

## **DECLO HIGH SCHOOL STUDENT HANDBOOK**

### **Cassia Joint School District #151 Mission Statement**

Cassia County Schools, in a cooperative effort with family and community, will vigorously challenge and prepare students to reach their highest potential to become productive and responsible citizens.

### **Declo High School Mission Statement**

Creating LifeLong Learners.

### **DHS Belief Statements**

1. All students can learn.
2. Declo High School's primary purpose is to develop the highest possible level of academic excellence.
3. A diverse curriculum allows all students to pursue their personal best in a variety of subjects that are relevant to their individual goals.
4. It is necessary to utilize a variety of learning styles and thinking strategies to actively involve students in the process of learning.
5. A safe and orderly environment exists where students and faculty show respect for one another.
6. A caring faculty and staff help each student to accept responsibility to achieve positive self-esteem.
7. Declo offers a myriad of activities and opportunities for personal growth and good citizenship.
8. We need the support of students, parents, teachers, administrators, and the community to achieve the mission of our school.
9. Teachers, students, administrators, parents, and the community share the responsibility for advancing the school's mission.
10. The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.

Todos los documentors escolares son accesibles en Espanol. Por favor hable con el Coordinador de los Programas Federales. Tel. 878-6627

## **STUDENT SERVICES**

### **Family Educational Rights and Privacy Act**

In accordance with the Family Education Rights and Privacy Act of 1974, the Cassia County School District, Number 151, of Cassia hereby gives notice to all parents, legal guardian, and students eighteen years of age attending the Cassia County School District schools, that the following information is being categorized as directory information: the student's name and photograph; address; telephone listing; date and place of birth; photographic images of the

student participating in regular classroom or school authorized activities; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous education agency or institution attended by the student.

**“Your child may be photographed and video recorded in our schools in the classroom, at events such as assemblies, concerts, games, etc. for use by the school, the district, parents/guardians like yourself, and the news media**

**In the rare circumstance that your child needs identity protection because of a criminal conviction or legal investigations around domestic violence, sexual assault, stalking, etc. or because of involvement in a witness protection program, please contact the school immediately to create a plan with you and your student.**

**I have read and understand this notice.”**

Directory information will be published and released by the District without prior consent of the parents, legal guardians, or students 18 years of age or older unless the parent, legal guardian, or student 18 years of age or older notifies the District by September 27<sup>th</sup>, that the above mentioned directory information should not be released without prior written consent of the parent, legal guardian, or student 18 years of age or older. Such notification should be in writing and addressed to the Special Service Office; Michele Knopp; 3650 Overland Avenue, Burley, ID 83318.

### **Counseling Center**

The high school counselor is available by appointment as well as during the contracted day.

Counseling assistance available:

1. Offering various types of counseling.
2. Classroom lessons.
3. Parent-Teacher Conferences
4. 4 Year Plans (schedule)
5. College entrance exams - registration and resources
6. Career and college planning.
7. Provide information on colleges, vocational programs, scholarships and military training programs.
8. Mental Health resources available in our community.

### **Special Services**

Our goal is to provide an opportunity for success to all students including the gifted and talented and students requiring extra assistance.

1. We offer dual credit courses in College Algebra, Trigonometry, Statistics, Biology, Psychology, World History I & II, and U.S. History II.
2. We provide access to the Cassia Regional Technical Center for advanced classes in nine areas, see schedule for specific courses. College credit is also available in some programs for both level one and two.

3. We provide special instructional services to students who have learning disabilities in the regular classroom setting because of a physical impairment, emotional, or learning disability.
4. Our teachers monitor students for needs through a results-based model. Our special education teachers give advice and direction for appropriate steps according to policy on referrals, testing, and placement.

### **Media Services**

The media center is usually open everyday but we share a librarian with the junior high. Our library is self-service; students check books in and out themselves. Books may be checked out for fourteen days and may be renewed multiple times, unless the book is on hold for another student. If the library is closed, students may return books to the office. Students will pay the replacement cost for damaged or lost materials. Students may place holds on books and request books from other libraries using the online library system (OPAC). Printers are available for students to use. Student will find many helpful resources on the media center's homepage

## **GENERAL INFORMATION**

All DHS students need to be familiar with the following policies and procedures:

### **Announcements**

Announcements will be made every day at the start of first period. It will contain daily activities as well as announcements of interest. Organizations and advisors may submit material for this and it should be done at least 24 hours in advance of the time to be listed. Pledge of Allegiance conducted daily.

### **Assemblies**

Assembly programs are planned for the education and entertainment of the student body. Students entering the assembly should find a seat quickly and quietly. All school rules apply to the assembly. Positive conduct and respect is expected at all times and in all conditions. No food, drink or hats are allowed in the auditorium. Auditorium decorum is relative to the presentation.

### **Immunization**

Idaho Law requires that there be a current immunization record for every student. Students may not be enrolled without appropriate immunizations and a record verifying that the student is current, on file. See district policy on the district website.

