULE

All schedule changes will be made during the first three days of a semester. A student who wishes to change his/her schedule will secure a Change-in-Schedule slip and approval of the counselor. The student will need to obtain the

signature of the teacher whose class he/she is dropping and the signature of the teacher he/she is adding. The student will then return the slip with the teachers' signatures, a note from parent(s)/guardian(s) giving permission to change schedule, and the reason for the change to the counselor. Second semester class changes must be approved through the Principal's office prior to obtaining a drop/add form. Dropping a year-long class will only be allowed if there is a second semester class that the student is required to take for graduation.

ADVISORY TEAM MEETING

All staff will be assigned a group of students to include students from each grade level. These students will be assigned with that teacher all six years of DCHS. These groups will meet at least once a month during a scheduled seminar to bond as a group and help each other in various areas such as scheduling, activities, social concerns, and academic concerns.

SIT TEAM

The mission of the Student Improvement Team of Decatur Community Junior-Senior High School is to assist students in achieving academic and interpersonal success.

The Student Improvement Team is composed of DCJSHS staff members who are willing to assist students to establish goals and strategies to help them overcome personal, academic, and behavior concerns. Students, parents, and teachers may refer their concerns to the team by completing a form available in the offices.

TESTING PROGRAM

Tests provide students with valuable information about themselves. Test information should be weighed carefully by the student in making future educational and vocational plans. Test scores on PSAT-NMSQT or ACT tests not only give the student a chance to compare oneself with other college-bound students but also are important for scholarship consideration. Students should take the test seriously and always do their best to get an accurate measure of their potential and achievement. Senior students should visit the counselor early in the fall for information concerning the ACT tests.

ACT Test Dates - 2022-2023

ACT Test Date	ACT Regular Registration Deadline	Late Registration Period (additional fees apply)
September 10, 2022	August 5, 2022	August 19, 2022
October 22, 2022	September 16, 2022	September 30, 2022
December 10, 2022	November 4, 2022	November 11, 2022
February 11, 2023	January 6, 2023	January 20, 2023
April 15, 2023	March 10, 2023	March 24, 2023
June 10, 2023	May 5, 2023	May 19, 2023
June 15, 2023	June 16, 2023	June 23, 2023

Register online at www.actstudent.org
DCHS code number is 172-210

COLLEGE FAIR

College and Career Day (College Fair) is the day when college officials and career representatives are invited to Decatur Community High School or Norton Community High School for students to inquire about career opportunities or college. All students in grades eleven and twelve may participate in Career Day.

FOREIGN EXCHANGE STUDENTS

A foreign exchange student will be placed in the appropriate class as determined by their credits and number of years they attended school in their home country. They will be allowed to participate in all the activities and functions of the class in which they are placed.

LOST AND FOUND ARTICLES

The lost and found is located in the office. All found articles (books, notebooks, coats, clothes, etc.) should be turned into the office. Students who have lost articles should inquire in the office. Unclaimed articles will be disposed of at the end of the day they are displayed.

COURSE DESCRIPTIONS FOR DECATUR COMMUNITY HIGH SCHOOL

AGRICULTURE

AGRISCIENCE 18001

An introductory course that will cover the basic areas of agriculture. This course is an introduction to advanced courses in animal science, agricultural business management and marketing, plant and soil science, agricultural welding, small engines, and advanced agricultural mechanics classes. Areas of study include agricultural careers, leadership, public speaking, entrepreneurship, record keeping, animal and plant science, and beginning level skills in agricultural mechanics. Upon completion of this course, students will have background information in a variety of occupational areas. This course is available to freshmen and sophomores.

SMALL GAS ENGINES 18410

This is a one-semester course that covers topics including shop safety practices, history of engines, engine operating principles and design, engine parts measurement, engine maintenance and repair, electrical and ignition systems, fuel and lubrication systems, and engine Agriscience. *Prerequisite is Agriscience.*

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AGRICULTURAL WELDING I 18404

This one-semester course prepares students for careers in metalworking, manufacturing, and construction industries. Classroom instruction will involve the areas of shop safety, identification of tools and equipment, oxy-fuel cutting and welding, position arc welding, and mechanical drawing. Students who are sophomores and juniors should consider this course. *Prerequisite is Agriscience.*

AGRIBUSINESS 18201

A course for students interested in acquiring a knowledge of marketing, agricultural law, economics, insurance, budgeting, planning a business, and computer techniques. Record keeping and applications to computer records will be stressed where appropriate. This course is designed for those students who are interested in careers in accounting, finance, marketing, economics, agricultural law, agricultural sales, and agricultural production. Students will participate in a simulated commodity exercise utilizing the computer lab to complete a variety of assignments. This class is designed for juniors and seniors.

ANIMAL SCIENCE 18101

This course is designed for students wishing to explore occupations such as veterinarians, artificial insemination technicians, meat specialists, livestock producers, nutritionists, feed sales, and other related fields of animal science. Areas of instruction include anatomy and physiology, genetics, embryo transfer, artificial insemination, nutrition, health, livestock selection and performance records, and animal management techniques. This course is designed for students who are sophomores and juniors.

HORTICULTURE I and II 18052

This course will provide students with basic knowledge and skills in the horticulture and plant science industry. Areas of instruction include plant classification, herbicides and insecticides, plant growth and reproduction, soil properties and fertility, landscaping, lawn care, environmental conditions for growth, and soil conservation. This class will benefit those students exploring careers as florists, nursery and greenhouse management, fruit and vegetable production, and landscaping as well as the more traditional production of agricultural crops. This course is designed as an introductory course for sophomores and juniors.

ADVANCED AGRICULTURAL MECHANICS 18402

This course is to be used for design and construction of individual projects. Classroom instruction will include areas of shop safety, project design and construction, developing a bill of materials, cast iron welding, plasma arc welding and cutting, aluminum welding, painting, hydraulics, and electricity. This course will supplement career preparation in agricultural engineering, agricultural welding and construction, farm equipment repair, and farm electrification. This course is designed for juniors and seniors. *Prerequisites are Agriscience and Agricultural Welding.*

AG FABRICATION 18409

Agriculture Fabrication provides students with the skills and knowledge that are specifically applicable to the construction, maintenance, and repair of structures integral to the agricultural industry, including but not limited to animal enclosures, irrigation systems, and storage facilities. In these courses, students typically study design, planning, and construction knowledge and skills (such as survey, carpentry, plumbing, concrete, and electrical systems), in addition to the safe operation of tools and machines.

