



Derby High School

2019/2020

Property of:

Address:

Phone #:

Email:

In case of emergency, please notify:

Name:

Phone #:

The information in this book was the best available at press time. Watch for additional information and changes.



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2880 U.S. Hwy. 231 S. • Lafayette, IN 47909 • (765) 471-8883
<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

INFORMATION

Principal	788-8500
Mr. Tim Hamblin	
Assistant Principals	788-8500
Mr. Corey Gabbert	
Mr. Shane Seeley	
Mrs. Alison Strecker	
Mr. Jeremy Swearingen	
Mr. Russell Baldwin, Activity/Athletic Director	788-8527
Student Services	788-8510
Mrs. Kim Drake (Counselor)	
Mr. Daniel Harrison (Counselor)	
Mrs. Beth Lankford (Counselor)	
Mr. Joaquin Zapata (Counselor)	
Mrs. Vicky Hastings (Social Worker)	
Mrs. Jaime Ramirez (Social Worker)	
Mrs. Courtney Clark (Therapist with Family Consultation Service)	
Mrs. Jordyn Baker (Psychologist)	788-8510
Mrs. Christy Fischer (Nurse)	788-8504
Mr. Gary Meitler (The Pando Initiative)	788-8500
Attendance	788-8522
Secretary to the Principal	Mrs. Watkins
Secretary to Assistant Principals	Ms. Morgan
Secretary to Athletic Director	Mrs. Reaves
Registrar	Mrs. Wohlford
Finance Office	Mrs. Swetnam
Secretary – (Attendance)	Mrs. Frazee
Secretary – (Counseling)	Mrs. Johnson
Secretary – (Main Office)	Mrs. Jacobs
Receptionist	Mrs. Broussard
School Resource Officer	Officer Amanda Stitt Officer Courtney Carlson

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DISTRICT ELECTRONIC COMMUNICATIONS

Derby School District encourages communication. Our website has a variety of information on it and is updated frequently. E-mail addresses for staff members may be obtained from the district home page. The district home page may be accessed through www.derbyschools.com. You may access district policies through this site. Click on District Policy and Enforcement.

The school website for DHS will be <http://www.derbyschools.com>

FAMILY ACCESS

Family Access is a free service that provides parents of students in grades 6-12 with detailed information regarding grades, attendance, and discipline. Parents can pick up the password from the office. Families are able to see family information, emergency contacts, health information, fees paid at school, food service account and check attendance. This can be accessed by going to www.derbyschools.com then go to [Parent Sites](#) and select the [Family Access Graphic](#). In order to use Family Access, parents will need to obtain usernames and passwords, please see the office staff of your child's school.

NOTICE OF SURVEILLANCE

Derby High School and premises are subject to surveillance by cameras.

BULLYING PREVENTION

Section 1. K.S.A. 2007 Supp. 72-8256

1. "Bullying" means:

- A. Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent 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:
 - i. Harming a student or staff member, whether physically or mentally;
 - ii. Damaging a student's or staff member's property;
 - iii. Placing a student or staff member in reasonable fear of harm to the student or staff member; or
 - iv. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
 - B. cyberbullying, or
 - C. any form of intimidation or harassment prohibited by the Board of Education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.
2. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.
3. "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.
- a. The Board of Education of each school district shall adopt a policy to prohibit bullying on school property, in a school vehicle or at a school-sponsored activity or event.
 - b. The Board of Education of each school district shall adopt and implement a plan to address bullying on/or while utilizing school property, in a school vehicle or at a school sponsored activity or event. Such a plan shall include provisions for the training and education for staff members and students.
 - c. The Board of Education of each school district may adopt additional policies relating to bullying pursuant to subsection (e) of K.S.A. 72-8205, and amendments thereto.

CRIME REPORTING "SEE SOMETHING, SAY SOMETHING"

Students with information helpful in solving crimes may contact the SRO officer at the high school. Students may report potential violence on See Something, Say Something or the violence hotline below. Stay Safe, Speak Up, Stop School Violence 1 (877) 626-8203.

FOREWORD

This handbook has been prepared to enable students and their parents/guardians to know and understand the procedures, policies, and regulations of Derby High School. It is not intended to be an all-inclusive listing of rules and regulations. Items that fall outside those listed in this handbook will be handled at administrative discretion. Significant changes to procedures, protocols, or items included in this handbook may be communicated electronically.

The school is a community, and the rules of the school are the laws of that community. All those enjoying the rights of citizenship in the school community must accept the responsibilities of citizenship. A basic responsibility of those who enjoy these rights is to respect the laws of the community. Provision of the civil and criminal law that applies to the conduct of juveniles and minors also extends into our schools.

Every effort will be made to recognize the human dignity and worth of each individual student attending Derby High School. To the best of our ability, the rights of both students and personnel will be protected.

USD 260 MISSION STATEMENT

The mission of Derby Public Schools is to create a tomorrow that is better than today by ensuring all students continually grow and learn.

BELIEFS

- We believe integrity is the foundation of trust. We believe all students deserve the opportunity to succeed through progressive, high quality instruction that meets the uniqueness of each individual. We believe in meeting the individual needs of students in a nurturing and safe environment. We believe inclusiveness will successfully solve challenges. We believe transparency will lead to a cohesive community that supports all students. We believe positive relationships are essential to student growth. We believe GREEN IS MAGIC!

NOTICE OF NONDISCRIMINATION

The Derby Unified School District 260 does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the Derby School District's compliance with the regulations implementing Title VI, Title IX, Americans with Disability Act, or Section 504, is directed to contact the Assistant Superintendent for Human Resources at 120 E. Washington, Derby, KS, 67037 or at (316) 788-8415. This district official has been designated by the Derby School District to coordinate the District's efforts to comply with the regulations implementing these laws.

MOVING

Out-of-District Policy

Students who begin the year with resident status and whose parents move out of the district after September 25 may complete the school year if they can make suitable arrangements with the school administration. Academic performance and behavior of the student will be considered by administration with these requests

NON-RESIDENT STUDENT ENROLLMENT

Derby Public Schools accepts online applications for Non-Resident enrollment based on BOE Policy JBC: Enrollment. The Kansas State High School Activities Association transfer rule may limit the eligibility of transfer students for participation in sponsored activities. Please contact the District Athletic/Activities Director for more information at 788-8527.

PARENT RIGHTS CONCERNING ACCESS TO STUDENT RECORD K.A.S. 91-12-44, 45, 46

1. Right to inspect and review records; or to have their representative inspect and review records; and possibly make copies of those records;
2. Right to be informed of all types and locations of records being collected, maintained or used by the agency;
3. Right to a response to reasonable requests for an explanation on any item in the records;
4. Right to ask for an amendment of any record on the grounds it is inaccurate, misleading, or violates privacy rights;
5. Right to hearing if the agency refuses to make a requested amendment;
6. Right to enter into records your comments or reasons for disagreeing with the hearing decision;
7. Right to restrict access to their child's records by withholding consent to disclose records;
8. Right to be informed before information in their child's file is to be destroyed;
9. Right to be told to whom information has been disclosed;
10. Student's Rights Policy. The rights accorded to the parent and the rights of permission and consent are accorded to only the student provided that he/she
 - a. is married or declared emancipated by the court, or
 - b. has attained 18 years of age and has not been legally adjudicated to be an incapacitated person.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:

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 260. 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 which are specifically exempt. Records will be available within 45 days of the day the district receives a request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons will occur only if:
 - a. District has prior written consent for disclosure;
 - b. The information is considered "directory information" and no objection to release has been filed; or
 - i. The district may disclose, without your consent, personally identifiable information to school officials with legitimate educational interest, or
 - ii. The district shall disclose, without your consent, educational records to officials of another school district if such a student seeks to enroll or intends to enroll.
3. The right to request that your educational records be amended if you believe 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 260 has failed to comply with FERPA's requirements. The address of the office is 400 Maryland Ave. SW, Room 4074, Washington, D.C. 20202-4605.
5. The right to obtain a copy of USD 260 policies (JRB, JRB-2, JRB-3) for complying with FERPA may be obtained from the Assistant Superintendent/HR 120 E. Washington, Derby, KS 67037.

DIRECTORY INFORMATION

For purposes of FERPA, USD 260 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: the student's name, address, telephone number, picture, parent or guardian, date and place of birth, major field of study, weight, height, participation in and

eligibility for officially recognized activities and sports, dates of attendance or grade placement, honors and awards received, and the most recent educational agency or school attended.

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 260 Assistant Superintendent/HR 120 E. Washington, Derby, KS 67037 on or before September 1 each school year. If refusal is not filed, USD 260 assumes there is no objection to the release of the directory information designated.

WHERE TO GO FOR INFORMATION

Information pertaining to total school administration, curriculum instruction, staff, development, accreditation	Mr. Hamblin
Principal	Main Office
Student Group (9 th), ELL, PAR, Freshman Orientation, Online programming, Summer School	Mr. Gabbert
Assistant Principal	Attendance Office
Student Group (10 th), Career & Tech Ed, AP/ACT testing, Concurrent credit, SRI, Curriculum Guide, Pre-enrollment, Career Cruising, College Career Readiness, Accreditation, SIP	Mrs. Strecker
Assistant Principal	Attendance Office
Student Group (11 th), Skyward, State Assessments, Master Schedule, Security In School Suspension, Emergency Drills	Mr. Seeley
Assistant Principal	Attendance Office
Student Group (12 th) Special Education, 504, PBIS, PDC, PIT Crew, GEI Process, Lunch Schedule, Graduation Ceremony	Mr. Swearingen
Assistant Principal	Main Office
Information pertaining to school athletics/activities, clubs, school calendar, school facilities, assemblies	Mr. Baldwin
Activity/Athletic Director	Athletic Office
Information pertaining to class schedules, course offerings, class work, college or vocational planning, scholarships, social/personal concerns	
Counselors	Counseling Office
Assistance with social/personal problems	Ms. Ramirez/Mrs. Hastings
Social Workers	Counseling Office
Information pertaining to permanent records and report cards, transcripts, graduation	
Main Office	Mrs. Wohlford
Information pertaining to school fees, insurance, hall lockers	
Finance Office	Mrs. Swetnam
Information pertaining to reporting absences, withdrawal from school, pre arranging absences	
Attendance Office	

PROBLEMS/QUESTIONS/ANSWERS

Need to go to your car?-Get a pass from the security office.

Need to check out or in?-Go to attendance.

Late to school?-Check in at attendance.

Feeling sick?-Go to nurse's office.

Lose your I.D. card?-Check in the main office. Then see Mrs. Swetnam (Finance Office) for a new card.

Forgot locker combination?-See Mrs. Swetnam in the Finance Office.

Need to buy a lunch ticket?-Go to cafeteria.

Something stolen?-See DHS School Resource Officer in F-2.

Need a purchase order for a club?-See Mrs. Reaves, Athletic Office.

Locker broken?- See security, A-1

GENERAL INFORMATION

BUS SCHEDULE/REGULATIONS

Buses are scheduled to arrive at approximately 7:50 A.M. and leave at approximately 3:22 P.M. If students or parents have any questions regarding specific pick up times and places, they should contact the transportation division of the Derby Public Schools, 788-8455. Parents are asked to observe all bus loading zones before and after school. Students will be assigned bus routes at the beginning of the school year and be given a copy of bus regulations.

Students are expected to conduct themselves in a manner which permits and promotes safe transportation. Regulations must be obeyed while riding the school bus. Violation of any of the regulations will be regarded as willful disobedience, and a student's transportation privileges may be withdrawn at the discretion of the transportation department and/or the school administration.