### **Lockers**

Student lockers are the property of the school district. Students may use these lockers as a convenience. DHS retains a record of all locker combinations as well as keys to all the locks. Lockers may be periodically inspected for cleanliness or storage of illegal items: i.e. drugs, alcohol, weapons, or stolen property. Illegal material found in a locker is presumed to belong to the student(s) assigned to that locker. The assigned student may be subject to disciplinary action. The school is not responsible for any items that may be missing from your locker. Please keep your locker locked at all times. Do not keep money or valuable items in school lockers, including

gym lockers. Private locks may not be used. Damage to lockers will be assessed accordingly. If you have concerns, see the office immediately.

### **Posters**

All posters, signs and displays for the hall must have prior approval before being displayed. Materials not approved may be removed. Taping must be done only in the brick area. Please avoid the use of duct tape.

### **Reporting Illness or Injury**

All injuries, illnesses, or personal injury problems should be immediately reported to the teacher. If you are ill and unable to attend class, report to the office immediately. At that time the parent will be contacted. The school does not have a school nurse on campus, however, every opportunity to expedite and provide appropriate care will be given.

### **School Dances**

School dances are primarily for DHS students. Students leaving the dance may not be permitted to return. All school dances must be approved prior to the date of the dance. All dances will end by 11:30 p.m. Visitors are welcome when accompanied by an enrolled student. A guest form will be required prior to admittance. Guests are expected to abide by the same rules and behavior as regular students.

### **Telephone Use**

The telephone in the office is for business purposes and emergencies. Only emergency messages will be transferred to students. Students are not to be released to make personal calls.

### **Visitors**

Student guests to school will only be permitted when there is prior approval from DHS administration. Guests must be from out of town, visiting, and currently enrolled in school. No students from local schools, within the Magic Valley area, will be allowed to visit.

## **ACADEMIC INFORMATION**

### **Access to Student Records**

1. A student's records may be previewed by the student's parents, guardians, or by a student if they are at least 18 years of age.
2. Additions/deletions and general information is handled under the administration of the current district policy.

### **Aide Qualifications**

1. Must be a Senior and be on track for graduation.
2. Aide positions can only be assigned at Declo High School. Exceptions may be considered with Administration approval.
3. Must have a grade point average of 2.0 and no failing grades in the previous semester.
4. Instructor approval.

5. Aides will be graded as Pass(P) or Fail (F). If a student received a P, it will not figure into the grade point average. If an F is received it will be figured into the grade point average.
6. A student will only be allowed one aide position per semester.
7. Aides must follow the expectations of the assigned teacher.
8. If a negative report comes to the counselor from the teacher or administration from the aide site, the student will be warned that a behavior change needs to occur. If the problem continues, the student will receive a failing grade for the semester and will be exempt from future aide positions.

### **Course and Schedule Changes**

All course or schedule changes must be authorized by the principal, the counselor, and the teacher, without exception. Classes may not be changed after the second week of class. Students who request schedule changes after two weeks may receive an “NC” on their transcript according to district policy. Schedule changes for academic purposes may be considered by the counselor or administration.

### **Class Fees**

Classes in art, agriculture, family and consumer science, carry a lab fee. The fee is designed to defray the expenses of classes which use a great deal of consumable materials. Fees must be paid within the first two weeks of class or a schedule change may be initiated.

### **Registration**

When possible class registration will be done as early in the spring as possible to allow parents, students and teachers an opportunity to make necessary adjustments by the start of school. Students will work on a 4 year plan (used for registration) that must be signed by parent and student and returned before the end of the school year. Please take this very seriously and be sure of course requirements/prerequisites. Contact the school counselor for more information.

### **Repeating a Class**

There are a few possibilities for making up failed classes. Failed required courses must be made up by retaking the same course. Retake options are:

- Repeating the course in the classroom (Freshmen who fail Algebra must repeat in class)
- Participating in PLATO credit recovery program (must have 45% to qualify)
- Attending Cassia County School District Summer School program

Failed elective courses do not have to be retaken, but the credit must be made up. If a student fails more than two credits, it will be necessary to make credits up outside the regular school year or day. It is not recommended to double up on English or Math courses in a semester.

### **PLATO**

PLATO is an online course delivery system used for credit recovery. Students must have a 45% in a failed course to participate in the PLATO program. If a student does not meet this requirement they will have to retake the course in a classroom setting. Many failed required classes can be recovered through this program, but not all. See your school counselor to discuss options. The cost per course is \$50.00. This fee is waived on initial participation; however, the

student must complete the course in the designated time or the \$50 fee will apply to continue PLATO access. Lost credits should be made up as soon as possible to avoid being off track for graduation.

### **Cassia Alternative High School Summer School:**

Summer school is offered at Cassia High. Summer sessions start one week after the school year has completed. Contact Cassia High School for more information (208)878-6690.

### **Correspondence Courses**

Correspondence courses are available to students at their personal expense. Correspondence courses require prior approval of the administration.