AGRICULTURAL LEADERSHIP 18203

Agricultural Leadership courses help students develop leadership skills with a focus on opportunities in the food, fiber, and natural resources industries. Topics include human relationships and effective communication, decision-making and problem-solving, leadership qualities and styles, and ensuring successful completion of group activities.

ART

CREATIVE ART 05154

Creative Art provides students with the knowledge and opportunity to explore an art form and to create individual works of art. This courses may also provide discussions and explorations of career opportunities in the art world. As an initial courses, it covers the language, materials, and processes of a particular art form and the design elements and principles supporting a work of art. As students advance and become more adept, the instruction regarding the creative process becomes more refined, and students are encouraged to develop their own artistic styles. Although the Creative Art course focuses on creation, it may also include the study of major artists, art movements, and styles.

ART PORTFOLIO 05170

Art Portfolio courses offer students the opportunity to create a professional body of work that reflects their personal style and talent. Students are often encouraged to display their work publicly. This class is for the serious art student. *Prerequisite is Creative Art.*

INDEPENDENT ART 05197

Independent Art is available to students who are serious about art but cannot work an art class into their daily schedule. This class is similar to Art Portfolio except all work in this class is done outside of a classroom setting. The student will meet with the teacher once a week at a scheduled time. *Permission from Art Teacher.*

CAREER EXPLORATION/DEVELOPMENT

CAREER EXPLORATION 22151

Career Exploration courses help students identify and evaluate personal goals, priorities, aptitudes, and interests with the goal of helping them make informed decisions about their careers. These courses expose students to various sources of information on career and training options and may also assist them in developing job search and employability skills. This course is for grades 9-12 and counts as .25 credit per year. This course will take place during scheduled times of seminar period.

ENGLISH LANGUAGE ARTS AND SPEECH

ENGLISH 9 01001 (H210)

English 9 will focus on the study of oral and written language skills for the effective expression of ideas. Students will also study a variety a literature, including, poetry, short stories, novels, and dramas in order to gain an appreciation and understanding of literature while exploring thematic connections between literary works. This course also builds upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing.

ENGLISH 10 01002 (H220)

This sophomore level class emphasizes writing, grammar, and vocabulary while encouraging students' self-efficacy and independence in reading and writing. Different genres of literature are explored, including the novel, drama, short stories, and poetry. The sophomore level class also emphasizes the writing process through persuasive and narrative essay composition.

ENGLISH 11 01003 (H330)

This required course emphasizes American Literature. Students will read a variety of short stories, poems, and novels in order to understand the American Literary experience. This course also continues to develop students' writing skills, emphasizing clear, logical writing, word choice, and usage. Students will be expected to write several essays, conduct research, persuade through the use of argumentation, and perform analysis.

ENGLISH 12 01004 (H240)

English 12 is a college preparatory class that can be taken for dual credit through Colby Community College. The fall semester is English Composition I, and the fall semester is English Composition II.

This course has three basic aims: to sharpen the student's writing proficiency, to develop the student's ability to read analytically, and to enhance the student's understanding of British literary history. Course work will include learning to summarize, problem solve, persuade through the use of argumentation, analyze British literature, build vocabulary skills, express ideas clearly in various forms of written essays, and research.

APPLIED SENIOR ENGLISH 01156 (H241)

This is a required course for any senior student that is not college bound and has not been enrolled in English 12. The course focuses on real world/business application of English.

GENERAL SPEECH 01151 (H212)

Speech is a semester course that works toward the development of practical speaking skills. This course examines the role of communication in everyday life. Students will learn the art of speaking through preparation and delivery of informative, persuasive, and entertaining speeches. Students will also learn to speak off-the-cuff by giving improvised speeches, acceptance speeches, and announcements. Students will learn how to interpret and read literature to an audience. The class is open to all students grades 9-12.

General Speech Waiver

General Speech is required to graduate at DCHS. There are two ways to waive the requirement:

1. Students actively participating on the DCHS speech team may petition the Board of Education to waive the requirement if they have been an active competitive speech member for two or more years and the student has prepared and competed in at least one speaking event and three other events during his/her seasons on the team and have the recommendation for waiver from the speech coach. Students may waive this requirement. All students who want to petition the Board for waiver must make an oral and written request to waive credit to the Board of Education no later than November of his/her senior year.
2. Students who have completed the Public Speaking Class outreach class offered by Colby Community College may petition the Board of Education through oral and written request to waive this requirement with the recommendation of the speech teacher on or before the May board meeting of senior year.

21st CENTURY JOURNALISM 30100

Journalism is a full-year course for students in grades 11-12 who have an interest in journalism. This course covers news writing, photography, and yearbook design.

The class publishes the *Red Devil Yearbook* and a page in the weekly section of the *Oberlin Herald* called the "Decatur Dictator" and maintains the USD 294 website. Students will learn journalism skills, as well as InDesign and PhotoShop. *Prerequisite is Computer App 1 and Photo Imaging.*

FOREIGN LANGUAGE

SPANISH I 06101 (H910)

The main objective of this course is to develop oral communication skills in the Spanish language and to familiarize the student with the Spanish-speaking world, its culture, and its history.

SPANISH II 06102 (H916)

The main objective of this course is the continued development of oral communication skills in the Spanish language, and a more in-depth study of the Spanish-speaking world and its culture and history. *Prerequisite is Spanish I.*

SPANISH III 06103 (H913)

The main objective of this course is to further develop oral proficiency in Spanish. It includes more reading and writing than Spanish II. This class will continue to familiarize the student with the Spanish-speaking world, its culture, and its history. *Prerequisite is Spanish I and II.*

SPANISH IV 06104 (H918)

The main objective of this course is to further develop oral proficiency in Spanish. It includes more reading and writing than Spanish III. This class will continue to familiarize the student with the Spanish-speaking world, its culture, and its history. *Prerequisite is Spanish I, II, and III.*

INDUSTRIAL ARTS

WOODWORKING PRINCIPLES 17007

This class is for students in grades 9-12. Throughout the duration of the course, students will learn about the materials and processes used in the manufacturing industry. Basic wood joints and building principles will be taught while the student designs and constructs a project of their own. As in all Cabinet Making classes, special emphasis is placed on safety, organization, and conduct.