Reports of unacceptable behavior may result in parental contact and/or parent/school district conference. School bus discipline referrals will be dealt with as follows:

- | | |
|-------------|--|
| 1st offense | Conference with student. |
| 2nd offense | Conference with student. |
| 3rd offense | Suspended from riding the bus for one week. |
| 4th offense | Suspended from riding the bus for remainder of the semester. |

One or more of these steps may be omitted in dealing with severe discipline problems.

CAMPUS SECURITY

Campus security is available to assist students. Students are required to cooperate with the security personnel. Students in the act of violating school policy, who are detected by the security cameras, or by any other means, will be subject to appropriate disciplinary action. A member of the Derby Police Department serves as a School Resource Office (SRO) for the students and staff at Derby High School. The SRO is available for presentations in classrooms and to assist in overall security.

CARE OF YOUR PROPERTY

Please refrain from damaging desks, tables, hall lockers, walls, or floors and other destructive acts which destroy public property. Students are responsible for all books, materials, computers and other electronic devices checked out to them. Any acts of vandalism or destruction of school property may result in suspension from school and payment for damaged property. The financial secretary maintains the costs of district issued property.

CLASSROOM CELEBRATIONS

Classroom celebrations are to be tied to the class curriculum.

COUNSELORS AND SUPPORT STAFF

Guidance services are provided by a staff of four counselors. Their purpose is to aid students in solving problems and making adjustments to the various life situations, such as personal problems, careers, testing, and college information. Students may come to the Guidance Center before or after school, by the request of a teacher, counselor, or administrator, or during homeroom block if pre-signed to do so.

Two social workers are available to assist students and staff. They provide services to students and are a liaison between Derby High School and community social services agencies. Students who are called to the office by counselors, support staff, administrators, or other office personnel should be released to see that person.

A community-based resource housed at the high school is available to provide therapeutic services to

students and parents. Contact the counselor's office for more information. Another resource to Derby High School is Pando Initiative. Please contact the high school for additional information.

DAILY ANNOUNCEMENTS

Each day the Daily Bulletin will be read over the intercom and/or broadcast during lunch and/or 4th/9th block. They are also posted on the DHS website. Emergency and cancellation announcements will be read as needed. Administrative approval is needed for posting and/or distributing flyers.

DAILY TIME SCHEDULE (GREEN DAY/WHITE DAY)

Late Start Monday

Block 1/6	9:00	10:10
Block 2/7	10:15	- 11:25
Block 3/8	11:30	- 1:26
Block 4/9	1:31	- 2:41
Block 5/10	2:46	- 3:10 (Homeroom)

Tuesday – Friday

Block 1/6	8:00	- 9:24
Block 2/7	9:29	- 10:53
Block 3/8	10:58	- 12:54
Block 4/9	12:59	- 2:23
Block 5/10	2:28	- 3:10 (Homeroom)

Lunch is held during Block 3/8; Homeroom block is held Block 5 on Green Day and Block 10 on White Day.

DANCES: REQUIREMENTS FOR DERBY HIGH SCHOOL DANCES

- A. All school policies concerning behavior apply.
- B. An administrator and a sponsor will verify IDs and check for any violation of DHS alcohol or drug policy and/or other policy violations. **DHS IDs will be required of all DHS students at the door prior to admittance to the dance. Administrator discretion allowed.**
- C. All dates must be pre registered and must purchase tickets in advance. Only one date will be allowed for each DHS student in attendance at the dance.
- D. Pre registered guests will submit tickets to the ticket-taker and sign a guest list in the presence of a faculty sponsor.
- E. The administrators and sponsors will observe behavior of students on and off the dance floor as well as in the rest rooms.
- F. Standing and sitting on the tables or walls or standing on the chairs will not be allowed. Glow sticks are not allowed.
- G. **Students who leave the dance will not be allowed to re-enter.**
- H. School grounds outside and in the parking area are off limits to groups for visiting or loitering.
- I. Fall Homecoming, Holly Ball and Prom will be held on a Saturday night from 8:00 p.m. until 11:00 p.m. All ticket sales will end and no students will be admitted after 9:00 p.m.
- J. There must be adult sponsors scheduled to work every dance. Failure to obtain adult sponsors will result in the dance being cancelled. Parents are welcome to attend any dance.
- K. Students below the ninth grade will not be admitted to DHS dances.
- L. Dance Guidelines (applies on and off the dance floor): Lewd and inappropriate dancing or behavior will result in the student being asked to leave the event. Parents will be notified.
- M. Students are encouraged to leave personal items at home as the school is not responsible for lost or stolen personal property during dances.
- N. Derby High School students are responsible for any date they bring to a dance. All dates will follow DHS rules and regulations while attending a high school activity.
- O. Age of guest may not exceed 20 years of age.

DELIVERY/BRINGING FLOWERS, BALLOONS, AND OTHER ITEMS TO SCHOOL

The following is the BOE procedure regarding delivering/bringing flowers, balloons and other items to school. In order to limit the distraction and additional difficulties created by the delivery or bringing of certain items to its school, USD 260 places the following restrictions on such items:

1. The schools will not accept or allow delivery of flowers, balloons, or other gifts to students.

2. Prohibited Conduct: Student access to Google Apps is a privilege and may not be used in the following ways:
 - Unlawful activities
 - Commercial purposes
 - Personal financial gain
 - False identity in email communications
 - Misrepresentation of the school district
 - Interference with Derby Public Schools technology operations
3. Access Restriction: Access to and use of a student Google Apps account is considered a privilege accorded at the discretion of Derby Public Schools. The district maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or district policies have occurred. In such cases, the alleged violation will be referred to the building administrator for further investigation and disciplinary action.
4. Security: Derby Public Schools cannot and does not guarantee the security of electronic files located on the Google Apps for Education system. Although the district utilizes Google's two layer security and content filtering, Derby Public Schools cannot assure that users will not be exposed to unsolicited information.
5. Privacy: The general right of privacy will be extended to the extent possible in the electronic environment. Derby Public Schools and all electronic users should treat electronically stored information in individuals' files as confidential and private. There is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may have to examine activities, files and electronic mail to gather sufficient information to diagnose and correct problems with system software or hardware. Users of student Google Apps accounts are strictly prohibited from accessing files and information other than their own. The Derby Public Schools reserve the right to access the student email system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Benefits:

- Students without personal access to Microsoft Office or other office suites now have an online space to write papers, create slide show presentations, spreadsheets and forms.
- Students have an online document storage of created files accessible from any Internet connected device.
- Teachers can review, collaborate and co-edit student documents providing a new level of support and guidance.

Requirements to Participate:

- Students will have a personal login through the Derby Public Schools secure and private Google Apps for Education link that will be located on the district's home Web page as well as at each building's Web page.
- Students and parents who do not wish to participate in this program will need to state such in writing to the student's building principal.
- All participating students must abide by the Derby Public Schools Computer Use policy.

HALL PASSES

No student is to be in the halls without a pass from staff or instructor. Each student will report to his class first and then, with permission from the teacher, obtain a pass to go to another class or to the office. The student must comply with the above regulation; otherwise, he or she could be counted absent or tardy from class. When a pass is granted, the student must report back to his or her teacher before the end of the period. No student is to be in the parking lot area during class time or during lunch without a pass or escort from the attendance office. Students must be prepared to produce their ID cards to adult staff upon request.

HEALTH ROOM

Students who are ill should not come to school, in order to prevent serious complications and to protect other students from exposure to diseases. It is the duty of the school to exclude any child who appears ill or is suspected of having an infectious disease. The nurse will determine that the student shall not be in school and then contact the parent. It is the responsibility of the parents to make arrangements for the ill or injured child. School health services can provide only temporary care of ill or injured students. Students must report to the nurse in the health room prior to contacting parents to come to the school to pick them up.

Medication Administration by School Personnel

If medication administration is necessary in order that a student remain in a school, a Medication Administration Form must be filled out and signed by the prescribing physician (if a prescription medication) or by the parent or guardian (if an over-the-counter medication). The Request for Medication Administration Form can be obtained from the school nurse or from the derbyschools.com website. It is recommended by the district that all new medications (prescribed or over-the-counter) be administered by the parent at least one hour before attending school so that the student may be monitored for potential adverse reactions. Improper usage, abuse, or distribution of any medication by the student (prescription or over-the-counter) will result in disciplinary actions.

In order to administer over-the-counter medications (including but not limited to acetaminophen, ibuprofen, and cough suppressants) the parent must provide a completed Request for Medication Administration Form, as a written note on any other paper will not be accepted. Parents must provide the medication in the original, sealed container. Medications for the purpose of reducing fever will not be given at school. The nurse or administrator may refuse to administer any medication which he/she feels is inappropriate for the student.

Self-Administration Medication at School

The self-administration of emergency medicine for the treatment of anaphylactic reactions or asthma will be allowed. To be eligible the student must meet all requirements of this plan. This includes having the Asthma or Allergy Action Plan signed by physician, parent and student. The plan shall also show the student has been instructed on self-administration of the medication, is authorized to do so in school and is aware that any violations of this agreement may result in this privilege being revoked. This plan/form may be obtained from your child's school or derbyschools.com website.

Medications

For the safety of all of our students, all medications will be secured in the Health Room until the parent or a designated caregiver picks up the unused portion. Any medication that is left in the Health Room after the last day of the regular school year will be destroyed unless alternate, prior arrangements have been made.

Immunizations

Any student who has not provided current documentation of required immunizations will be excluded from school per Kansas law: K.S.A. 72 6265. The exclusion is enforced mid November by a date set by the school district.

K.A.R. 28120 defines immunizations required for any individual who attends school or early childhood programs operated by a school. Several forms of communication (Skylerts, emails, and letters) will notify guardians in advance.

Detailed school immunization requirements by age group are listed [here](#) or can be found at:

http://www.kdheks.gov/immunize/download/2016-17_School_Requirement_Memo.pdf

For the latest version of Kansas Certificate of Immunizations (KCI):

http://www.kdheks.gov/immunize/download/KCI_Form.pdf

There are only two exceptions permitted by state law:

1. certification from a licensed physician stating the immunizations would be a serious health threat to the student,
2. a written statement signed on a yearly basis by the parent/guardian that the child adheres to a religion

whose teachings are opposed to immunization.

Students who are exempted from immunizations, or are not up-to-date, will be excluded from school and all extra curricular activities in case of an outbreak of a vaccine-preventable disease. (K.S.A. 72-6262)

Communicable Disease

All exclusions and regulations can be found at

http://www.kdheks.gov/epi/download/Kansas_Classroom_Handbook_of_Communicable_Diseases.pdf.

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Students will be checked by the school nurse upon return to school to verify that student has been treated. Nits may persist after treatment, but successful treatment should kill crawling lice. Persistent cases will be handled on a case by case basis and those students may be excluded from school. Head lice information can be found on the CDC website at:

<https://www.cdc.gov/parasites/lice/head/schools.html>.

INSURANCE

The school does not carry insurance for property or personal injury of students.

LOCKERS

Students may be assigned a locker during the semester through the DHS finance office during school hours. School locks must be used. Any personal lock will be removed by the school unless approved by the administration. To protect possessions, each locker must be kept locked and secured by a combination lock, with the combination recorded in the office. **The school is not responsible for items lost or stolen from personal lockers.** Students are responsible for proper care of assigned lockers. Defacing or damaging lockers is prohibited. The student assumes responsibility for such action.

Lockers are the property of the school and for health and safety reasons are subject to search by the principal or the principal's designee.

LOST AND FOUND

Any articles found should be turned in to the office. Lost or stolen articles should be reported to the office immediately.