### **Idaho Digital Learning Academy**

This is an online program that offers a variety of courses to help individual students get credits. Participation in IDLA courses must be approved by the school counselor/IDLA site coordinator. The courses are \$75.00 per credit (each semester) and must be paid before the course begins. Upper level college credits may be covered by Advanced Opportunities State funding (please see counselor and documents in risk/expectation of student and parents). Due to college requirements Dual Credit courses are only open to 10th grade+ students (beginning Spring 2024). The only exception would be if college waives the requirement (student by student basis). Students will need to complete registration online beginning Spring 2020 for all courses (excluding Drivers Education, or FLEX courses). Students are required to keep up with the online class. ***If a student fails an IDLA course, they will not be permitted to take another IDLA course the following semester.*** The courses require an understanding of computers and e-mail. Students are required to complete an IDLA enrollment form and if using Advanced Opportunities funds the corresponding forms for participation. LATER SESSION courses due to the late start, if a student opts to drop IDLA course by deadline they are required to still fill the space with an academic class (via IDLA) this is due to being TOO FAR into a Quarter to enroll in a DHS class (beginning Fall 2023)

### **Scholarships**

Most scholarships are awarded on the basis of high grades, financial need, chosen field of further study, school selected to attend, and recommendation by the faculty. Many seniors fail to obtain available scholarships due to the fact that no one applies for them. In order to qualify, all students who are interested should start surveying options at an early date. Successful applications will be typed, complete, on time, and detailed. There is help available through the administration and the counselors to interested seniors.

### **Strategies To Help You Handle Potential Academic Problems**

The primary goal of DHS is the education of all our students. We realize that from time to time some students will have difficulty in their classes. Therefore, we have established a variety of systems to help students with academic problems. If you are having difficulty in any of your classes the following checklist will be very helpful:

- Make certain that you understand all assignments given in your classes.
- Write down your assignments as they are given.

- Have the teacher read what you have written as a check on your understanding of the assignment.
- Complete all assignments, do not accept zeros.
- Obtain extra help as needed from the instructor during class, at noon, or before or after school.
- Ask the instructor about the possibility of doing additional assignments, either to increase your understanding or for extra credit. Please note that not all teachers allow for extra credit.
- Request weekly progress reports from your teachers.
- Request individual help and guidance from the counselor to determine the cause of the problem in classes or to improve your study skills.
- Recognize as early as possible (first two weeks of class is district policy) that the class may be too difficult.

## **STUDENT ACTIVITIES**

### **Activity Cards**

All students who participate in an extracurricular activity or a sport are required to purchase an activity card which helps to pay a small portion of the cost of these activities. Any student may purchase an activity card. Students with an activity card receive free admission to all regular season home athletic contests (this excludes District competitions).

### **Extracurricular Activities**

Activities available to students attending DHS include football, swimming, basketball, track, volleyball, golf, cross country, soccer, wrestling, softball, baseball, cheerleading, dance team, show choir, concert band, pep band, jazz band, drama, FCCLA, FFA, BPA.

Students who participate in any of the above activities must have a current grade point average of 2.0 and maintain it throughout the season. Students in extracurricular activities must have all relevant fees paid to participate.

Students may not drive vehicles to activities without prior permission from the administration and then only for an emergency situation. Students must be in school a full day the day of an activity or contact the administration for emergency situations. See the district web page for relevant district policies.

### **Organization/Class Funds**

All class or organization funds will be deposited in the high school account immediately upon acquisition and will be credited only to the proper organizational account. All organization funds belong to said organization and in no way bear relation to the individual. Expenditures from all such funds will be on official high school checks with appropriate signatures. This will be done only after receipt of an appropriate invoice and purchase order with appropriate signatures.

### **Rehearsals and practices**

All rehearsals and practices for programs directly relevant to DHS and its students should be scheduled at least two weeks in advance. All events of such must have advisor approval,

principal approval, and an adult present for the entire time. It is the responsibility of the sponsoring activity to make sure the building is left presentable and is locked upon completion. Do not assume that someone will take care of this for you.

### **Trips**

Students are expected to abide by all school rules while representing Declo High School. Failure to do so may result in the loss of opportunities to participate in future trips. If it is deemed major by the advisor, the parent/guardian may be notified.

- Classes or organizations sponsoring activities which require transportation will use school busses rather than private cars unless approved by the principal
- Students who ride to any activity on a school bus will be expected to return with the group. Exceptions include:
  - Coaches/sponsors may release students to parents after the activity.
  - All other requests must be handled through the administration before the group leaves, students will not be released to another minor.

## **GENERAL INFORMATION**

### **Absence**

When the student is absent it is their responsibility to see that a phone call or a visit from a parent/guardian verifies absence within 48 hours of the absence as per district policy #522.

### **Attendance Policy**

Students are expected to be in school every day that school is in session. To obtain high school credit, a student must be in attendance at least 90 percent of the days school is in session in each semester. A student having over four (4) absences in a class will not be given credit unless there are extenuating circumstances such as prolonged illness, accidents, death of a family member, meetings mandated by the courts, etc. Documentation must be provided in each of these cases. The following regulations and procedures are thus to be enforced:

1. All absences must be a matter of record. Teachers are to record all tardies and absences, including those that occur because of school functions, in their roll books. The attendance recorded in the school data management system (PowerSchool) is considered to be the instrument of record.
2. Students are considered tardy if they come to class after the bell is finished ringing or as specified by classroom rules.
3. Absences shall be designated as school related (V), excused (E), truant (U), suspended (S), office (O), juvenile detention (D). Absences that have been excused by documentation (doctor notes, court appointment letters, funeral programs and documented college visits.) will be shown with an (X). All absences with the exception of school related, (X) documented and juvenile detention count toward the allowable four (4) days.