FURNITURE AND CABINETS FABRICATION 38007

Furniture and Cabinetry Fabrication will be a continuation of Woodworking Principals. The focus, once again, is placed on the construction of a wood project, work ethic and time management. Project difficulty, joinery, and detail are emphasized. As in all Cabinet Making classes, special emphasis is placed on safety, organization, and conduct. *Prerequisite is Woodworking Principals.*

CARPENTRY 17002

This class for students in grades 11-12 provides students with basic knowledge and skills required for construction of commercial, residential, and institutional structures. These courses provide experiences and information regarding construction-related occupations, such as carpentry, cabinetmaking, bricklaying, masonry, and so on. Students engage in activities such as reading blueprints, preparing building sites, starting foundations, erecting structures, and finishing surfaces. *Prerequisite Furniture and Cabinetry 38007.*

CARPENTRY II 38002

This senior class is an advanced comprehensive course designed to instruct students in skills pertaining to rough construction and finish work. *Prerequisite Carpentry 17002*

DRAFTING General 21102

This class introduces students to the technical craft of drawing illustrations to represent design specifications and then refine the skills necessary for this craft. Drafting provides students with the knowledge and experience to develop the ability to perform freehand sketching, geometric construction, and multi-view projections. Computer-aided drafting (CAD) is introduced and used to fulfill course objectives.

CAD DESIGN AND SOFTWARE 21107

This is a more advanced drafting course that utilizes computer-aided drafting systems. The pre-requisite is 21002 Drafting.

MATHEMATICS

ALGEBRA I 02052 (H111)

Algebra I includes the study of properties and operations of the real number system; evaluating rational algebraic expressions; solving and graphing first-degree equations and inequalities; translating word problems into equations; operations with and factoring of polynomials; and solving simple quadratic equations.

GEOMETRY 02072 (H122)

Geometry, emphasizing an abstract, formal approach to the study of geometry, typically include topics such as properties of plane and solid figures; deductive methods of reasoning and use of logic; geometry as an axiomatic system including the study of postulates, theorems, and formal proofs; concepts of congruence, similarity, parallelism, perpendicularity, and proportion; and rules of angle measurement in triangles. *Prerequisite is Algebra I.*

ALGEBRA II 02056 (H130)

This course provides a thorough investigation of relations and functions, equations and inequalities, matrices, irrational and complex numbers, polynomials, rational and radical functions, and a basic introduction to conics. These concepts are applied to real-life situations through investigations, problems, and projects. A variety of problem-solving techniques are investigated. Graphic calculators are used to discover, practice, and apply a variety of concepts.

TRIGONOMETRY/STATISTICS 02103/02201 (H138/H139)

Trigonometry is covered in the first semester. Topics include, but are not limited to, Law of Sines, Law of Cosines, and applications of major angles in both radian and degree measures. Statistics concepts are covered in the second semester. This course includes three major areas of study: Probability and Combinatorics, Descriptive Statistics, and Inferential Statistics. Central tendencies, measures of variability, normal curves, and hypothesis testing are some topics covered in statistics. Classroom procedures will consist of class discussion and lecture, group work, and projects. *Prerequisites are Algebra I, Algebra II, and Geometry.*

CALCULUS 02121 (H150)

Calculus is designed to prepare engineering and business students for the calculus courses they will be required to take in college. Students will learn many of the topics covered in college Calculus I courses which will include, but is not limited to, the following: limits, differentiation, integration, logarithmic functions, and exponential functions.

Classroom procedure will consist of class discussion and lecture, as well as group work and calculator work. *Prerequisite is Trigonometry.*

APPLIED MATH I AND II 02157/ 02154 (H145/H144)

Applied Math is a course for juniors/seniors, which applies mathematical skills to everyday life. The course consists of both lab work and classroom work. In the lab, students have the opportunity to apply mathematics to the following fields: Residential Wiring, Residential Plumbing, Multi-media, Flight Simulation, Electronics, Three-dimensional Drawing, Lasers, Natural Resource Management, and Embroidery. Classroom procedures in the lab include computer activities, group work, and hands-on work in the above listed fields.

Classroom work includes Consumer Mathematic topics in Applied Math I and Business Mathematic-related topics in Applied Math II. Some of the topics include taxes, buying and maintaining an automobile, comparing prices, housing costs, loans and insurance.

This course is not a college preparatory course, but is an excellent course for all students as it applies to a variety of areas in everyday life. It is also an excellent course for students interested in vocational studies.

Applied Math I is a prerequisite for Applied Math II.

MUSIC

SENIOR HIGH BAND 05101 (H942)

This is a performance-based class that includes study in music appreciation, music history, and music theory. Concert Band, Pep Band and Marching Band are the three main performance groups all students enrolled will experience. Concert Band performs a minimum of three concerts a year. Marching Band performs for homecoming and parades in the community. Pep Band performs for home football and basketball games. Students will study and perform a variety of band music including standard band literature, new age, solo and ensemble. Students will become more independent musicians and have a better understanding and appreciation of music. Students will be evaluated on weekly rehearsal, performances, and overall progress.

Prerequisites are at least one year of playing experience or instructor consent.

CONTEMPORARY BAND (JAZZ BAND) 05105

Rehearsals meet before school, a minimum of once a week. Students will study and perform traditional and new forms of Big Band, Latin, Rock, Bebop, Swing and Funk music. They will also study the theory and style of improvisation. Students will be evaluated by weekly rehearsal attendance, performances and overall progress. Students will receive a .25 credit per year. Open to any enrolled High School Band member by audition.

MUSIC THEORY 05113

Music Theory courses provide students with an understanding of the fundamentals of music and include one or more of the following topics: composition, arrangement, analysis, aural development, and sight reading.

CHOIR (MIXED) 90290

This class is for students interested in performing and improving their musical skills and general knowledge. The main focus is choral singing. Activities include musical history, theory, performance skills, vocal technique, and the performance of a wide variety of musical styles for concert and contest, District Honor Choir, DCHS musical, voice lessons, small ensemble performances, and music as a lifetime activity. Participation in concerts outside the school day is a requirement of this class.

DCHS SINGERS 90107

Students are selected on the basis of an audition and participate in all activities of the vocal department. They have added performance responsibilities and require extra rehearsal time for preparation. Showmanship, choreography, and contemporary musical styles are stressed.