LUNCH PROGRAM

The lunch period is a "closed period." Permission to leave campus may be requested by a parent and granted by a Principal prior to the absence. In the case of an athlete or activity participant whose eligibility to participate in practice or event may be impacted by the absence during the day, a Principal and Athletic Director must both approve the request prior to an absence during 3rd or 8th block.

Students leaving the grounds during lunch without administration permission are subject to consequences that may include suspension. Students are not allowed in the parking lot without a pass/escort from the office.

Students are to return their trays and clear tables when they have finished eating. Chairs are to be pushed up to the table. Students must remain in the cafeteria area during the lunch period.

Throwing food, containers, utensils, or other items is prohibited. Students engaged in such activity at any time during the school year will be subject to administrative discipline.

Food from outside sources is not allowed unless brought before or by the student's parent/guardian during the school day. Money placed in vending machines is at the student's own risk. Students are only allowed to purchase one student-priced lunch per day. A student may add additional entrees for \$2.25 each. Free or reduced lunches are available by application through the cafeteria. Student lunch accounts are expected to maintain a positive account balance. Students' lunch accounts are expected to maintain a positive account balance.

You may schedule automatic payments to your child's lunch account with no convenience fee when using a checking account routing number. If you use "Low Meal Balance" set up in E-Funds, fund transfers will be determined based upon the meal balance amount you set.

1. After logging into E-Funds, click Advisory Services and choose Low Meal Balance.

2. Set the minimum balance to indicate when you want the automatic transfer to take place.
3. Set replenish amount to set the amount of money that will be transferred from your checking account into your student's account.
4. Check notice if you wish to receive an email notice when the transfer takes place.
5. Auto replenish creates the automatic payment.

When students withdraw or graduate from Derby Public Schools, the remaining balance in their lunch account may be transferred to a District account to help ensure that all students have access to nutritious meals during the school day. Parents may complete a request for refund in order to receive their remaining lunch account funds. If a request for refund is not received by the District within three months, remaining funds will be transferred to the donation account. **Students in the act of violating school policy who are detected by the security cameras will be subject to appropriate discipline.**

MEDIA CENTER POLICIES AND PROCEDURES

Hours: 7:30-3:30 P.M. Monday-Friday (Closed during Homeroom)

Tutoring: Monday and Thursday, 3:15-6:15 P.M.

Teachers circulate to help students with all core subjects.

Students must show a current DHS ID to be admitted for after-school tutoring.

Passes (Student Handbook) to the Media Center

Students will be admitted to the library with a pass (correctly timed and stamped student handbook) from a staff member. A pass is not required before or after school, during passing periods, or when students are with their class.

When students enter the media center, they must show their pass to the individual at the circulation desk. Next, they will sign in on the clipboard at the circulation desk. When the students leave the media center they must sign out.

Checking Out Library Books

Students must have their DHS I.D. card or student handbook to check out books.

Length of Time Materials May Be Checked Out

Library books may be checked out for three weeks. The check out period for reference books is one week. Library books may be renewed.

Overdue Library Books

Students having overdue library books or fines will not be allowed to check out additional library books until all books have been returned and/or fines paid. Fines will be charged as follows: 10 cents per day/per book for a maximum fee of \$5.00 per item. Anyone losing or damaging a library book beyond repair will pay full replacement cost of the item(s).

Textbooks

All textbooks must be returned in good condition at the end of first semester (only if it is a semester course) or the end of the school year. Anyone losing or damaging a textbook beyond repair will pay the cost of the textbook.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be conducted each fall and spring.

PARKING REGULATIONS

1. Student parking is allowed in parking lots designated for student parking. Parking will be on a first-come, first-served basis. All parking must be in painted stalls. All vehicles must park with their vehicle facing forward in the stall. No pull-throughs will be allowed. Students are not allowed to park in the parking lot located north of the high school or along the drive or parking areas between the gym and technology area. These lots are reserved for staff and visitor parking. All cars parked in this area must have a faculty or visitor parking sticker properly displayed.
2. A bicycle rack is provided on the north side of the building.
3. The following items are deemed as violations of the parking policy. Security will ticket vehicles in violation. Each ticket will cost a \$10.00 fine.

- a. Student parking in the north parking lot or in other restricted areas.
 - b. Parking in any red area. (Fire lanes are marked in red.) Vehicles parked in fire lanes will be given tickets by both DHS and the police and towed away at the owner's expense.
 - c. Parking in no parking zones (yellow).
 - d. Parking in any blue area (faculty parking).
 - e. Parking in a handicapped area. (DHS and police will ticket these vehicles.)
 - f. Any moving-traffic violation such as speeding or reckless driving. Cars must remain on the roadway. Disregard may result in loss of driving privileges on school grounds.
 - g. Parking outside of or across painted parking stalls.
 - h. Driving privileges may be taken away upon the discretion of the administrator.
 - i. Pull through parking.
4. Students are not to loiter in the parking lots or in automobiles during the school day; this will be considered a discipline policy violation.
 5. Students are encouraged to enter and exit the parking lot by the Madison Street entrance. When exiting, cars must remain in the lane in which they started. (If changing lanes, the driver will be subject to a ticket.) Students are to observe all traffic signs and exit procedures for the Madison exit at 3:12 P.M.
 6. The school will not be responsible for theft or damage to cars or motorcycles. Cars should be kept locked and valuable items removed.
 7. The speed limit in the parking lots is 15 MPH. The speed limit in the drive around the school is 20 MPH.
 8. Going to a car during the school day is prohibited without the proper pass.
 9. Students in the act of violating school policy who are detected by the security cameras-or any other means-will be subject to appropriate disciplinary action.
 10. Any vehicle entering DHS property is subject to search by school authorities and law enforcement personnel working with them. Such search may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.
 11. It is the administration's expectation that students can drive and park their cars in a mature manner at Derby High School. Students who have repeated violations with driving or parking their vehicle will lose the privilege to have their vehicles on USD 260 property.

PERSONAL PROPERTY

Derby High School or USD 260 is NOT RESPONSIBLE for the theft of, loss, or damage to items of personal property brought to school by students. Incidents involving lost, stolen, or damaged personal property are to be reported by the student to the DHS School Resource Officer. Personal items that are lost or stolen will not be searched for/investigated by the DHS Administration, but instead will be referred to the DHS School Resource Officer. Students are discouraged from bringing personal property (e.g. skateboards, iPods, cellular phones, other electronic devices, etc.) to school. Teachers may determine use of electronic devices in their classroom. (Please see Electronic Communications Devices.) Personal property items that become distracting to the learning environment may be taken from the student and kept in the office until a parent picks them up.

- Beverages in Classrooms

Teachers may determine the presence, visibility, and use of beverages in their classrooms.

- Personal Electronic Devices (Non-communication) discouraged

Any electronic device that becomes distracting to the learning environment may be taken from the student and is subject to classroom and/or administrative consequences.

- Personal Electronic Devices (Communication) discouraged

The use of electronic communication devices by students on school property during the school day (8:00 A.M. – 3:12 P.M.) is restricted due to the potential for classroom disruption. Use of items intended to look like or simulate such devices are also restricted on school days from 8:00 A.M. to 3:12 P.M. The district is not responsible for loss or damage to any personal property, even if personal property is lost, stolen, or damaged on school grounds. Students are responsible for all personal property items. Personal property that is lost, stolen or damaged will not be searched for/investigated by the DHS Administration, but instead will be referred to the DHS School Resource Officer.

Use of electronic devices that violate privacy laws, result in sexual harassment, classroom cheating, or any school disruption may result in suspension and/or expulsion from school. Students may use phones during their lunch period, in the hall as well as with teacher permission during class. Students may not take photos, images or video of people at any time without the person's permission.

STUDENT PHOTO IDENTIFICATION CARDS OR SKYWARD PHOTO APP

Student photo ID cards are to be carried during school hours and for all school activities. Student photo ID cards are necessary to check out books from the DHS library. Lost or damaged student photo ID cards will be replaced at a charge of \$5.00. ID cards are required for admittance to all dances. Any time that school personnel ask for an ID, it must be presented. Failure to present an ID to school personnel will be handled as willful disobedience.

STUDENT WELLNESS – MONITORING REQUIREMENTS

Building principals have the responsibility of ensuring building compliance with student wellness policies and guidelines. To ensure compliance, principals shall review policies and guidelines with staff. Throughout the year, principals shall routinely monitor for compliance, providing assistance to staff members as needed. The Food Service Supervisor shall be responsible for monitoring nutrition guidelines for Food Service.

Nutrition Guidelines

School lunch, school breakfast, a la carte, vending machines, school stores and food sold in areas accessible to students shall comply with all State regulations and work towards increasing fruit, vegetable, whole grain availability.

During the school day

- Students are encouraged to start each day with a healthful breakfast and to choose nutritious foods throughout the day.
- In order to increase food safety and decrease the risk to students with food allergies, classroom "treats" brought to school must be prepackaged by a manufacturer.
- Foods and beverages for classroom rewards, parties and celebrations will be healthy snacks.
- No more than 50% of fund raising activities will involve the sale of food and/or beverages.
- Refreshments provided for students participating in school events will be nutritious foods.
- Students are allowed to have individual water bottles in the classroom.
- Parents, teachers and organizations are informed about the guidelines and are required to follow them.

Physical Activity Used as Punishment

Physical activity is not to be used (e.g. running laps, sit-ups, etc.) or withheld as punishment. This guideline does not apply to extracurricular sports teams.

Physical Education Classes

In classes where appropriate, teachers should strive to maximize time spent in moderate to vigorous physical activity with a goal of being physically active at least 80% of the allotted class time.

Physical Activity Outside of School

Information is provided to help families incorporate physical activity into the lives of all household members.

Wellness Policy Promotion

Work toward building opportunities for in-service for faculty and staff regarding district policies and general information on health and wellness.

Inform the community, through various media, of district policies and general information on health and wellness.

VISITORS

All visitors must check in at the security office window and register for a pass. No visitors will be allowed from neighboring schools or surrounding areas. Approval of visitor passes will be at the discretion of the administration. Infants and small children are not to be brought to school with students.

ACADEMICS – GRADE PLACEMENT

CLASS RANK

Senior class rank is based on a seven semester grade point average. Class rank using weighted grades is also figured at the 5th, 6th, and 8th or final semester of high school. Weighted grades are used to determine a G.P.A. A “cap” is established for class rank purpose only. The cap for a six semester rank is 4.40. The seven semester cap is 4.525 and the eight semester cap is 4.625. Additional honor points can be earned, but they would be in excess of the cap and would not be used for class rank purposes – these points would be for an individual grade point average. Students with an unweighted 4.00 G.P.A. who have earned honors points up to the maximum cap will earn top recognition for class ranking purposes. An honors class successfully completed at the high school will be counted towards class rank even if the class was taken while the student was enrolled at the middle school (i.e. Honors Geometry).

EARLY GRADUATION

Students wishing to graduate early must meet with their counselor to develop a plan of study.

Approval Process: The approval process begins with the student meeting with their counselor to develop a plan of study that will ensure that graduation requirements can be completed by the requested graduation date. After a plan of study has been developed and approved by the counselor the student shall obtain a request for early graduation from the counselors’ office. Both the student and parent or legal guardian of the student must sign and return to the counseling office. Pictures of three-year graduates will remain in the junior section of the yearbook, not in the senior section, and will not be included in the senior panoramic picture. Those students graduating in three years or less earning honors distinction will receive a single black honor cord. Those graduating in three years or less will not be either calculated or recognized in the graduating class. Candidates must meet all graduation requirements (25 credits) to participate in graduation ceremony.