4. All absences must be excused within 24 hours. Parents or guardians must contact the school to excuse the student's absence.
5. A computer generated phone call will be made to the home phone number listed in PowerSchool upon the student's absence from school.
6. Through PowerSchool, students and parents are encouraged to check grades, attendance, and tardies. If you do not have a login, please call the school and let us help you.
7. Any absences not cleared by a parent/guardian before the class meets again will be counted as unexcused and will result in disciplinary consequences.
8. To ensure student safety, when leaving school during the day, all students must check out at the main office. Parent permission must be received before the student leaves the school grounds during school hours. Truancy consequences will be given to students for failure to check and have prior parent/guardian approval. A CALL AFTER A FAILURE TO CHECK OUT WILL NOT EXCUSE THE ABSENCE.
9. Any student receiving more than four (4) absences per semester in any class must complete minute for minute make up time for credit. A loss of credit shall result if the student does not comply with the recovery process.
10. Any loss of credit shall result in the student receiving an NCA grade (No grade for attendance) for the course(s) in question.
11. Students have the opportunity to make up time lost due to excessive absences. The window for the make-up sessions will be the last four Fridays of each semester. A student can make up a total of 10 class periods. NO MAKE-UPS ARE PERMITTED AFTER THE MAKE-UP SESSION HAS EXPIRED. THE ONLY OPPORTUNITY TO MAKE UP CREDIT IS DURING THE SCHEDULED MAKE-UP SESSIONS. Students will be notified of the make-up sessions.
12. A letter will be sent to parents/guardians upon the fourth absence in each course, along with information about the appeals process.

### **Makeup Work**

Makeup work is allowed for all pre-arranged absences and for any excused absences or in-school suspensions. Makeup work and time frame for its completion is at the discretion of the teacher.

1. Students need to know school and/or teacher's policy for makeup work
  2. Work can be made up ahead of time.
  3. Incompletes will be changed to a failing grade if the work is not made up in a timely manner
- Emancipated or adult students are expected to follow all procedures and all policies as regularly enrolled students with the exception that they may excuse themselves and sign themselves in and out of school.

### **Prolonged Absence**

Any pre arranged absence of 10 consecutive days or more will require:

1. Request from the parent for permission to be absent.
2. Approval by the school for the student to be absent.

3. The student will be marked as excused.
4. The student will be required to do appropriate make-up work according to the individual teacher's policy.
5. The student going over their days allowed will require a waiver to be submitted for credit.
6. Special HOMEBOUND arrangements may be made in extreme or emergency cases as approved by the school and parent/guardian in accordance with district policy.

### **Tardiness**

Students are expected to be prompt to all classes. There is no excuse for a tardy to occur. If a student goes directly to class and reports to the teacher first prior to the restroom, trying to fix a locker, or an unforeseen delay, they will not be marked tardy. A tardy may only be excused by the teacher in advance or by the office.

A record of all tardies will be kept. A tardy results when a student is not in their assigned place when the bell rings. Any student who arrives at the classroom after the scheduled time the school day or a class is scheduled to begin (after the tardy bell rings) is considered tardy. On a fourth tardy in any class the student will be assigned one hour of Friday school. Board Policy #522. Students can be assigned detention or suspended for tardies. Parent/guardian will be notified after (4) tardies.

### **Tuancy**

A truancy results when neither the school nor the parent/guardian know where or why a student was/is absent. A truancy cannot be excused under any conditions. When a student is in school they must have a parent call or visit before leaving the school campus.

1. First Truancy will result in one day of in school suspension
2. Second Truancy will result in one day of home suspension
3. Third Truancy will result in two days of in school suspension
4. Fourth Truancy will result in two days of home suspension
5. Fifth Truancy will result in a referral to the DDRC for students over 16 years of age. If the student is under 16, a juvenile petition with Juvenile Justice must be filed that the student is habitually truant.

Any after school detention which is missed without proper excuse made ahead of time results in the time being doubled or upon agreement of the parent/guardian and in school suspension may be used.

## **STUDENT BEHAVIOR EXPECTATIONS**

### **School Busses**

While riding the bus students are expected to obey all school policies and act in a mature and appropriate manner. Students who violate the rules or misbehave on buses may lose bus riding privileges. All referrals for bus infractions are handled by the driver through the district transportation supervisor.

### **Class Removal or General Misconduct**

1. Verbal warning or Step Two
2. Two hours of school suspension

3. One day of school suspension
4. Two days of home suspension
5. Referral to District Discipline Review Committee (DDRC)

### **Student Restraint**

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with school board policies. These could occur along with other emergency actions such as calling the police. Significant violations of the law including assaults on students and staff will be reported to the police. The parent/guardian will be informed when any of these actions have occurred as soon as possible after any such incident. These policies will be available with other school board policies to all parents electronically via our website or as a hard copy on request.

### **Fighting**

Any fighting may result in criminal charges being filed by the victims and/or the school. The first act of physical violence will result in one to three of home suspension, including the time left of the fight day. A second act of physical violence will result in three to five days of home suspension and loss of makeup privileges. A third act of physical violence will result in five days of home suspension and a recommendation of expulsion to the school board.