Prerequisite - prior membership in choir for one full year.

PHYSICAL EDUCATION

RECREATION SPORTS 08004

Recreation Sports courses provide students with knowledge, experience, and an opportunity to develop skills in more than one recreational sport or outdoor pursuit (such as adventure activities, croquet, Frisbee, wall climbing, bocce ball, fishing, hiking, cycling, and so on). *Prerequisite is Advanced PE.*

PHYSICAL EDUCATION AND HEALTH 08052 (H920)

Students must receive a passing grade in one 9 weeks of health education and three 9 weeks of physical education by the end of their senior year. This physical education course is designed to prepare students with knowledge of the rules and skills for a variety of recreational games and lifetime sports such as archery, floor hockey, tennis, softball, aerobics, soccer, team handball, badminton, flag football, volleyball, pickle ball, weight training, and physical conditioning.

During the health course, the students will be provided with knowledge in the following: personality development, nutrition, grooming, emotional health, physical fitness and weight control, first aid and cardiopulmonary resuscitation, human sexuality and sexually transmitted diseases, birth and parenting, and drugs.

The students will be tested for general physical fitness twice a year - in the fall and in the spring. Grading will be based on participation, dressing out, results of individual efforts in various skills tests, and written tests.

ADVANCED PE 08005 (T970)

Requirements:

Must be a sophomore or above.

May take this class additional times for credit.

Class is open to male and female students.

Objectives:

1. This class is strictly a physical conditioning and weight training course, with emphasis on advanced physical fitness and strength development.
2. Testing on all forms of strength, speed, power, coordination and physical endurance will be performed throughout the year with a weight training max on bench press, power/hang clean, and squat performed at the end of each 9 weeks for overall strength evaluation.
3. Grading will be based on participation, dressing out, results of individual improvement, quickness, power and endurance testing, along with results of each max effort in the weight room.
4. Games and recreational activities will be limited to mostly conditioning purposes. This course is primarily for physical conditioning and strength development

ZERO HOUR (WEIGHT TRAINING) 08009

This class is designed for the student-athlete who has a full academic schedule but wishes to be involved in a structured strength-training program before normal school hours. The students will be tested for strength gains four times a year. Grading will be based on participation, dressing out, and results of individual efforts in the bench, squat and clean.

Requirements:

Must be a sophomore or above in good academic standing

Class is open to male and female students.

Half a credit is earned if the class is taken for both semesters

Objectives:

1. This class is strictly a weight-training course with emphasis on strength development.
2. Testing will be performed throughout the year with a weight training max on bench press, power/hang clean, and squat performed at the end of each nine weeks for overall strength evaluation.
3. Grading will be based on participation, dressing out, and results of individual improvement from max results.
4. No games or recreational activities will be incorporated in this program. This course is for weight training and strength development.

SCIENCE

PHYSICAL SCIENCE 03159 (H311)

Physical Science is a required course for all freshmen. Topics investigated in Physical Science include mechanics, heat, electricity and magnetism, sound and light waves, atomic structure, some introductory concepts in chemistry, earth science, and astronomy. Approximately one-third of the class time is spent in the laboratory setting.

BIOLOGY I 03051 (H310)

Biology I is a required course for the sophomore. The main focus of the course will be to study the characteristics, interactions, and diversity of life on Earth. Students will also gain insight into the way that living things change and the changes that humans cause to the world around us. *Prerequisite is Physical Science.*

CHEMISTRY I 03101

Topics investigated in Chemistry I include techniques and concepts on matter, atoms and chemical bonding, nomenclature, qualitative and quantitative concepts, prediction and control of reactions, common compounds, and important chemicals of industry and agriculture. Approximately one-half of class time is spent in a laboratory setting. *Prerequisite is Physical Science, and at least concurrent enrollment with Algebra II is required.* This class is offered for dual credit through Colby Community College at the student's expense for tuition, books, and fees. This course meets qualified admissions for four-year state colleges.

GENERAL CHEMISTRY 03149

Topics investigated in General Chemistry include techniques and concepts of matter, atoms and chemical bonding, nomenclature, qualitative and quantitative concepts, prediction and control of reactions, common compounds, and important chemicals of industry and agriculture. Approximately one-half of class time is spent in a laboratory setting. *Prerequisite is Physical Science.* This course does not meet the qualified admissions for four-year Kansas colleges. Instructor permission is required. (This course is geared for students not planning to attend a four-year college and/or a science- or medical-related career. It will be required to have permission to take the course.)

ANATOMY AND PHYSIOLOGY 03053

Biology II is an advanced level course designed for juniors or seniors who plan to pursue a college education in a medical or biological field. The main focus of the course is human anatomy and physiology, which will include the study of genetics and microbiology. The course will also include the study of the basic characteristics of the six kingdoms of life.

CHEMISTRY II 03102 (H331)

This course is an advanced course for students who plan to pursue a career in the sciences at the college/university level. Topics investigated include a review and extension of Chemistry I topics, organic chemistry, and biochemistry. Approximately one-half of class time is spent in a laboratory setting. Texas Instruments graphing calculators are used extensively. *Prerequisites are Chemistry I and Algebra II.* This class is offered for dual credit through Colby Community College at the student's expense for tuition, books, and fees.

PHYSICS 03151 (H340)

Physics is an advanced course for students planning on pursuing a career in science/math at the college level. Topics covered in Physics include mechanics, heat, sound, light, and electricity. Approximately one-half of class time is spent in the laboratory setting. Graphing calculators will be used extensively. *Prerequisites are Chemistry I, Algebra II, and concurrent enrollment in Trigonometry/Statistics is suggested.* This class is offered for dual credit through Colby Community College at the student's expense for tuition, books, and fees.

SOCIAL STUDIES

MODERN WORLD HISTORY 04053 (H420)

World History is a required year-long social studies class for sophomores. This course covers the time period from around 1300 C.E. through the fall of the Soviet Union. The course will cover intellectual trends, revolutionary movements, social interactions, political ideologies, economic theories, and geographical impacts.

MODERN AMERICAN HISTORY 04103 (H432)

American History is a required social studies class for juniors that consists of the history of the United States from the Civil War to Present Time. A study is made of origins, evolutionary changes, and growth of the basic ideals upon which our nation is based. Current event discussion is included and considered an important part of the course.