GRADUATION REQUIREMENTS

A total of 25 credits are required for graduation and must include:

1. 4 credits in Language Arts

2. 3 credits in Social Studies, to include:

1 credit US History

½ credit US Government

1 credit World History or AP European History (Students should enroll in World History 1450-1914 and World History 1914-Present during their sophomore year to meet this requirement.)

½ credit Social Studies Elective

(ROTC 1 first semester only will count as ½ Social Studies elective credit.)

3. 3 credits in Mathematics

1 credit of Math must be Algebra 1 or higher

Math Fundamentals and Math Labs are elective credits; they will not count as math credit

4. 3 credits in laboratory science

5. 1 credit in Physical Education/Health, to include:

½ credit in Physical Education Concepts

½ credit in Physical Education activity class

(Beginning with the Class of 2017, 1.5 credits in PE will be required.)

6. 1 credit in Fine Arts

Art, Communication Arts, Graphic Arts, Music, Music Instrumental, Music Vocal, Public Speaking

7. Students must take a minimum of 10 elective credits. (Beginning with the class of 2017, a minimum of 9.5 elective credits will be required.)

8. Courses in which a student has received credit cannot be repeated for credit, unless so specified in the curriculum guide.

9. College-bound students who seek scholarships may check with their counselor for information and applications.

GRADES

Course grades are cumulative with two quarters in a semester.

GRADING SCALE

A - 90% and above

B - 80% - 89%

C - 70% - 79%

D - 60% - 69%

F - 0 - 59%

GPA

GPA is calculated on semester grades only.

GRADES – HONORS

A weighted grade point system will be utilized for all honors and advanced placement courses. Grade points will be awarded in the following relationship:

All courses will be graded on a scale of 4.0

A = 4 points; B = 3 points; C = 2 points; D = 1 point; F = 0 points

For each successfully completed honors course of year-weight an index of .05 will be added to the cumulative grade point average. Each successfully completed honors course of semester-weight will have an index of .025 added to the cumulative grade point average. GPA will be computed to the third decimal place.

HONOR ROLL

Honor rolls will be compiled on the basis of the computer printout received at the end of each semester. In order to qualify for the honor roll a student must, in addition to having the designated grade point average, meet the Derby High School requirements for participation and may not have a D or F.

4.000 Principal's Honor Roll

3.750 – 3.999 High Honor Roll

3.45 – 3.749 Honor Roll

COMMUNICATION OF GRADES/PROGRESS REPORTS

Grades are communicated after the close of each grading period. A hard copy may be requested from the office. The final second semester grades will be available online.

SENIOR ACADEMIC RECOGNITION

Senior academic recognition is based on a seven semester weighted computation. Recipients must have completed US Government SOC800, AP Honors US Government SOC890, Aventa OCL820 or comparable college course.

Students with the following GPA's will be recognized in groups at graduation:

3.450 – 3.749	Green and White Honor Cords
3.750 – 3.999	Silver Honor Cords
4.000 or higher	Gold Honor Cords

LETTER AWARD--ACADEMIC

Academic letters are awarded to the top ten percent of the senior class in order to encourage and recognize outstanding participation and excellent scholarship.

During the life of the high school transcript, any student who earns a grade lower than “C” in an academic course as defined above will be ineligible to receive an academic letter.

ACADEMIC DISHONESTY

Students suspected of plagiarizing, cheating on a project, quiz, test, or exam may be subject to grade reduction or not receiving credit for the work. Administration may require an alternative assessment be taken and teachers may require students to redo the work.

COLLEGE CREDIT

If allowed by law, with parental permission, eligible students who can complete graduation requirements as prescribed by the board are eligible to be released from school during the regular school day to attend classes at a Regent’s university, community college, technical college, vocational educational school or Washburn University. Enrollment in college classes does not excuse absences or tardies from Derby High School. Students are allowed to enroll in college classes that begin, end and allow for travel time to or from Derby High School within the Derby High School daily bell schedule. College classes may be taken from 8:00 - 11:00 a.m., 11:00 a.m. - 3:12 p.m., after school or all day. Dismissal from Derby High School to attend college classes after starting the day at DHS and ending at DHS is not permitted. Students must begin their day with a college class or end their day with a college class.

CONCURRENT CREDIT

A student enrolled in grades 10, 11, 12, or a gifted child in grades 9 through 12 who has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions, may apply to the principal for permission to enroll at an eligible postsecondary education institution.

The district may enter into an agreement with the college for the purpose of allowing these students to receive dual credit.

SCHEDULE CHANGE PROCEDURES

Schedule changes will be made on designated dates. These dates will be announced to students, displayed on the DHS website and communicated via Twitter and Facebook well in advance. Student initiated changes after enrollment is complete must meet the following guidelines: illness, injury, or accommodations for the handicapped. Administrator/staff initiated changes may occur relevant to mid-term graduation (seniors only) or disciplinary issues.

HOMEROOM

Homeroom is a structured tutorial opportunity for enrichment and assistance that occurs during the school week. One purpose of Homeroom is to provide opportunity for students who do not have time to get help from their teachers during, before, or after the school day. All students may use this time to make up class work missed due to excused absences or do homework.

Homeroom Guidelines

All students will plan ahead to have something productive to do during Homeroom .

Student may only travel to the classroom of teachers listed on their schedules.

Teachers will monitor the flow and number of students in their room during Homeroom.

Students may go to the gym and P.E. department only for make-up work and if they have been pre-signed by the P.E. teacher.

Students may go to the library during Homeroom only if pre-signed by the content area teacher. Homeroom teachers may not initiate passes to the library without prior consent from the librarian.

Homeroom

Homeroom is a structured opportunity for students to develop rapport and connections with a consistent group of students and teacher. Students will be assigned a Homeroom as freshmen and remain with that Homeroom all years at high school.

The purpose of Homeroom, is to create an environment and time in each student's schedule where students learn to interact and collaborate with other Derby High School students and a staff member. Homeroom teachers will mentor students and review grades for all classes. Derby High School administration may address pre-enrollment, emergency drills, and critical information as needed to students and staff, etc. through homeroom.

Special education teachers **may** use Homeroom time as resource time for their students.

Departments may offer enrichment experiences during Homeroom time if there is still a teacher available to help with their classroom work.

Teachers **must** be in their classroom during unless assigned other duties. **Paras may be assigned duties by the teachers which would take them from their classroom.**

Second semester class schedules will be **distributed** to students during Homeroom.

Discipline situations are to be handled using the Classroom Management Step Form or, in severe cases, removing the student to the office with a behavior referral.

Teachers will only allow students to study, read or engage in productive activities that occur in their regular classes. This is not a time for off-task behaviors.

Homeroom Procedures

1. Homeroom is .25 credit
2. Homeroom is not a part of eligibility criteria.
3. Homeroom will be grades as A – Pass – Fail. Criteria for grading will be included in the syllabus provided to students by their Homeroom teacher each fall or when starting the class.
4. A weekly schedule for Homeroom activities will be included in the syllabus provided to students by their Homeroom teacher each fall or when starting the class.

Pre-signing

Students must be pre-signed before Homeroom begins to travel. The only pass used for pre-signing is the student agenda.

SUMMER SCHOOL

Students enrolled in the regular academic program will be governed by the following policies:

1. No student may enroll in any course except with prior permission of the high school principal.
2. Students who have taken a course during the regular academic year and have failed to meet the requirements to receive credit in the course may repeat that course for credit.
3. Students who are deficient in credits and who are not on schedule to graduate with their class may take courses to bring them back on schedule.

TRANSCRIPTS

Underclassmen may obtain a copy of their transcript during school hours in the DHS counseling office. Transcripts for seniors are obtained and sent through a state program called Parchment. Seniors are able to view their records and request that their academic records be sent at any time. Students should register an account with www.parchment.com in June after their junior year when six semester grades and GPA are updated. After graduation all transcript requests are made through Parchment.

ATTENDANCE

OFFICE HOURS: 7:30 – 4:00 PM

ATTENDANCE PHONE: 788-8522

Regular school attendance provides students with an essential foundation for achieving academic success and assists them in developing habits necessary for college, career, and professional life. Consistent attendance allows students to participate in shared learning experiences that happen during class time; participation in such valuable class activities is critical to the overall learning process and can never be replaced with make-up assignments.

ATTENDANCE PROCEDURES

A. Excused or Unexcused Absences (Cf. IHEA, JDD) (See JBE)

Students are allowed no more than four (4) absences--excused or unexcused--in any given class period per semester. A student missing more than four (4) class meetings in a semester is considered "chronically absent." Academic success is directly linked to consistent daily class attendance. Chronic absence is defined as missing 10% or more of school for any reason. On the DHS block schedule, each class only meets 43 times during a semester, so 10% absence=4 class periods.

Research shows that with every year of chronic absenteeism, a higher percentage of students dropout of school. A study in Utah found that students who were chronically absent in any year between eighth and 12th grades were 7.5 times more likely to dropout of high school. (Source: Utah Education Policy Center, Research Brief: Chronic Absenteeism, University of Utah, July 2012.).

Teachers will report students to their grade-level administrator upon the fourth absence from class.

The high school principal or his/her designee may determine whether a student's absence is excused or unexcused. The school's daily attendance report will indicate those absences that are unexcused. Student absences will be excused for the following reasons:

1. Personal illness/injury
2. Personal and family matters
3. Military families shall be given special consideration with prior notification in accordance with the Interstate Compact on Educational Opportunities for Military Children

Parents will be held responsible for contacting the school by phone call or personal visit on the day of the absence. **Notes and e-mail are not accepted.** Any absence will be regarded as unexcused if the school (attendance office) is not notified by phone call or personal visit from the parent within two school days when a student is absent for any reason. An attempt will be made to notify parents who have failed to call the school on the day of the absence.

B. Excused Absences

Students will be allowed to complete the work missed during the excused absences according to the regulations listed in the make-up policy. The time period allowed for making up the assignments is listed under "Make-Up Work" in the handbook. Excused absences above ten (10) a semester is considered excessive and may require supporting medical documentation submission to DHS administration.

C. Homebound

Homebound is a program offered to students who have specific long-term health or personal problems that are better dealt with outside the regular school environment. The homebound program is a team process and is coordinated through the Director of Special Services. Consideration is based on a physician's request and team input. Parents or school personnel may initiate the action leading to acceptance into the program on behalf of students if there is a need and that need is supported by a physician.

The Student Support Services Director (788-8460) and the Derby High School homebound coordinator (788-8500) coordinates homebound services through a homebound teacher who is the liaison between home/hospital and the Derby High School teachers. The parent/guardian must receive homebound approval from the Director of Student Support Services. After approval is confirmed the Derby High School homebound coordinator will arrange a meeting with the parent/guardian, student, and homebound teacher and Derby High School teachers to explain the homebound process in all of the classes that homebound services are needed. The Derby High School teachers will make the final determination of the quality of work done by the students and will determine the final grades. Upon returning to DHS, the student and parent/guardian must meet with the DHS homebound coordinator to review progress and to adjust school schedule if appropriate.

D. School-Related Activities

Teachers will not record absences due to school related (instructional/athletic) activities.

1. Each student is responsible for completing all class work before his/her absence or for making advanced arrangements with the teachers concerning the deadline for assignments.
2. Re-scheduled activities – arrangements may be made after the absence, if there is not time before.

3. Failure to complete the required assignments will result in course grade being lowered proportionally to the assignments not completed.

E. Unexcused Absences

Any student under 18 years of age is required by law to attend school and if such child is inexcusably absent therefrom on either three (3) consecutive days or five (5) or more days in any semester, such child is "truant" as specified in Kansas School Compulsory Attendance Law, K.S.A. 72-3121. As a school procedure a doctor's note may be required to excuse absences.