### **Driving Privileges**

All students are under open campus rules. Those rules are allowed for lunch time, school to work, home release, and Tech center enrollment. All students driving to school must obey all traffic laws and safe driving practices. Failure to observe safe driving may result in the temporary or permanent loss of driving privileges.

### **Student Dress**

Students will dress appropriately and groom themselves for school attendance so as not to detract from the educational setting. Clothing should be neat, clean, tasteful, and modest. Special classes may require safety and hygiene consideration, i.e. shop, science or cooking labs, art, and physical education.

1. Shoes or sandals must be worn for health and safety.
2. Clothing with inappropriate/offensive language or graphics, or which promotes tobacco, liquor, vaping or drugs is unacceptable. The student will be asked to cover or change the item.
3. Shorts and skirts must have an inseam of six inches or longer (male and female students).
4. Shirts must fully cover the students body, including the chest, sides, back, waist and stomach.
5. Pants with holes must not expose areas above the mid thigh. Students will be warned and told to either patch the pants or do not wear them to school.
6. Swimsuits, halter tops, muscle shirts, tank tops, midriff shirts, and short shorts or skirts are other examples of clothing which are not suitable for school wear.
7. Hats may not be worn in any school area/facility before school and until the last bell. Hats will be taken on first offense unless part of a costume for class or special dress day that does not interfere with class.

8. No bandanas.

### **Student Safety**

The school and district are legally responsible for the safety and care of its students while on school grounds during the school day and at all school functions.

1. Students are required to sign out at the office before leaving school for any reason and must have a visit or call from a parent/guardian stating their approval for leaving before they can leave the building.
2. Messages to students will be passed on at a convenient time and in an appropriate manner.
3. Skateboards, roller blades, roller skates, squirt guns, and snowball throwing are not allowed on campus.
4. Fire drills, lockdowns, and hall checks will be held as required. Students are expected to follow the procedures that teachers have in place for these various drills.
5. Any gang related signs, colors, bandanas, insignias, and clothing which has been labeled as gang related by local law enforcement will not be allowed.

### **Student Conduct**

We are very proud of the students of DHS; however, at times students for one reason or another find the need to conduct themselves in a manner not acceptable to the school. Our goal is to provide an atmosphere where all students can adhere to the idea that students have a right to learn; and teachers have a right to teach. School and District policy states that:

1. Using or possessing, selling, giving, or being under the influence of illegal drugs including alcohol, and/or possession of drug paraphernalia will result in the suspension, expulsion, and/or legal action.
2. Laser pointers will be confiscated at once and not returned to the student.
3. Any and all threats of violence received by staff, teachers, students will be taken seriously and investigated as to its intent. Discipline can range up to and including expulsion and arrest by law enforcement officials.
4. Smoking, use or possession of any tobacco product or facsimile is prohibited on campus, including all areas of campus including the area extended for walking to other buildings and for lunch. Students in violation will be referred to authorities and charges filed and counselor intervention.
5. Physical or verbal abuse on another student, visitor, or school employee will not be tolerated.
6. Disobedience, disrespect, or open defiance of proper authority will not be permitted. Any student who disrupts the learning environment will be referred for proper disciplinary action.
7. Vandalism, the willful destruction or defacing of school or other's personal property will not be tolerated.
8. Theft of any kind will not be tolerated. Violators will be subject to suspension, expulsion, restitution, and/or legal consequences.
9. Tampering with the emergency systems of any kind is against the law. Violators will be referred to appropriate legal authorities as necessary.
10. Scholastic dishonesty, which includes, but is not limited to cheating, plagiarism, or unlawful copyright violation, as well as presenting work done by someone else as an original. Also, included in this would be violation of the district policy of tampering with any of the school files, grade books, or programs in an unauthorized manner. Students are expected to make

themselves aware of and understand their teacher's specific policies relative to scholastic dishonesty.

11. Engaging in verbal abuse, i.e. name calling, ethnic or racial slurs, sexual harassment, or any derogatory statements addressed publicly to others that may precipitate disruption of the educational environment. This also includes profanity, vulgar language, or obscene gestures toward other students, school personnel, general public, or visitors during school time or activities will not be tolerated.
12. Students are not to be loitering in the parking lot, outside, in the halls, or other areas without permission.
13. Physical or verbal hazing or initiations of any kind for membership in clubs or in general is expressly forbidden by district policy.
14. Not all electronic devices have a place in the educational setting. Such items may be confiscated and returned upon parental request. Cell phones are not to be used within the classroom during class time unless under the direction of the teacher. If they are seen during class time they will be confiscated. Confiscated phones will be returned only to the student's parent or legal guardian. If parents cannot be contacted the phone will be held in the office until the end of school the following day. If a student is found using a cell phone to engage in academic dishonesty, they will be banned from having the phone at school for the school year.
15. Public display of affection is not appropriate for the school setting including after school hours and at school sponsored activities. A first offense will result in counselor referral and the second will result in parent conference.
16. The administration may recommend suspension and or expulsion for a student who during school or any school sponsored activity or on any part of the school campus:
  - a. Commits any act which is in violation of criminal law.
  - b. Commits extortion or forcing of an individual to act through the threat of force.
  - c. Commits behavior which is detrimental to the welfare, safety, or morals of other students, or school personnel.
  - d. Commits lying or giving of false information to a school employee.
17. Students who are engaged in behavior at another school's activity and that behavior is not tolerated at the home school will be dealt with as if at the home school.
18. Students on overnight activities shall never have members of the opposite sex in their rooms whether they are from our school or another school.
19. DHS will adhere to all IDHSAA rules and regulations for extra curricular activities.
20. School dances are an extension of the regular school. Anything which is not conducive to an appropriate atmosphere will not be allowed. This may include but is not limited to:
  - a. music lyrics that are either anti-social, self-destructive, sexually explicit, or vulgar.
  - b. dress that is not school appropriate.
  - c. dancing with multiple partners at one time or dancing in a manner that is suggestive or potentially dangerous.