U.S. GOVERNMENT—COMPREHENSIVE 04151

U.S. Government—Comprehensive courses provide an overview of the structure and functions of the U.S. government and political institutions and examine constitutional principles, the concepts of rights and responsibilities, the role of political parties

and interest groups, and the importance of civic participation in the democratic process. This course will examine the structure and function of state and local governments and will cover certain economic, legal topics, and financial literacy.

SOCIOLOGY 04258 (H433)

Sociology is an elective one-semester elective designed for upperclassmen. This course will provide an introduction to Sociology concepts. Sociology is the study of human society and how it functions. In Sociology we will look at Culture, Social Inequalities, Deviance and Conformity, Social Institutions, and more.

PSYCHOLOGY

Psychology is an elective one-semester elective designed for upperclassmen. This course will provide an introduction to Psychology concepts. Psychology is the study of the brain and behavior. Topics will include the Brain, Development, States of Consciousness, Emotions, and more.

TECHNOLOGY

COMPUTER APPLICATION I 10004

In Computer Applications, students will explore applications including word-processing, spreadsheet, graphics, and programs. They may also cover the use of desktop publishing, elementary code, and basic electronics units, as time allows. This course is part of the "A/V Communications" pathway.

PHOTO IMAGING 30105

Photo Imaging courses provide students with the opportunity to develop photography skills appropriate for a variety of situations. Topics will include camera function and care, lighting, composition, layout, lighting, other equipment, careers in photography, and types of photography. Students will explore file sizes and digital manipulation as well as some graphic manipulation. *Prerequisite is Computer Applications.* This course is part of the "A/V Communications" pathway. This course shall be a semester class offered in the fall.

WEB PAGE DESIGN 10205

Web Page Design will teach students to plan, design, develop, and maintain web pages using HyperText Markup Language scripting to create content and Cascading Style Sheets to style and organize the layout. Use of JavaScript in web pages may be included. The course may also cover designing basic web graphics. *Prerequisite is Computer Applications.* This course shall be a semester class offered in the spring.

DIGITAL MEDIA DESIGN AND PRODUCTION 30151

Digital Media Design and Production courses teach students the fundamentals of graphic design and production (including 3-dimensional graphics), video production, and filming and photography techniques. Students will have to manage, plan, and execute large products as well as learn a great deal about video manipulation software. This course is part of the "A/V Communications" pathway. *Prerequisite is Photo Imaging.*

COMPUTER PROGRAMMING-OTHER – (INTRODUCTION TO COMPUTER SCIENCE) 10199

Introduction to Computer Science teaches the fundamentals of computer science, computer logic, programing, and code, as well as exposes students to careers in computer science. It will teach the basics of the Python programming language as well as lessons on binary, hex codes, rgb codes, and many others. This course is independent in nature and is offered through edhesive.com. *Prerequisite is Computer Applications. Algebra II is a corequisite. The course is intended for students who have a desire to pursue computer science, programming, or computer engineering and have demonstrated responsibility and aptitude. Enrollment only by the permission and recommendation of the teacher and/or principal.*

OTHER ELECTIVES

OFFICE AIDE 22051 (H535)

Office aide is a pass/fail course for juniors and seniors with the approval of the supervisor. Students are introduced to office skills including using proper telephone etiquette, typing, filing, operating business machines, and utilizing other business skills. Students may only be enrolled as an aid one period per semester and may not be enrolled in a study hall if they are an aid. If at any time a student aid has a grade drop to an F, he/she will be reassigned to the classroom teacher until that grade is passing.

TUTOR 22005 (H971)

Tutor is a pass/fail course based on student responsibility and use of class time. This course provides assistance in completing assignments, preparing research, and studying for tests. Attention is also given to strengthening areas of weakness, building study skills, providing a place to study, getting help on their daily assignments, and/or making up credits failed. Students experience success. Students may qualify for tutor services based on at-risk criteria. If there is room in the program, students

who do not meet qualification standards may request enrollment. All tutor students are expected to meet point system requirements. Tutor credit is an elective credit and counts toward eligibility.

Students enrolled in tutor are encouraged to question, seek, and search out knowledge in order to be self-directed in the educational environment as well as in their daily lives.

WORK STUDY H190

Work study is a course that is designed to give students a real-life experience in a chosen field of study. Acceptance into work study is on an individual basis through the Special Education department and the high school principal. Any student in a work study course will earn credit for successful completion of the work study.

DCHS ORGANIZATIONS/CLUBS

OFFICERS 2022-23

FRESHMAN CLASS OFFICERS

President – Shelbi Weigel
Vice President – Koen Oien
Secretary- Tyler Ostmeyer
Treasurer- Brylee Minnick

SOPHOMORE CLASS OFFICERS

President – Sophia Davis
Vice President – Weston Barnes
Secretary– Michaela Wasson
Treasurer – Jenna Fortin

JUNIOR CLASS OFFICERS

President –Kamryn Oien
Vice President – Taylor Ketterl
Secretary-Ana Freeman
Treasurer-Addison Mathews

SENIOR CLASS OFFICERS

President – Braden Ketterl
Vice President – Payton Kelley
Secretary – Gavin Seller
Treasurer – Teague Morford

SR HIGH STUDENT COUNCIL

President – Olivia Williby
Vice President – Michaela Wasson
Secretary – Sophia Davis
Treasurer – Weston Barnes

JR HIGH STUDENT COUNCIL

President – Cowen Anderson
Vice President – Gage Williby
Secretary – Madilyn Mohr
Treasurer – Wyatt Coryell

“D” CLUB

President –
Vice President –
Secretary-
Treasurer-
STUCO Rep-

NATIONAL HONOR SOCIETY

President –
Vice President –
Secretary-
Treasurer –

DRAMA CLUB

President
Vice President

CHEMISTRY/PHYSICS CLUB

President –
Vice President –

FFA

President –Josiah Weyeneth
Vice President – Michaela Wasson
Secretary – Serenity Porter
Treasurer – Madison Urban
Reporter – Makayla Sievert
Sentinel – Jordan Ruzicka
Parliamentarian - Sophia Davis
Historian – Arika Marshall

DCHS SINGERS

Bryant Addleman
Ellie Anderson
Weston Barnes
Cheyanna Hale
Josh Jueneman

WEIGHT CLUB

President –
Vice President-
Secretary/Treasurer-

CHEERLEADERS

Olivia Williby
Ana Freeman
Ryllie Lippelmann
Dani Weyeneth
Cheyanna Hale

Tony Kuhlman
Addison Mathews
Kelsey Sheats
Joshua Starnes
Terence Wahrman
Michaela Wasson
Olivia Williby

Arika Marshall
Keely Huff
Josh Starnes
Jordon Ruzicka

STUDENT ORGANIZATIONS

Chemistry/Physics Club

Chemistry/Physics Club is an organization dedicated to the application of chemistry and physics concepts in entertaining and creative performances. Activities include and are not limited to Star Night, an Open House performance, performances for the grade school, etc. Regular meetings and time before and/or after school are required to prepare for these activities. Any sophomore, junior, or senior student is eligible for membership.