An unexcused absence is defined as "a student being absent any five (5) consecutive minutes or more of the school day without permission from the school." Excused absences must fall within the guidelines of the Derby High School attendance policy (See Excused or Unexcused Absences.). If an absence is determined to be unexcused, the classroom teacher(s) shall be informed. Students leaving school without permission or who are truant may be subject to in-school or out-of-school suspension. Students who violate the closed campus policy will receive a zero (0) for all work done this period.

Reporting Unexcused Absences:

1. All absences must be excused by a parent or guardian within two (2) school days of the student's absence from school (see Attendance Procedures in the student handbook). All unexcused absences current after two (2) school days will be counted towards referral to the intervention and discipline procedures.
2. Teachers will notify parents of student unexcused absences by telephone, e-mail, letter, or conference when a student has accrued three unexcused absences. The teacher will document contacts.

Detentions

Administrators, at their discretion, may assign detentions or other disciplinary measures found in the Student Handbook as a consequence for student unexcused absences.

F. Tardies

In all classes, students will be counted as tardy if not in the classroom when the tardy bell rings. Students are expected to make up any work missed due to being tardy to class. A first or sixth block tardy will be counted at 9:00 A.M. on Mondays and 8:00 A.M. Tuesday-Friday. Students arriving to school five (5) minutes after the tardy bell must report to the Attendance Office and check in before reporting to class.

G. Pregnancy

(BOE policy – Refer to JQE)

A pregnant student may be required to provide a physician's release statement to be allowed to participate in school activities.

If there is a delay in obtaining a physician's release statement, in the student's best interest, the administration may deny activity participation until the permission slip is made available.

H. Make-Up Work

The teacher's primary function in the classroom is to provide instruction to the students who are in attendance. Learning opportunities should not be lost for students who are not present in the class. To protect teaching and learning opportunities, all requests for make-up work must be made either before or after school or during Homeroom block. A reasonable length of time for a student to prepare and hand in make-up work will be allowed for excused absences in all classes.

1. Exams – Each student is responsible for making up each exam. Following a one-day absence, if a student has prior knowledge of a planned exam, he/she must take the test on the day of his/her return to class. Except at the teacher's discretion these exams will not be allowed to be taken during scheduled class time.
2. Short-term assignments – On the day a student returns to school, it is his/her responsibility to make arrangement with the teacher regarding completion of the work missed during the absence.

3. Long-term assignments with specified deadlines – Assignments that have a duration of six school days or more must be turned in by the scheduled deadline. An excused absence on the day of the deadline does not give an extension to the deadline. The student or the student's parents/guardians will be responsible for getting the assignment to the school. Long-term assignments can be turned in on any school day prior to the scheduled due date.

Students and parents are asked to wait at least one day before asking for homework assignments in regard to long-term absences. It is helpful if requests are made prior to 8:15 A.M. to allow teachers their planning periods to prepare the assignments. If your call comes in after 9:00 A.M., the homework will be ready to pick up the following day. Please pick up the homework in the main office between 3:15 and 3:45 P.M. Once the homework has been requested, we do need to have the homework picked up that day. A minimum of one-day make-up for each day absent will be allowed. This may be extended only with the consent of the teacher or administration and in extenuating circumstance. This does not apply to long-term assignments with specified deadline. (See above.) This does not apply to students in activities. (See School-Related Activities.)

I. Anticipated Absence

Students having prior knowledge of anticipated absence of three days or more are to notify the office for approval by administration prior to the absence. It then becomes the student's responsibility to obtain a prearranged absence form in the attendance office and complete arrangements with each teacher. The form must be returned to the appropriate administrator and submitted for excused absence recording. This does include finals.

J. Check-Out Procedures

Students checking out must come to the attendance office and obtain permission to leave campus. **Leaving campus without checking out through the attendance office will result in an UNEXCUSED ABSENCE.** Students leaving first and having parent/guardian call later to excuse the absence will **NOT** be considered excused.

Check outs due to illness require the following:

1. Nurse's approval.
2. Parent contact with the office or written statement/phone call from the doctor's office.

There are only a few acceptable reasons for a student to check out:

1. illness,
2. medical appointments,
3. death in the family/funeral,
4. other reasons when approved by administration.
5. Closed campus-Students must check out through the Attendance Office to leave campus. Checking out during 3rd and 8th blocks is allowed for professional appointments only. A verification receipt from a professional appointment must be turned in at the attendance office upon checking in. Any exception to the 3rd/8th block check out policy must be cleared with an administrator.

Derby High School is a closed campus. **Students are not allowed to check out to go to lunch.**

K. Students of Legal Age

1. Students 18 years of age, living at home – Parents/guardians are responsible for excusing students. Students are responsible for following the attendance and check out procedures of this handbook.
2. Eighteen-year olds who do not live with a parent or guardian may excuse themselves for days absent and all school correspondence will be sent to them directly. When a student of any age is not living with a parent or guardian, the administrator in charge of attendance will make student

contact on the tenth (10) absence. At that time the student will be notified that for any future absences:

- a. A doctor's statement will be required within Two (2) school days of the absence or
- b. The administrator in charge of attendance will make the determination as to whether the absence is excusable or not excusable.

L. Class Interruptions

Except in case of an emergency, interruptions of class time should be kept to a minimum.

M. Disciplinary Review and Appeal

A review and appeal may be requested by the parent/guardian of the affected student within ten days from receipt of notification of any decision or action resulting from the above attendance policy. Such request shall be **made in writing** to the high school principal or designee. **The appeal hearing shall follow the procedure of an informal hearing before the principal with the decision being final.**

PART-TIME STUDENTS

Any student who is on a reduced schedule is not allowed in the building or on school ground except during times when he/she is assigned to classes. **Students who return to school must check in through the office.**

BEHAVIOR AND DISCIPLINE POLICY

The USD 260 district-wide discipline policy is based on mutual respect among administrators, staff, teachers, students, and parents. The purpose of this discipline policy is to ensure a safe and orderly environment so that learning and teaching opportunities are maximized through well-defined policies and procedures that support a positive atmosphere. Students have the responsibility to respect other students and the adults on the school staff, to comply with school and classroom rules and policies, and to be ready to accept the negative consequences of their actions if they violate these rules and policies. Adults, both at school and at home, should serve as positive role models. It is their duty to objectively determine accurate facts in discipline situations and to listen attentively to students before administering disciplinary measures. Disciplinary measures for misbehavior at Derby High School are determined by the administration and may include, but are not limited to warnings, detentions, in-school and out-of-school suspensions, and expulsion.

All student conduct expectations noted in this section apply to students while they are on school district property, at all bus stops, and at all school sponsored activities.

SAFE SCHOOL ACT

Board Policy, in compliance with the Kansas School Safety and Security Act (K.S.A. 72-6143), requires a report to be made to the appropriate law enforcement agency by school personnel who know or have reason to believe student conduct has occurred which constitutes the commission of a felony or misdemeanor crime including; possession, use or disposal of explosives, firearms or other weapons; possession of controlled substance or illegal drug; or engaging in criminal behavior which has resulted in or was substantially likely to have resulted in serious bodily injury to others, committed at school, on school property or at a school supervised activity. If an administrator's preliminary investigation reveals information which indicates a crime (felony or misdemeanor) may have been committed, the administrator is required to report such crime. Whether or not the report is made in writing (for later follow-up by law enforcement) or by phone (for immediate follow-up by law enforcement) is dependent upon the seriousness and nature of the situation. When law enforcement officers are permitted by Board Policy and applicable law to conduct an investigation and/or question a student(s) suspect during school hours, the building administration shall make reasonable attempts to contact parents, guardians or representatives of the student(s) prior to questioning. Reasonable requests of parents, guardians or representatives shall be respected to the extent permitted by Board Policy. Notification or attempted notification of parents, guardians or representatives shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present. The decision to arrest a student and remove the student who has been arrested from the school jurisdiction is the prerogative of law enforcement and not under the authority of school personnel.

SUSPENSION AND EXPULSION

K.S.A 72-6114 states that the Board of Education of any school district may suspend, expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel any pupil or student guilty of any of the following:

- A. Willful violation of any published regulation for student conduct;
- B. Conduct which substantially disrupts, impedes or interferes with school operation;
- C. Conduct which endangers the safety or substantially impinges upon or invades the rights of others;
- D. Conduct which constitutes the commission of a felony;
- E. Conduct which constitutes the commission of a misdemeanor;
- F. Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operations; and
- G. Possession of a weapon at school, on school property or at a school sponsored event.

The following violations may result in a short-term suspension, a long-term suspension, expulsion, or other disciplinary measures:

- 1. Vandalism and destruction of property.
- 2. Possession or use of tobacco products and nicotine delivery devices.
- 3. Use, possession, or distribution of alcohol or other drugs, simulations of drugs, or drug paraphernalia.
- 4. Disrespect, intimidation, or harassment toward teachers, students, and other staff members and/or defiance of teachers or staff members.
- 5. Fighting.
- 6. Leaving school at lunch or at any time without permission.
- 7. Discharging or possession of fireworks, explosive devices, other incendiary devices, or simulations thereof.
- 8. Throwing food, containers, utensils, or other items is prohibited. Students engaged in such activity at any time during the school year may be subject to a suspension or expulsion.
- 9. Inappropriate use of fire alarms.

10. Possession or use of matches or lighters.
11. Setting or attempting to set any fires.
12. Use of inappropriate language or inappropriate language directed toward any staff member.
13. Committing an act that is dangerous or potentially dangerous to students or staff members.
14. Stealing or possession of stolen items.
15. Repeated violations of school policies.
16. Carrying or possessing a weapon or simulation of a weapon on USD 260 property or at any school-sponsored activity. It should be noted that any device that has the potential of delivering an electrical charge or any material such as mace or pepper spray will be considered as weapons.
17. The use of a weapon or simulation of a weapon on USD 260 property or at any school sponsored activity with the intent of harassment, intimidation, or defense.
18. Computer violations. Use of electronic devices that violate privacy laws, result in harassment, classroom cheating, or any school disruption. Accessing or using a social media during school hours. Students may not take photos, images or video of people at any time without the person's permission.
19. Assault and/or battery to another student or a staff member.
20. Terroristic threats.
21. Participation in any student strike, walkout, and/or student demonstration.
22. Wearing or in possession of clothing or any item, or using verbal or written statements or derogatory insults/slurs that create racial unrest, promotes bigotry and prejudice, or is a source of disruption or a disturbance.
23. Inciting racial issues and/or gang rivalry through signs, language, or dress.

This list is not intended to be all-inclusive. Acts outside of this list will be handled on an individual basis (e.g. students in possession of, or found under the influence of, drugs and/or alcohol, or because of other disruptive behavior may lose privileges to attend activities and events for a length of time to be determined by administration.)

Students who are suspended or expelled cannot be on school property or at school activities during the time of suspension or expulsion. Violation of this policy will be considered criminal trespassing and will be handled by the police department.

Any student who is suspended out of school for a short term (one to ten days) is expected to make-up all work missed during their suspension. As with absences for other reasons, the student is responsible on the day they return to class, to make arrangements with the teacher regarding the completion of the work missed. Refer to "Make-up Work."

DISCIPLINARY REVIEW AND APPEAL

A review and appeal of long term suspensions may be requested by the parent/guardian of the affected student within ten days from receipt of notification of any decision or action resulting from the above discipline policy. Such request shall be **made in writing** to the high school principal or designee. The appeal hearing shall follow the procedure of an informal hearing before the principal with the decision being final.

EMERGENCY SAFETY INTERVENTIONS

The Board of Education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention. The Board of Education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies when possible. For our full policy, please visit the district website.