### **Suspension/Expulsion/Réadmission**

There are two types of suspension, in school and home. A student who receives in-school suspension will be isolated from the general population, must take lunch alone, and may make up

the missed work. A student who receives home suspension does not come to school at all and must make up work missed during that time.

Only the school board may expel a student from school. If this recommendation is necessary a special board meeting may be called to hear the circumstances and make a recommendation. A student who is expelled may file for readmittance as per board policy.

The district has zero tolerance for students who bring to school, or onto school property, or to any school sponsored activity a firearm, dirk knife, dagger, metal knuckles, or other deadly or dangerous weapon. Students in violation of this policy can be expelled according to school policy. In addition, any student who threatens or harms any other student or school district employee with any other instrument that can be used as a weapon will be recommended for expulsion. Any student who possesses a facsimile of a weapon may be recommended for expulsion.

### **EXTRACURRICULAR PARTICIPANT RESPONSIBILITY**

1. To abide by the decisions of the coaches.
2. To treat all teammates with respect.
3. Participants in dance, cheer, soccer, volleyball, football, cross-country, swimming, basketball, wrestling, track, golf, softball, and baseball are subject to the district drug testing policy.
4. Any student athlete in possession of or testing positive for an illegal substance such as alcohol, tobacco, drugs, etc., will first be subject to district and school policy. In conjunction with any given suspension athletes will be suspended from their sport for a maximum of two weeks but not to exceed more than a 1/3 of the scheduled events for that specific sport season. The student will also be subject to weekly drug testing until the end of the current sport season. If the student tests positive or is found in possession a second time they will be removed from the team for the remainder of their sports season.
4. To never miss practice unless previously arranged with one of the coaches or the head of the spirit squad first. The penalty is under the discretion of the coaches. The head coach of each sport will inform the participant of the penalty at the beginning of the season.
5. Athletes are students first and must be eligible with:
  - a. The current Eligibility and Participation in Interscholastic Activities, Board Policy 572, requires that student participants in all extracurricular activities must maintain a grade point average of 2.0, except with approval from the building administrator and instructors.
  - b. Special permission of the majority of the student's teachers providing he/she is tested and enrolled in a resource program.If a student is once found to be ineligible, he/she may maintain weekly eligibility to participate. Once the student falls below the weekly grade point average requirement, he/she may be dismissed from the team.
6. Students are required to be in attendance the full day of an activity unless prior arrangements have been made with the principal or his designee in her absence.
7. A student suspended from class must be back in that class before they can participate in an activity.
8. A student on "in-school" or "out-of-school" suspension may not participate in an activity or even practice while suspended.

9. Truancies will be handled according to the policy outlined in the handbook. The participant will miss the next practice and activity after the truancy is discovered. A second truancy will result in dismissal from the team.
10. The staff and the principal can under extreme exceptions review and interpret each case of rules and regulations.
11. Participation in activities is a privilege and thus any actions which cause any abuse or humiliation to the school, the team, the coaches, or athlete will be handled as per coach and athlete agreement.

## ACADEMIC INFORMATION

### Grades

All Cassia schools use the following system for grading:

Grade	Range	Grade Point Average
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-77	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	59 & below	0.0

Other grades used include a 'P' for pass, 'I' for incomplete, a "NC" for no credit, and an "NCA" for no credit due to attendance. Students need to work with the individual teacher to take care of incompletes.

### Four-Year Student Plan

Freshman Year (9th Grade)	Sophomore Year (10th Grade)
English 9 Global Studies (or 10th grade Global Studies/ Math (Algebra 1) Physical Science Business Computer Applications Publishing OR Teen Living/Phys. Education Electives <div style="text-align: right;">*Spring Orientation</div>	English 10 Math (Algebra 1/Geometry) Biology Health / Speech **Global Studies OR DC World History I/II (Jr/Sr year or approved by teacher) Electives <div style="text-align: right;">             *PSAT (Fall)              ** Tech Tour (Spring)           </div>

<b>Junior Year (11th Grade)</b> English 11 US History II Math (Geometry or Higher) Science (if not completed by Sophomore year) Electives  * Higher Ed Day (Spring) *College/Career Day (Spring) ** SAT Day (Spring)	<b>Senior Year (12th Grade)</b> English 12 Government Math (if 6 credits not completed) Econ/Personal Finance Lit. Electives  *Senior Project *College Application Day **FAFSA Nights ***Awards Assembly
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Four year plans are developed annually in the spring and often are used by school counselor to develop student's schedules in the fall.