“D” Club (Boys & Girls)

“D” Club is a school organization for athletes who have earned a letter. The qualifications for membership are the following:

- Be enrolled in Decatur Community High School.
- Have earned a letter in one of the seven major sports, which are basketball, cheerleading, cross-country, football, track, volleyball, and wrestling.
- Have served two school years as a trainer and received a letter the second year as a trainer.
- Have earned two letters in golf, which is a minor sport.

Drama Club

Drama Club is an organization that is open to all students in grades 9 - 12 who are interested in the performing arts. The purpose of this organization is to promote dramatic activity and awareness of the theater arts for the benefit of the school and community.

FFA

FFA is an intra-curricular activity having its origin and roots in a definite part of the school curriculum--Vocational Agriculture. Other things members learn through active participation are how to conduct and take part in a public meeting, to speak in public, to buy and sell cooperatively, to solve their own problems, to finance themselves, and to assume civic responsibility. The foundation upon which the FFA organization is built includes: leadership and character development, sportsmanship, cooperation, service, thrift, scholarship, improved agriculture, organized recreation, citizenship, and patriotism.

National Honor Society

National Honor Society is an organization that promotes recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service. To be eligible for membership at Decatur Community High School, students must be in grades 10-12, must be in attendance at DCHS for one semester, must have a grade point average of 3.4 on a 4.0 scale, and must be elected by a Faculty Council. Members of National Honor Society must maintain an ongoing grade point average of 3.4 or above.

Spanish Club

Spanish club is an organization that strives to familiarize its members with the Spanish-speaking culture and language. Throughout the school year, the students engage in different moneymaking projects in order to gain points. Some of the activities include: concessions, bake sales, and candy sales. When the club has enough money for at least five students to travel to Mexico, the top five students with the largest number of points earn the right to go on this trip.

Speech Club

Competitive speech is open to all students in grades 9 - 12. Students will work individually and as a team by participating in invitational events: informative speeches, extemporaneous speaking, and oratory. It also offers competition in interpretive reading of prose and poetry. For the dramatic student, there is competition in duet acting, solo acting, and improvised duet acting. There is also one-act play competition. By competing in tournaments, students earn points for a speech letter and work toward state competition and tournaments while developing their talents.

Student Council

The purpose of Student Council is to promote citizenship, scholarship, leadership, human relations, and cultural values. The Council provides opportunities for the students' cooperation and participation in the government of the school. It provides a forum for discussion of questions of interest to the student body, aids in the formation of good school policy, and works for the betterment of the school. Membership consists of a president, vice president, secretary, treasurer, faculty representative, and

student representative from each homeroom. All clubs and organizations are asked to select one member at-large to represent them.

The student body elects Student Council officers in the spring of the year. Homeroom and organization representatives are elected at the first meeting in the fall.

Weight Club

Weight Club is an organization open to all students in grades 9 - 12. The club is designed to promote weight training as an important aspect of their lifestyle. Regular meetings are planned to introduce new ideas and techniques.

ORGANIZATION DUES

Dues assessed by class or club members should be kept to a minimum and not exceed a reasonable estimate of actual need. Sponsors will exercise guidance in this respect. All class dues, grades 9 - 12, will be determined at the first of the year in a class meeting and will be approved by the sponsor. It is normal procedure that students are not allowed to participate in class functions (out of school), such as class parties, unless they have paid their dues.

ORGANIZATION FINANCES

Each student organization is to appoint a student to serve as treasurer. This student will keep a set of books for receipts and disbursements for his/her organization. The student treasurer is responsible for keeping an accurate record of all business transactions. The student treasurer is to work closely with the faculty sponsor. The faculty sponsor must check with the student at frequent intervals and see that bills are picked up, presented for payment, and recorded properly. The student treasurer will turn all organizational money in to Principal's Office, who will serve as school treasurer. The office personnel will give a receipt to the student treasurer each time that money is received.

Faculty sponsors of student organizations will be responsible in obtaining a purchase order number from the office before purchasing supplies.

Once a month, the office personnel will issue a financial statement. When this is issued, all student treasurers should meet with their faculty sponsors and check to see that their accounts balance with the office.

Graduating Class Funds: At any time classes have funds left in their activity account after graduation the class officers have 3 years to request the funds. After that time the funds will be transferred to the student council activity fund.

ELECTION OF SENIOR HIGH OFFICERS

The club/faculty sponsor will assist in setting up elections and balloting in order to create a more stable organization. Student Council elections will be held the first week of April. The Student Council will set dates (subject to the approval of the principal) for election party meetings, primaries, candidates' speeches, and elections.

After Student Council elections, class and club officers' elections will be held. Sponsors are responsible for seeing that the elections are held and that all results are turned in to the office of the principal. The number of offices that a student can hold is as follows:

- The Stuco President shall not hold more than one major office.
- All club and class presidencies shall be major offices. All other offices shall be minor offices.

The faculty sponsor will point out that organizations work best if proper care and thought are exercised in selecting officers who are qualified for the jobs involved. Each officer should be called upon to tell what other offices he/she already holds before balloting begins so that all offices will not be concentrated in the hands of a few students. This will create a better feeling among the students of our school.

SEMINAR AND STUDENT COUNCIL

Seminar, as it is set up in our school system, can be valuable to both the student and the teacher. This is the time that a large portion of extracurricular activities take place. The seminar period gives students an active voice in student affairs and can provide valuable lessons in citizenship. Each seminar group will elect a Student Council Representative. Seminar should never become a playhouse. Time not devoted to student activities or organizations is to be treated as study hall time.