WEAPONS-FIREARMS

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. (JCDBB – see

JDD, EBC and KGD)

Definition of Weapons and Destructive Devices

As used in this policy, the term “weapon” and/or destructive device means:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device;
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- Any bludgeon, sand club, metal knuckles or throwing star;
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Other Types of Weapons

Any other article that could be considered a weapon (e.g. small knife, etc.), which does not specifically meet the definition under state and federal statute, may also result in expulsion for up to one calendar year.

Penalties for Possession

Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar year. The superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see JDC). Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate.

Reporting Criminal Possession of a Firearm by a Student

It is a crime for any person to possess a firearm at school or on school property. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution. (See EBC and KGD)

ALCOHOL AND OTHER DRUGS

Students are not to use alcohol or other drugs or simulations of drugs or be under the influence of those substances, on school property, at school activities, or at school-sponsored events. The possession of alcohol or other drugs, or simulations of drugs, or drug-related paraphernalia on school property or at school-sponsored events is prohibited. Parents of students who are under the influence of alcohol or other drugs will be contacted. At that time they will be asked to come to the school/activity to pick up their child.

No students shall sell for money or other considerations or distribute, give, trade, or dispense alcohol, drugs or simulations of drugs or drug-related paraphernalia on school grounds or at school-sponsored events. If an activity is school sponsored, all alcohol or other drug violations will be disciplined under both the Derby High School Code of Conduct and the Derby High School Athletic/Activity Code of Conduct. Students who are participating in activities sponsored by organizations which have contracted the use of school facilities are excluded from the DHS Code of Conduct policy, but not the DHS Athletic/Activity Code of Conduct. **Improper usage, abuse, or distribution of any medication, prescription or over-**

the-counter, may result in disciplinary action.

The violation of the above regulations will result in disciplinary action by school authorities. There will be an automatic ten-day out-of-school suspension with an expulsion hearing on the first offense for possession of drugs, drug paraphernalia, on school property, at school activities, or at school-sponsored events. Local law enforcement authorities will be called to investigate any situation when deemed necessary by the administration. Local law enforcement authorities will be called each time that a student is in possession of or under the influence of any potentially dangerous drug and/or narcotic. The school may make the following two additional requests of the families and students before the students re-enter school after the suspension:

1. Students are requested to show evidence of a drug/alcohol assessment or evaluation which was conducted after the suspension date. This is a service provided free by many community agencies.
2. A plan of action may be formulated by students, families, and school personnel to assist the student.
 - A. Review the drug/alcohol assessment information from the treatment center.
 - B. Develop a plan of assistance to meet the needs identified in the assessment report.
 1. Explore school resources for student assistance.
 2. Suggest alternative behaviors for successful progress.
 3. Monitor students with follow-up procedures by counselors.
 - C. Discuss parent input/reactions to the assessment procedure.
 - D. Inform student and parents of the consequences of the second drug/alcohol offense.

To insure the safety of our students, DHS Administration reserves the right to use K-9 dogs to conduct searches without warrant for any reasonable purpose.

RANDOM DRUG TESTING (See Administration.)

TOBACCO POLICY

AT NO TIME ARE STUDENTS PERMITTED TO POSSESS OR USE TOBACCO PRODUCTS, INCLUDING SIMULATED MECHANICAL OR ELECTRONIC TOBACCO PRODUCTS, ON DERBY HIGH SCHOOL PROPERTY. STUDENTS PARTICIPATING IN SCHOOL SPONSORED ACTIVITIES ARE PROHIBITED FROM THE POSSESSION OR USE OF TOBACCO PRODUCTS REGARDLESS OF THE LOCATION. THE USE OF TOBACCO PRODUCTS AND NICOTINE DELIVERY DEVICES ON ALL USD 260 PREMISES IS PROHIBITED.

Violation of the above provision will result in an automatic three day Alternative Room assignment with written notification to parents for the first offense. The second offense shall result in a five-day out-of-school suspension. The third violation will result in a ten-day out-of-school suspension during which time an expulsion hearing will be held. Smoking, nicotine, or tobacco use by anyone is not permitted at anytime inside USD 260 buildings nor is it permitted on outside premises. **Violations will be reported to the Derby Police Department.**

Students who wish help with a tobacco/nicotine problem may seek help at Derby High School. Staff members who are trained in tobacco cessation programs are available to students. Students who choose to enter such a program are still required to follow school rules regarding tobacco use. Students or parents should contact an administrator for more information about this program.

RACIAL AND DISABILITY HARASSMENT OR INTIMIDATION

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin (“racial harassment”) or on the basis of disability (“disability harassment”) shall not be tolerated in the school district. Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored events. Racial or disability

harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

District employees and students shall not racially harass or intimidate others by name calling, using racial or derogatory slurs, wearing or possession of items depicting or implying racial hatred or prejudice. District employees and students shall not at school, on school property or at school activities wear or have in their possession any written material, either printed or in their own handwriting, that is racially divisive or creates ill will or hatred. (Examples: clothing, articles, material, publications or any item that denotes Ku Klux Klan, Arayan Nation - White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other "hate" group. This list is not intended to be all-inclusive.)

Violations of this policy shall result in disciplinary action by school authorities. Those violations listed below are no tolerance minimums; the principal or designee shall have the discretionary authority to add corrective learning components and/or additional penalties should this be considered appropriate.

Students:

1. First offense. The pupil will participate in corrective learning components aimed at eliminating the offending behavior. These components may consist of learning units such as written/oral reports; participation in a structured class and/or guidance activity; and/or participation in a community-based program, approved by the principal or designee aimed at correcting the offending behavior. In addition, the principal or designee may require an in or out of school suspension and a parent conference prior to the re-admittance of a minor pupil.
2. Second offense. An out of school suspension, with a possible expulsion hearing, and corrective learning components as determined by the principal or designee.
3. Third offense. An out of school suspension pending an expulsion hearing.

Employees who violate this policy will be dealt with in accordance with applicable district policy and procedures.

Any student who believes he or she has been subjected to racial harassment should report the problem to his/her principal, or another certified staff member. Staff members shall refer all complaints of racial harassment or intimidation to a building administrator. Complaints regarding racial harassment or intimidation shall be investigated under the district's discrimination complaint procedure identified in policy JCE, which provides for immediate investigation and disciplinary action where appropriate. Initiation of a racial harassment complaint will not adversely reflect on the student. The initiation of a student's complaint will not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality will be maintained throughout the complaint procedure.

SEXUAL HARASSMENT

District employees will not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violations of this policy will result in disciplinary action, including termination of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the district compliance coordinator.

Definitions - Sexual harassment will include, but not be limited to:

- A. sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- B. subtle pressure or requests for sexual activity;
- C. creating a hostile school environment, including the use of innuendoes or overt or implied threats;
- D. unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- E. requesting or demanding sexual favors accompanied by an implied or overt promise or preferential treatment with regard to a student's grade status in any activity, or

F. sexual assault or battery as defined by current law.

Any individual who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Complaints regarding sexual harassment or intimidation will be investigated under the district's discrimination complaint procedure identified in policy JCE, which provides for immediate investigation and disciplinary action where appropriate. Initiation of a sexual harassment complaint will not adversely reflect on the student. The initiation of a student's complaint will not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality will be maintained throughout the complaint procedure.

VANDALISM AND DESTRUCTION OF SCHOOL PROPERTY

Vandalism, defacing, or destroying school property, the property of any school employee, or other students on school premises or at school-sponsored events will not be tolerated. Disciplinary action will be initiated for any act of vandalism, and, where warranted, charges may be filed with the Police Department. The student will be charged the justifiable value of school property lost, damaged, or destroyed.

The following Board of Education regulation will apply in the event there is disciplinary action resulting from destruction to or theft of school property.

1. Restitution for damaged property: When a student is suspended for a violation of this policy, as a condition of reinstatement in school, he/she may be required to make restitution to the district.
2. Legal action to recover damages: In the event a student or his/her parents/legal guardians fail or refuse to make restitution for damages resulting from vandalism, the administration, with prior approval of the Board of Education, may take such legal action as deems appropriate to recover said damages.

LIMITS TO OFFICE REFERRALS AND SUSPENSIONS

1. A student who reaches a total of four (4) referrals to the office may be assigned by the administration an alternative room assignment or out-of-school suspension.
2. A student who reaches a total of four (4) alternative room assignments and/or out-of-school suspensions may be scheduled in a due process hearing.

GENERAL RULES OF CONDUCT

Students are expected to maintain standards of behavior that are acceptable to school personnel at all school-sponsored activities, home and away. Any unacceptable pattern of conduct (e.g. disrespect, defiance, disruptive behavior, harassment, inappropriate language, inappropriate displays of affection) will be dealt with by staff and/or school administration.

ALTERNATIVE ROOM

Alternative room placement has been designed to accommodate the students who have violated the disciplinary/attendance policies to the extent that exclusion or suspension from regular classes and extracurricular activities is warranted.

The purpose of the alternative room placement is to minimize the loss of academic learning opportunities during exclusion or suspension. The alternative room is not used for students who pose a threat to the mental or physical well being of other Derby High students. Use of cell phones or personal electronic devices is prohibited. Permission to use school issued devices may be granted.

Student behavior that is unacceptable in the alternative room may result in an out-of-school suspension. Out-of-school suspensions will be no less than one day.

CLASSROOM DISRUPTIONS

If, as a parent or student, you are aware of a situation where the learning environment in the classroom is not productive, please contact your school administrator.

Each classroom teacher will establish expectations that will be enforced within his/her classroom. Students who choose to disrupt the learning environment within the classroom will be dealt with in the following manner:

- A. Major Disruptions

This type of disruption will be referred to the office for immediate action. Consequences for these behaviors could include conferencing with the student and, in many cases, the parent, in-school suspension, out-of-school suspension, and out-of-school suspension with a due process hearing (expulsion) scheduled. The consequences at this level will be at the discretion of the administrator.

B. Repetitive Disruptions

These are the behaviors which continually diminish the quality of education in the classroom. Teachers will address these behaviors through the minor infraction process. (Contact DHS Administration.)

DISTRICT ISSUED DEVICE

See Derby High School website or contact Derby High administration.

COMPUTER AND INTERNET USE

The purpose of the computer network is to support the curriculum, enhance the educational opportunities of students, and support the administrative efforts of USD 260. To that endeavor, the following list is examples of unacceptable actions:

1. Accessing or attempting to access any computer systems with another user's authentication information.
2. Disclosing your authentication information to another user. You are accountable for any computer activity associated with your authentication information.
3. Accessing any resource on the network through any means other than a district established personal login process.
4. Gaining access to other user's data for which you have not been explicitly granted access by district personnel.
5. Storing, downloading, installing, or running any executable/program/macro which is not authorized by the district on a network server or a networked/stand alone workstation.
6. Altering desktop settings in any way, such as, but not limited to wallpaper or screensavers.
7. Accessing any network resource for which you have not been explicitly granted access by district personnel.
8. Accessing DOS or any other command line based terminal.
9. Creating or renaming icons.
10. Renaming system files, such as, but not limited to .ini, .exe. or .dll files.
11. Using the network for commercial/financial gain or fraud.
12. Accessing the Internet without teacher consent. (Not applicable for DHS.)
13. Forging email messages.
14. Posting anonymous messages/materials.
15. Harassing, insulting, threatening, invading the privacy of others, or using inappropriate language in any form of electronic communication or data.
16. Student printing without teacher's permission.
17. Circumventing any network security system, such as, but not limited to computer management systems, mobile device management systems, internet filtering or device configurations.
18. Disrupting any network or computer systems.
19. Damaging, modifying, altering, destroying, or removing licensing labels from computer equipment.
20. Any act of vandalism to computer equipment.
21. Requesting, transmitting, or possessing obscene or threatening material.
22. Accessing or using social media during school hours. Students may not use district issued devices to take photos, images or video of people at any time without the person's permission.
23. Student generated mass emails directed to district email accounts must be for educational reasons and must be approved by DHS staff or administration.