### **Advanced Placement Courses**

DHS does not offer AP courses nor can they give the AP exams.

### **Dual Credit Courses**

DHS does offer dual credit courses (credit counted at college and high school institutions). These are available through courses taught in house (at Declo); as well as courses available through Idaho Digital Learning Academy, BYU-Independent study, etc. Advanced Opportunities: Fast Forward Funds can assist in covering tuition costs. See school counselor for more info.

### **Graduation Requirements**

Graduates must have 50 semester credits to receive a diploma. These credits must be a combination of required and elective courses approved by the board of trustees. Students must also complete a satisfactory senior project and presentation. They must also take a college entrance exam (SAT/ACT), participate in State Testing (ISAT) and pass the Civics test. See district policy for more information.

Participation in graduation exercises shall be restricted to those seniors that have courses completed in their entirety. Participation in graduation exercises is an honor and privilege and not a requirement to receive your diploma. A student who is not in good standing may be denied this privilege.

## **DISTRICT GRADUATION REQUIREMENTS**

*Policy No: 610 High School Graduation Requirements*

*Updated April 6, 2023*

<b>Subject Area</b>	<b>Credits</b>
English	8
Math*	6
Speech	1
Science	6
World Area Studies	2
U.S. History	2



U. S. Government	2
Economics/Personal Fin. Lit	1
Health	1
Computers	1
Physical Education**	1
Humanities***	4
Electives	15
<b>Total for Graduation</b>	<b>50</b>

\*Students graduating must have courses that address Algebra I and Geometry standards plus 2 additional semesters of math.

\*\*\*Two of the four credits required for Humanities must be from Fine Arts and/or Foreign Language. Two credits must be vocational (Career-Technical programs).

### **Selection of Valedictorian and Salutatorian**

*Goes into effect for graduating class of 2025*

The following requirements shall be considered in the selection of Valedictorian and Salutatorian:

1. Complete all requirements for graduation including one additional year of both math and science.
2. Candidates must attend Declo High School their entire senior year.
3. Candidates shall not have repeated any classes.
4. Candidates can have no disciplinary action or truanancies from grades nine through twelve.
5. Highest overall grade point average in grades nine through twelve, including final semester of the senior year will be qualifiers for Valedictorian. **Only one** Valedictorian will be chosen and must also meet the following requirements:
  - a. Four years of math, including upper division coursework
  - b. Four years of science, including upper division coursework
  - c. Cumulative rigor of course work (advanced level course work)
  - d. Must be enrolled in a full schedule at Declo High School Senior year.  
(**No Home Release and only 2 credits through a Pass/Fail course**)
  - e. College entrance exam scores will be used as a deciding factor between tied qualifiers.
6. Second highest qualifier, meeting all above requirements will be Salutatorian.
7. Students will be notified of their qualification for the top five at the beginning of May of graduation year

### **Honor Roll**

To qualify for the honor roll, students must have a grade point average of at least 3.5 and have a full schedule of classes each period of the day, three of which must be core courses. Core classes include English, foreign languages, math, science, social studies, and history. ***High Honors: the top 10% of the graduating class will be recognized for academic excellence.***

Honor Societies are available for the following curriculums: math, science, english, social studies, art, vocational, foreign language, and music. Please check with the counselor for requirements.

### **Honor Societies**

*Junior/Senior Year - \$5.00 each year/membership fee*

Students who are academically successful should be recognized. National Honor Society is one avenue for academic recognition. DHS abides by the rules and regulations of that organization. National Honor Society students receive an honor stole to wear at graduation (fee \$18.00). DHS also has individual curriculums in which students are recognized. Students are given cords for each curriculum in which they qualify to be worn at graduation.

### **Curricular Honors**

The purpose of curricular honors is to give students who may not qualify for National Honor Society, but may be outstanding in a particular discipline or two the opportunity to be recognized for that accomplishment. All students who qualify will be given an honor cord to wear at graduation and names will be listed in the graduation program providing there is time and space. To be considered for recognition in a curriculum honor society the student needs to check with the teacher listed for that particular discipline. The requirements for each area are as follows:

#### **Art, pink cord**

1. Must be enrolled in 4 years of art classes
2. Must have a cumulative grade point average of 3.5 for all art classes

#### **English, red cord**

1. Students must be enrolled in 4 years of English
2. No grade lower than an A- in English

#### **Foreign language, beige cord**

1. Must be enrolled in 2 years of the same foreign language
2. No grade lower than an A- in language classes

#### **Math, white and light blue cords**

1. Must be enrolled in a 4 years of math courses
2. Must have enrolled in an advanced math course (full year) in grade 12, i.e. trigonometry/statistics/calculus
3. Must have a cumulative grade point average of 3.5 or higher in all math courses

#### **Band, dark green cord**

1. Must be enrolled in 4 years of high school band
2. Must have a cumulative grade point average of 3.7 in band courses
3. Perform a solo in public at least twice in jazz band, concert band, or with piano accompaniment, i.e. solo and ensemble festival