To leave seminar to go to the library, a computer lab or another seminar group, the student must have a pass from

the teacher who has given the student the assignment or project that they need to complete for their class. This pass should be in the student's possession prior to coming to seminar.

HS Students will also have a career exploration course within the seminar period. This course is defined in the course list. This will provide them with valuable information on future careers.

CONCESSIONS

Concession rights of candy, pop, hot dogs, etc. are to be assigned by the concessions director to those organizations making written request. Assignments will be made on the basis of need. Sales are to be limited to football games, basketball games, wrestling matches, and other events where such sales work for the best interest of the student body. Sale of candy is not to take place during school hours.

Student organizations using the concession stand are obligated to clean the area in a satisfactory manner before leaving.

FUNDRAISING PROJECTS

All projects, for the purpose of raising money for clubs and organizations, must have the approval of the principal in advance. Concessions activities should be considered before other fund raising ideas. Fundraising should not take away from local businesses.

No organization or individual will have permission to sell candy, gum, advertising, merchandise, sponsor shows, or sell sales promoting material to students or patrons of this community without first having the approval of the principal.

DCHS CHROMEBOOK POLICY HANDBOOK **Revised 6/13/2016**

USD 294 1:1 Chromebook Initiative Mission

USD 294 Oberlin will create lifelong learners in a new age of education by promoting the use of and creating and expanding opportunities to learn with technology. This is to further personalize the way each student uses their time, deepens understanding of content, and receives support to master essential skills in their lifelong careers. This initiative will allow students to access what they need at school, home, or anywhere there is an internet Wi-Fi connection.

COMPUTER PRIVACY/POLICY

1. Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

2. Any e-mail, computer applications, information in district computers, or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. All students and their parent/guardian must sign the DCJ/SHS Network/Internet Student Contract to obtain permission to use the district network. Students who violate the contract, or any other classroom rules relating to computer use, are subject to loss of access as stated in the contract and disciplinary action up to and including suspension from school.

Receiving Your Chromebook:

Chromebooks will be distributed each fall using a check-out/check-in sheet during the first week of school in the office. *Parents & Students must sign and return the Chromebook Policy Signature Page, Rental Agreement and Check Out form given at enrollment before the Chromebook can be issued to their child.* This document will need to be signed during student registration. The school retains the right to refuse checkout to a student.

Training:

Students will be trained on how to use the Chromebook in an orientation. Training documents and videos will be available online for students to refer to when needed.

Return:

Student Chromebooks, protective cases, and chargers (accessories) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at DCJ/SHS. This process will be done through the office and the check-out/check-in sheet will be used to itemize returned items.

When asked to do so, students must surrender/return the Chromebook and accessories to DCJ/SHS. Any student who transfers out of DCJ/SHS will be required to return their Chromebook and accessories. If Chromebook and accessories are not returned, the parent/guardian will be held responsible for the full replacement cost of device. If payment is not received the parent/guardian will be turned over to a collection agency.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook they are issued. Chromebooks that are broken or fail to work properly must be taken to the DCJ/SHS office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

Carrying the Chromebook:

A protective case is provided for the Chromebook. This case will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or book bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside. The protective case must remain on the Chromebook at all times.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the protective case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks). This is the #1 cause of screen damage.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook**At School:**

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home:

All students are required to take their Chromebook home as needed throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action. It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that student bring personal a headset or ‘earbuds’ for any audio projects they work on.

Printing:

At School: Printing functionality will not be available on the Chromebooks. Teachers are encouraged to accept assignments electronically through Google Drive and/or Google Classroom.

At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this.

<https://support.google.com/cloudprint>

Managing Your Files and Saving Your Work:

Students will create and save documents in Google Drive. **Google Drive** is a cloud storage service that allows students to store their documents, photos, videos, and more online in one place. From **Drive**, students can also access **Google Docs**, where they can create, share, and collaborate on documents, spreadsheets, presentations, and more from anywhere while online. You can learn more about Google Drive at this address:

<https://support.google.com/drive>

Documents created in Google Drive are automatically stored online and on the Chromebook itself, making the document available when Internet access is not available.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of USD #294. Spot checks for compliance will be done by administration at any time.

Students may not add any personal music, photos, and videos to their Chromebook.

Software on Chromebooks.

Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are unable to install additional software on their Chromebook other than what has been approved by DCJ/SHS.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the chromebook that have been synced to Google Drive will be intact.

However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored.

Protecting & Storing Your Chromebook:

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial number and USD #294 asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:

When students are not monitoring their Chromebook, they should be stored in their lockers *with the lock securely fastened.* Nothing should be placed on top of the Chromebook, when stored in the locker. The Chromebook should be charged fully each night at the student's home. Chromebooks should *never* be stored in a vehicle.

Storing Chromebooks at Extracurricular Events:

Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location. This will be marked as not being in possession of your Chromebook and the discipline imposed for check-out will coincide for both.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to Google Drive so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Parents will be charged per incident for Chromebook damage that is a result of **misuse** or **abusive** handling.
 - **Per-incident damage charge will be \$35.**
 - Lost Chromebooks, or purposely damaged chromebooks, are handled by the administration, and the family could be responsible for the full initial cost of the device and administrative action to the student.
- A Chromebook or any of its accessories that are lost or intentionally damaged is the responsibility of the student and parent involved. The student will not be given a replacement device or accessory until the replacement cost of the lost/damaged device or accessory is paid to the school. Replacement costs are:
 - Chromebook - \$250
 - Protective Case - \$25
 - Power cord & Charger - \$20
- Failure of the parent, legal guardian, or student over the age of 18 to pay any fees from an intentionally damaged, lost, or stolen Chromebook will be reported for collection.

Chromebook Check-out/Unattended Chromebook Penalty

Chromebooks can be checked out through the office if a student forgets their device at home or forgets to charge their Chromebook. Unattended Chromebooks will be taken to the office to be reissued. Students will be kept track of and penalized when they need to check out a loaner or have their Chromebook reissued to them.