K.S.A 21-3755:

Computer crime; computer password disclosure; computer trespass.

1. Willfully and without authorization gaining or attempting to gain access to and/or damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property;
2. Using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, information, data, service or any other thing of value by means of false or fraudulent pretense or representation;
3. Willfully exceeding the limits of authorization and/or damaging, altering, destroying, copying, disclosing or taking possession of a computer, information or data, computer system, computer network or any other property.

Consequences for violations:

1. Confiscation of any questionable disks or other medium or drive.
2. Payment for damages and/or costs of replacement.
3. Charges for unauthorized printing will be .25 per page.
4. Conference with administration and Alternative Room assignment or out-of-school suspension with possibility of a due process hearing.
5. All computer violations will be reviewed by the administration for appropriate disciplinary sanctions. Students who violate school and/or state regulations regarding the use of the computer hardware or software will be prohibited from using the network.

Students will be responsible for actions resulting from the use of their I.D. and/or password. **Students are responsible for any files stored on their directory.** Students are not to access or attempt to access the internet without approval and a signed parent consent form.

Internet Use

The district has the right to restrict or terminate network access at any time for any reason. USD 260 further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the computer network.

Privacy Rights

Users should have no expectation of privacy in regards to email or data files. The Director of Technology or designee has access to and may monitor them at any time for security reason. The district retains the right to duplicate any information created on the computer system.

Compliance with Copy Laws

The district will adhere to all copyright laws as applied to computer software; this includes license agreements and/or policy statements contained in the software packages. Therefore, all software used on district computers shall be purchased by the district, properly licensed, and installed by Technology Department designated personnel. The legal or insurance protection of the district will not be extended to employees who violate copyright laws.

Further, transmission of any material over the internet that is in violation of any State or Federal law is prohibited. This includes, but is not limited to: copyrighted material and/or inflammatory material.

Unauthorized use or use not in compliance with these guidelines will result in one or more of the following actions:

- Suspension of internet access;
- Revocation of internet access;
- Suspension of network privileges;
- Revocation of network privileges;
- Suspension of computer access;
- Revocation of computer access;
- Suspension of district issued devices;
- Revocation of district issued devices;
- School suspension;
- School expulsion, and/or legal action and prosecution.

DRESS CODE

In order to create the most positive learning environment, students are expected to dress appropriately. Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited. Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled.

Upon administrative approval, teachers may determine and establish dress code limits on head and footwear within the teachers classrooms beyond those limits referenced here. Items that are considered to be inappropriate include but are not limited to:

- Jewelry and accessories that exaggerate intended use (including chains)
- Sunglasses
- Shorts and skirts shorter than finger tip length
- Tops and shirts **without** a full front and back, full sides and straps that do not cover all undergarments.
- Sagging clothing, pants hanging below the waist, or pants that expose the clothing underneath or excessive skin (holes in pants).
- Apparel displaying tobacco/drug/alcohol advertisement.
- Revealing skirts/dresses (administrative discretion).

Students are required to wear appropriate safe footwear (administrative discretion). No student on or about school property or at any school activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in a gang. Any apparel which in the opinion of administration is associated with gangs and/or drugs and/or becomes disruptive to the educational process may be banned. The wearer of such apparel shall be subject to administrative disciplinary action. Parents and law enforcement will be notified.

It is the school's expectation that students develop acceptable standards in dress and demeanor which reflect appropriateness for the occasion, which do not create a disturbing/distracting influence in the educational setting, and which are not contrary to public good taste. School authorities do reserve the prerogative to counsel students in the matter of dress and grooming. Inappropriately dressed and/or groomed students will be given the option of changing or being sent home. Time spent outside of the classroom will be considered unexcused. Consequences for dress code infractions that fall within other policy areas (eg. Racial Harassment) will follow disciplinary guidelines as stated in the specific area referenced.

Students who are in violation of the dress code will receive consequences ranging from being asked to change or alter their clothing to suspension. Students whose clothing violates district racial harassment and intimidation policy will receive three days out-of-school suspension for the first infraction, three to five days out-of-school suspension with a possible expulsion hearing for the second offense, and suspension from school, pending an expulsion hearing, for a third violation.

END OF DAY PROCEDURES

Students who are not assigned to classes, activities, or who are not working with an instructor must clear the building by 3:20. The office closes at 4:00. Hallway and outside doors are locked at 4:00 P.M.

ROMANTIC BEHAVIOR (OPEN DISPLAYS OF AFFECTION)

Displays of kissing, long embraces, and inappropriate placing of hands will not be acceptable. A disciplinary referral may be made for students who do not adhere to this rule.

STANDARDS OF CONDUCT FOR ATHLETIC/ ACTIVITY PARTICIPATION

Athletic and activity opportunities are an important part of our school's total program. Participation in these areas and the training it provides usually leads to further individual success, molding our young men and women into tomorrow's leaders. All eligible students regardless of race, sex, national origin, or handicap are encouraged to get involved in interscholastic sports and/or activities.

Participation in extracurricular athletics/activities at Derby High School is a privilege requiring the most exemplary form of student behavior, extending beyond that required for normal school attendance. It is the responsibility of all coaches and athlete/activity participants at Derby High School to represent the school utilizing the highest standards of behavior. Excellence of achievement should be accomplished by student athlete/activity participants of excellent character.

A student may be dismissed from a team or activity if a coach, sponsor and athletic director agree that said student's behavior/conduct is detrimental to the team.

ATTENDANCE REQUIREMENTS

1. If a student is going to miss class because of a scheduled contest, program, or trip, it is the student's responsibility to make arrangements regarding his/her assignments in advance of his/her absence.
2. A student shall be in school the entire day of practice, performance, contest, program, or trip if he/she expects to participate. Exceptions may be made if a student is involved in another school-related activity or has written verification of a doctor's appointment. Such verification must be presented to the Athletic and Attendance Offices upon return to school. Any other exception must be cleared through the Athletic Director/Administration in advance of the absence.

ACTIVITY CONFLICTS

1. Students should plan ahead when scheduling activities to avoid conflicts in tryouts, practice, performance, and /or competition.
2. Academic activities (such as debate, music, math, etc.) have priority over non-academic activities such as athletics, cheerleading, Pantherettes, Drama performances, etc.
3. When coaches or sponsors cannot satisfactorily resolve a conflict between two (2) or more academic activities or two (2) or more non-academic activities, the student will make the choice. No penalties, make-up, or loss of grades are to be assessed as a result of the student's decision.

KSHSAA REQUIREMENTS FOR PARTICIPATION

1. A student must be in good standing by the community, school, and Kansas State High School Activities Association (KSHSAA).
2. The student shall be enrolled in and attending a minimum of five new subjects of **unit weight, or its equivalency, during the present semester.**
3. The student shall not have more than eight semesters of eligibility in grades 9-12.
4. Any student who reaches age 19 on or before September 1st shall be ineligible.
5. Transfer students must meet certain criteria eligibility. New students to the district should check with the Athletic Director for details.
6. A student's eligibility may be forfeited if said student accepts monetary/merchandise awards for play or coaching a sports team. Forfeiture of eligibility may also be imposed for not passing enough accredited classes the previous semester (which determines the next semester's academic eligibility).

DERBY HIGH SCHOOL REQUIREMENTS FOR PARTICIPATION

The student shall be enrolled in eight and have passed six new subjects of unit weight the previous semester in order to be eligible for the current semester. Zero hour, Homeroom and/or lab aides are excluded from consideration in determining eligibility as they are not considered classes of unit weight.

Students taking any college or online course(s) must meet with their guidance counselor and the Athletic Director to verify eligibility.

1. Second semester seniors must be enrolled in at least 5 classes of unit weight. Again, Homeroom and/or lab aides are not considered classes of unit weight.
2. Any students not passing six or more classes at the end of the semester, but meet the KSHSAA requirements are ineligible and must carry a weekly grade check card the next semester. The athlete/activity participant will be ineligible each week until he/she is passing the required number of classes (cumulative grades). A new grade check card must be picked up in the athletic or counselor's office each week and returned to the athletic office on Friday afternoon of that week filled out by the athlete/activity participant's teachers to be declared eligible for the following weeks' events/contests, starting on Monday.

Athlete/Activity Participant Contract

All students participating in athletics/activities sponsored by USD 260 (Derby High School) are expected to obey all school rules. Any student participating on an athletic team or in an activity sponsored by USD 260 (Derby High School) for that school calendar year must sign a contract that he/she will be held responsible for their actions. Actions include both on and off school premises and in-season/off-season occurrences. Athletic/Activity contract forms will be available in the Main Office as well as the Athletic Office prior to and during the school year. The contract must be read and signed by the parent/legal guardian and the student. The athlete/activity participant may not participate in any practices or contests until the contract has been filed in the Athletic Office along with their physical. The contract will list the possible behavioral offenses and resulting consequences enforced by the Athletic Department/Coaching Staff/Sponsor or Administrative Offices.

This contract will be signed the first time they participate in an activity/sport and remains effective for their entire high school eligibility.

Suspensions

An athlete/activity participant will not be able to participate in practice/competition/event on the day(s) they are serving In-school Suspension (ISS) or Out-of-School Suspension (OSS). This also includes practice/competition/event that might occur on the weekend if the suspension has not been completed. The athlete/activity participant will do a required amount of makeup time in his/her sport/activity following their return to practice as deemed necessary by the coach/sponsor.

Violation of the Law

An athlete/activity participant of Derby High School will be held accountable for their actions if he/she violates a city, state or national law as determined by the DHS Administration or law enforcement. Examples include but are not limited to: violations from drinking alcoholic beverages, use of illegal drugs and steroids, vandalism of public and private property, harmful acts inflicted to another person. Violations occurring off-season will be enforced once the athlete/activity participant begins their next athletic endeavor. Those students who fail the District Random Drug Testing policy will be subject to the consequences stated in that policy.

Possible consequences could be:

Strike 1 Violation – Five (5) day suspension from practice and/or non-participation in the next athlete/activity event.

Strike 2 Violation – If an athlete/activity participant receives a strike two (2) violation within the same KSHSAA year (July 1– June 30), they are removed from the sport that they are currently participating in. If the strike two (2) violation occurs between sports, the athlete/activity participant is not eligible to participate in the next sport/activity.

Strike 3 Violation – A student will not be allowed to participate in school-sponsored athletics/activities for Derby High School the remainder of the KSHSAA year.

Any violation occurring at the end of the year will be carried over to the start of the next KSHSAA year with Strike 1 violation imposed by the athletic director.

NOTE: If an offense is considered major enough, the DHS Administration may go directly to Strike 3. (One example would be a felony.)

It is the responsibility of the Athletic/Activity Department to:

1. File all student/athlete/activity participants behavior contracts
2. Host a rules in-service for the coaching staff, who will be responsible for relaying this information to athlete/activity participants and their parents in their pre-season meeting.
3. Prior to the beginning of the next athletic/activity season inform the coaches/sponsor of any student/athlete/activity participants that have violated their contract during their off-season and the circumstances involved.

TRANSPORTATION OF STUDENTS TO AND FROM SCHOOL ACTIVITIES

1. Student participants are to travel to and from school activities in school vehicles unless other transportation arrangements have been approved through an Administrator prior to the trip.
- A. A parent may take his/her own child and bring him/her back after receiving prior administrative

approval.