#### **Choir, dark green cord**

1. Must be enrolled in 3 years of show choir
2. No grade lower than an A in show choir

#### **Science, silver cord**

1. A student must take at least one upper division science, i.e. chemistry/physics/Bio2/Anatomy
2. No grade lower than an A- in science

#### **Social Studies, purple cord**

1. Must take World History, US History II, and Government courses
2. No grade lower than an A- in their social studies classes

#### **Speech and Theater, maroon cord**

1. Must take speech and at least one drama class
2. Must maintain an overall grade point average of 2.5
3. Must have participated in four speech or drama competitions
4. Must have participated in at least four school productions

#### **Journalism, maize cord**

1. Any senior currently enrolled with three years prior experience

#### **Practical Arts/Vocational, mint green**

1. Must have enrolled in 4 years (full year) of any combination of business, agriculture, or family and consumer sciences courses
2. Must have a cumulative grade point average of 3.5 in all vocational classes

#### **Vocational/Technical - distributed by CRTC**

1. Completion of two years of tech center courses
2. No grade lower than an A- in their tech program

## **CONSTITUTION OF DECLO HIGH SCHOOL**

### **Preamble**

We, the students of Declo High School, do hereby establish a representative government, to encourage good citizenship, promote students and faculty cooperation, and ensure a sincere respect for law and order at Declo High School.

### **Article I, Membership**

#### **Section 1, Membership**

1. All members enrolled in Declo High School shall be eligible for membership to the student body and become a member upon enrollment as a student of this school.

#### **Section 2, Student Council**

1. Members shall include student body officers and presidents of classes, clubs, and organizations, and each shall have one vote.
2. Any person may attend student council meetings without a vote.

### **Article II, Officers**

#### **Section 1, Student Body Officers**

1. Officers of the student body shall consist of president, vice president, and secretary
2. The president will be from the senior class during his or her term unless no qualified candidate chooses to run. The vice president and secretary will be from the junior or senior classes during their terms.
3. Student body officers will also serve as presiding officers of the student council.

#### **Section 2, Qualifications**

1. All major officers, kings, queens, and mascot shall have a grade point average of 2.0 for the previous semester and maintain that average while holding office.

2. Any major officer who fails any class for the semester is automatically removed from office for the year.
3. No candidate shall have been suspended out of school or truant from school during the school year.
4. Any major officer suspended out of school or truant from school shall forfeit that office.
5. Any major officer will be removed from office if guilty of a criminal act.

### **Section 3, Nominations and Elections**

1. Sometime during the Spring, petitions shall be filed through the school office for the offices of student body and class presidents, vice presidents, and secretaries.
  - a. Class officers shall pass petitions through their class only.
2. Primary elections shall be held during April, if necessary.
3. General elections shall be held during April.
4. Class elections shall be held following general elections.
5. All student body members shall be eligible to vote in student body elections for student body officers. Eighth graders who will be students at Declo High School the following year are eligible to vote for student body officers.
6. All voting shall be done by secret ballot.
7. No student planning an early graduation may run for office.
8. Campaigns may be held for both primary and general elections.
  - a. Campaign signs will be placed in designated areas only.
  - b. Candidates running for office are responsible for all campaign materials concerning his/her campaign, including cleanup.
9. Any candidate who has a complaint about an election eligibility decision has until noon of the next school day after the eligibility decision to give notice of his/her complaint and request review. After a request for review is received, the student council members and the school administration will consider the complaint and request for review and make a decision within one school day. The candidate has the right to appeal any decision of the student council and school administration to the district superintendent for a final decision by submitting in a written statement the reasons he/she feels the eligibility decision was incorrect. This appeal and written statement to the Superintendent must be submitted within two school days after the student council and school administration's decision. The Superintendent will consider the appeal and written statement and provide a decision within two school days. The decision of the Superintendent is final.
10. Any candidate who has a complaint about the election process including voting has until noon of the next school day after the election to give notice of his/her complaint and request review. The appeal process for complaints about the election process including voting will follow the same procedures as outlined above for election eligibility decisions.

### **Section 4, Duties of the Student Body President**

1. The president shall preside over all student council meetings and call special meetings whenever necessary.
2. The vice president shall act as President Pro-tem.
3. The secretary shall:
  - a. Keep minutes of all Student Body Officer and Student Council meetings.
  - b. Handle correspondence with other schools.
  - c. Keep accurate records of distribution of the funds for all student body organizations.

- d. Manage money for the student council.

#### **Section 5, Recall**

1. Class and club officers may be recalled by a petition signed by 50% of the class or club and 2/3 vote of the class or the club.
2. Student body officers may be recalled by a petition signed by 50% of the student body and a 2/3 majority vote of the student body.

#### **Section 6, Classifications**

1. Major offices shall be Student Body Offices and class and organization presidents.
2. No student shall hold more than one major office and two minor offices at one time.

#### **Article III, Constitutions**

1. Clubs and organizations shall have a constitution or set of rules to govern the club. This constitution will be made not to conflict with the school constitution.

#### **Article IV, Amendments**

Any amendments must be brought before the student council by any student or faculty member and read once for discussion, then again for voting. If it is passed by a majority vote in the student council, it may be presented to the student body to be read and passed by a majority vote. The faculty has the final say on any amendment and will decide by majority vote.