- 1st infraction- Warning
- 2nd infraction- 15 minute detention/Call Home
- 3rd infraction- 30 minute detention/Call Home
- 4th infraction- 30 minute detention/Call Home
- 5th infraction- No loaner/ISS/Call Home (Same for future infractions)

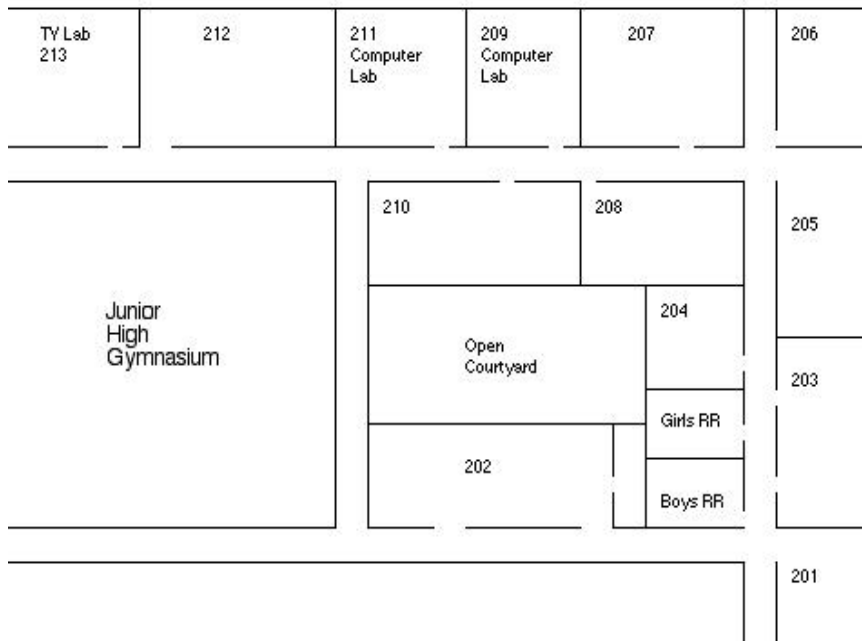
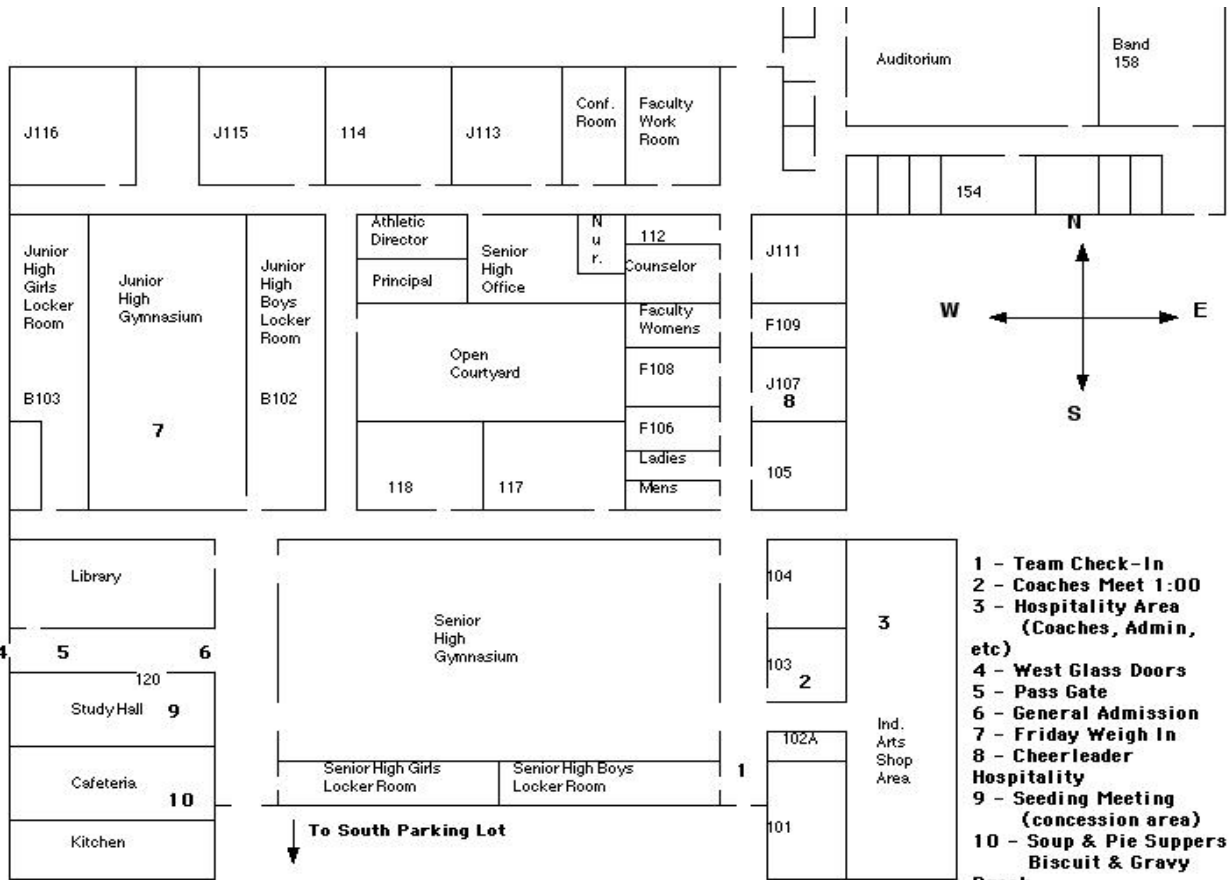
DCJSHS CHROMEBOOK RENTAL AGREEMENT

Student/Parent Chromebook Use Agreement 2018-19

Parent and Student please initial each section:

P:	TERMS:
S:	<ul style="list-style-type: none"> • You agree to pay \$10 device fee, and if assessed, a \$35 per incident damage fee. • You will comply at all times with the DCJ/SHS USD #294's Chromebook Policy Handbook and its guidelines as well as the DCJ/SHS Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.
P:	TITLE:
S:	<ul style="list-style-type: none"> • Legal title to the Chromebook is in the USD #294 and it shall remain in the USD #294. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.
P:	LOSS OR DAMAGE:
S:	<ul style="list-style-type: none"> • If the property is accidentally damaged or incurs loss due to an act of nature, DCJ/SHS Schools will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the USD #294 by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.
P:	REPOSSESSION:
S:	<ul style="list-style-type: none"> • Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.
P:	TERM OF AGREEMENT:
S:	<ul style="list-style-type: none"> • Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by USD #294 or upon student withdrawal from DCJ/SHS.
P:	APPROPRIATION:
S:	<ul style="list-style-type: none"> • Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

Map of DCCHS Main Floor



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