- B. While at the event, if the parent has not obtained prior consent to transport his/her own child from the event they must ask the sponsor or coach in person for approval at that time.
2. A student may ride with another student's parent only when both sets of parents mutually agree and the written request form is filled out and approved 24 hrs. in advance by the administration.
3. A student may transport him or herself in a private vehicle to and from a school activity when the district does not provide transportation only when a signed and completed district form #90 (Authorization and Release for Student to Drive or Ride in Private Vehicle When District Does Not Provide Transportation), is on file in the Derby High School Activities office.

SCHOOL SPORTSMANSHIP CODE

1. Be courteous to opponents, fans, and cheerleaders.
2. Be respectful in your behavior toward everyone present.
3. Respect and abide by the official's decision.
4. Exercise self-control at all times; never boo an official, coach, cheerleader, or player.
5. Display character in your every action.
6. Learn to win with character and lose with dignity.
7. Display appreciation for a good performance or play regardless of team.

EXTRA-CURRICULAR/LEADERSHIP ACTIVITIES -- LOSS OF PARTICIPATION

The opportunity to participate in extra-curricular activities or represent the school in leadership capacities shall be considered a privilege demanding the most exemplary form of student behavior, extending beyond that required for normal school attendance. Although a student might otherwise be permitted to attend school, there may be circumstances which would justify preventing a student from representing the school in extra-curricular or leadership activities.

NATIONAL HONOR SOCIETY

Membership in the Derby High Chapter of the National Honor Society is by invitation only. Selection of members is based upon four criteria: scholarship, leadership, character, and service.

A student must have earned a weighted cumulative grade point average of 3.5 in an academically oriented program. Enrollment in at least one honors or advanced placement course in departments that offer them is required. To be considered for membership, the student must be enrolled in at least four academic credit-bearing courses (listed below as *academic classes*) each semester. The student must also be actively enrolled in at least one extra-curricular school activity **and** one community/organizational activity. Faculty members contribute to ratings for leadership, character, and service. Ratings range from 5 (superior) to one (unacceptable) and are carefully considered by the faculty committee in the selection process. Students must receive an average minimum rating of 3.8 in each area.

Students who meet the scholarship requirement and have been enrolled in the school for at least one semester are considered for membership in the spring of the sophomore year and in the fall of the junior and senior years.

Students who have been suspended for discipline problems will not be eligible in the year of suspension. An appeal can be made to the committee for special problems in this area.

After induction into National Honor Society, members are, according to the NHS handbook, "liable for dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as the basis for their selection."

NHS Requirements

- I. **Service:** Must perform 15+ hours of community service per semester. At least 5 of the 15 hours must be "chapter" hours selected from those posted.
- II. **Scholarship:** Taking four academic courses per semester in which at least one of those four is an honors, AP, or college level course and maintaining a 3.5 weighted GPA. Academic courses are defined as any course offered within:
 - Language Arts

- Social Studies
- Mathematics
- Science
- Fine Arts
- (any course approved by administration and NHS faculty council)

III. **Leadership:** Must attend at least 3 meetings per semester, if meetings are missed read the minutes to be excused, fall/spring inductions are mandatory. Must also take a leadership role in at least one committee and help with one fundraiser per year.

IV. **Character:** Exemplifying at all times the high standards of character expected of NHS members and students of Derby High School.

Failure to comply with the above requirements will result in members being placed on the probation membership list (extreme cases can and will result in dismissal from NHS). Members are only allowed one probation period and must make up probation by middle of following semester while still meeting all requirements for the current semester. Failure to do so by the deadline will result in dismissal from NHS. Any student who is dismissed from NHS can appeal the decision. Once dismissed, a student cannot be reinstated.

STUDENT ROYALTY

All school student royalty will be nominated by the following:

1. Homecoming Queen: Stuco.
2. Winter Sports Queen: Stuco.
3. Holly Ball King: KAY Club
4. Mr. Panther: Cheerleaders
5. Prom King and Queen: nominated by junior class
6. Royalty Escorts: selected by royalty candidates and approved by administration.

Student members of the sponsoring organization(s) or sport(s) will nominate the candidates for each royalty position according to the following criteria:

1. Students must be seniors involved in at least one school activity.
2. Students must be passing 6 classes. Homeroom and/or Lab aide is excluded from consideration in eligibility. Second semester seniors must be enrolled in at least 5 classes. Homeroom and/or lab aide does not count as a class for eligibility purposes. (See Derby High Requirements for Participation)
3. Students must possess a good attendance record. (See attendance policy).
4. Students must be considered a good representative of Derby High School with no recorded behavioral problems or disciplinary action as the result of
 - A. use or possession of alcohol or other drugs or simulations of drugs, or drug paraphernalia;
 - B. undesirable or immoral behavior; or
 - C. any act that harms the reputation of the school.
5. A student may be a final candidate only one time during the school year.
6. The administration must give final approval for all nominees.

SENIOR CLASS ACCOUNT

All money that is left in the senior class account following its graduation will be put in the upcoming junior class's account.



ALMA MATER

Let us sing of Derby High School, Loud her praises ring,
For she makes our lives more useful, Blessings to us bring.
May our lives be true and loyal, To the School we love.
Let us wish fame and honors, Blessings from above.

High school days are swiftly passing, All too soon they'll end.
But while we live we'll ever cherish, Memories of school friends.

(Chorus)

D.H.S., Derby we love thee, Deep-rooted in each heart
Lie the bonds of true affection, Never to depart.



FIGHT SONG

We're from Derby High School;
Don't you forget.
We've got the spirit,
And we've got the pep
(so watch 'em, guard 'em.)
The team of '12
Never gives in,
So fight to the finish,
'cause we're out to win!

ACTIVITIES AND CLUBS

Daily Announcements: Information about clubs or activities may be communicated via intercom or broadcast during 4th or 9th blocks.

SCHOOL SPONSORED/CURRICULUM BASED CLUBS

AFJROTC – Enroll in class

Broadcast – Enrollment in class with instructor recommendation

Drama Club

Family, Career and Community Leaders of America – FCCLA

Future Business Leaders of America – FBLA

National Art Honor Society – Membership by invitation only

National Honor Society – Membership is by invitation only.

Newspaper Staff – Enrollment in class with instructor recommendation

Robotics

Science Olympiad Team

Skills USA

Technology Student Association – TSA48

Thespians – Must have 10 Drama Points, Earned in Drama Club.

Yearbook – Enrollment in class with instructor recommendation

NON-SCHOOL SPONSORED CLUBS

Club Internationale

Coding Club

Dr. Who

Fellowship of Christian Athletes – FCA

Future Educators of America - FEA

Gaming Club

Gay- Straight Alliance – GSA

Key Club – Service organization associated with the Kiwanis

National Art Honor Society

Panther Pals

Panther Paws Sign Language Club

Panther Pride

SADD

World Culture Club

Writers Club

KSHSAA RECOGNIZED – SUBJECT TO KSHSAA RULES

Band – Attendance is required at all performances.

Band (Stage) – Enrollment in class. Instructor consent and tryout.

Chansonettes – Audition in the spring and enrollment in class. Purchase of attire. (Grades 10-12)

Cheerleading – Tryouts are held in spring

Debate – Must have a 2.5 overall G.P.A. and enroll in class.

Flagline – Tryouts are held in the spring. Enrollment in 0 and 1st block for fall semester.

Forensics – Enroll in the class.

Freshmen Chamber Choir – Audition required in spring (grade 9 only).

Kay Club -- Kansas Association for Youth

Madrigals – Audition in the spring. Purchase of formal attire required. (Grades 10-12)

Mixed Chorus – Enrollment in class, no audition required (Grades 9-10)

Orchestra – Consent of instructor or audition. Enroll in class.

Pantherettes (Pom Pon Squad) – Tryouts in the spring

Philharmonic Choir – An audition is required for class

Scholars' Bowl

Student Council – Meets the first, third and fifth Tuesday, 7:15 A.M.

SPORTS

Fall Sports: Practice begins August 19

Cross Country (Co-ed): Coach Adams

Football: Coach Clark

Golf (Girls): Coach T. Herra

Soccer (Boys): Coach Burke

Tennis (Girls): Coach Burns

Volleyball: Coach Kraus

Winter Sports: Practice begins November 18

Basketball (Boys): Coach Flory

Basketball (Girls): Coach Karsak

Wrestling: Coach Ross

Swimming (Boys): Coach Adams

Bowling (Boys & Girls): Coach Tatrow

Spring Sports: Practice begins Mar. 2

Baseball: Coach Olmstead

Golf (Boys): Coach T. Herra

Soccer (Girls): Coach Burke

Softball: Coach Weve

Tennis (Boys): Coach Burns

Track (Co-ed): Coach TBD

Swimming (Girls): Coach Queen

IMPORTANT DATES

First Day of Class for Freshmen and New Students	Aug. 13
First Day of Class for Entire Student Body	Aug. 14
Labor Day Holiday	Sept. 2
Spirit Week	Sept. 23-27
Fall Homecoming	Sept. 27
End of First Nine-Week Grading Period	Oct. 11
Parent-Teacher Conference	Oct. 17 & 21 (P.M.) & Oct. 24
Seniors Order Graduation Supplies	Oct. 17
Military Ball/Dining Out	Nov. 23
Holly Ball	Dec 7
End of Second-Nine-Week Grading Period	Dec. 19
Spirit Week	TBA
Parent-Teacher Conferences	Feb. 6 & 10 (P.M.) & Feb. 13
Soph. Order Class Rings	Feb. 19
End of Third-Week Grading Period	Mar. 13
Bloodmobile	TBA
Prom	May 2
Last Day for Seniors	May 8
Mandatory Graduation Practice	May 8
Graduation	May 10
End of Fourth-Week Grading Period	May 22
Last Day of School	May 22

NATIONAL TESTING DATES

ACT Test Dates

Sept. 14
 Oct. 26
 Dec. 14
 Feb. 8
 Apr. 4
 June 13

Registration Deadlines

Aug. 16
 Sept. 20
 Nov. 8
 Jan. 10
 Feb. 28
 May 8

SAT Test Dates/Registration Deadlines

www.collegeboard.com

TBD

EXPLANATION OF SIX-TRAIT WRITING RUBRIC

IDEAS and CONTENT

1. Focused and clear
2. Controlling idea
3. Enough detail
4. Writer is selective
5. Shows insight
6. Writes from experience
7. Integrity—"wholeness" or unity

ORGANIZATION

1. Opens with real lead
2. Effective sequencing
3. Good pacing
4. Smooth transition
5. Builds to high point—momentum
6. Sense of resolution

VOICE

1. Person behind words
2. Writer-reader interaction
3. Writing to be read
4. Audience awareness
5. Commitment and involvement
6. Conviction
7. Text is lively—has vitality
8. Personal, individual, expressive

WORD CHOICE

1. Strong vocabulary
2. Natural
3. Making a "choice"
4. Energetic verbs
5. Precise nouns, modifiers
6. Everyday words—fresh twist
7. "Ah-that was good" moments
8. Minimal repetitions/cliches/abstract language

SENTENCE FLUENCY

1. Rhythmic sound
2. Natural
3. Easy-on-the-ear
4. Easy to read aloud
5. Phrasing poetic, musical
6. Sentences have power; clear-graceful-emphasis obvious
7. Variety; length-structure

CONVENTIONS

1. Spelling, punctuation, grammar, capitalization, indenting
2. Essentially correct (not perfect)

3. Readability to wide audience
4. Consistency
5. Appropriate sentence and paragraphing
6. Minimal editing still needed

SNOW REMOVAL MAP FOR PEDESTRIANS



