



Jefferson High School

2023-2024

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## **DELPHOS CITY SCHOOLS CALENDAR**

August 23	1st Day for Students
September 4	No School. Labor Day
September 18	2 Hour Delay (Inservice)
September 21	1st Quarter Interim
September 30	Homecoming Dance
October 13	No School. Full Day Inservice
October 24	End of First Quarter
November 1	1:30 Dismissal
November 2	No School. Parent-Teacher Conferences (PTC)
November 3	No School.
November 21	1:30 Dismissal
November 22-24	No School. Happy Thanksgiving!
November 28	2nd Quarter Interim
December 21	1:30 Dismissal
December 22 - January 2	No School. Return on Jan 3, 2024 !
January 10	End of Second Quarter
January 12	No School. Full Day Inservice
January 15	No School. MLK Jr
February 6	2 Hour Delay. Inservice
February 12	3rd Quarter Interim
February 19	No School. Presidents Day
March 7	2 Hour Delay. Inservice
March 15	End of Third Quarter
March 27	1:30 Dismissal
March 28 - April 1	No School. Return April 2, 2024 !

April 8	1:30 Dismissal. Inservice
April 19	4th Quarter Interim
May 4	Prom
May 18	Commencement 9AM
May 22	1:30 Dismissal. End of 4th Quarter
May 23	Staff Work Day

## **WELCOME TO JEFFERSON HIGH SCHOOL**

The administration and faculty of Delphos Jefferson High School (DJHS) take great pleasure in welcoming you to the “Home of the Wildcats.” We have a personal interest in you and want your experiences here to be meaningful and memorable. We want you to become involved in the life of DJHS and our community to help us carry forward our proud tradition of excellence.

The policies and procedures in this handbook are designed to establish a safe and positive school environment that promotes and fosters growth. Understanding the rules, regulations, and policies that are in effect at DJHS are the responsibility of every student. Our teachers are eager to help you achieve your academic and personal goals in preparation for a successful career. Along with your studies, get involved in volunteering, co-curricular, and extracurricular activities. These activities are designed to help you enjoy school life and provide a means to give back to your school and community. Our success is directly related to your efforts.

### **MISSION STATEMENT**

Inspire, Grow, and Unlock the Potential in each DJHS Student.

### **VISION STATEMENT**

Providing Rigorous Curriculum to Every Student in Preparation for College, Career, and Community Commitments while Fostering Character Development and Critical Thinking.

### **PHILOSOPHY of EDUCATION**

The Delphos City Schools Board of Education supports and respects the rights of each student. Our curriculum proudly offers traditional, vocational, Project Lead the Way, arts and humanities, special needs, AP, CCP, inclusion, and gifted aligned courses. Through these, we offer educational opportunities for individual students to develop character and be empowered to take ownership of personal and academic goals. We want students to leave with a holistic ‘bag of tools’ for whatever career path is chosen.

### **PHILOSOPHY OF BEHAVIOR AND ACCOUNTABILITY**

DJHS advocates a safe, respectful and welcoming school environment for each student. DJHS backs our teachers' authority to teach in an environment that is free from disruptions and

obstacles that impede student learning. To support students and teachers in meeting these expectations, DJHS employs the Above The Line (ATL) culture of being positive, accountable, and respectful. This is the cornerstone upon which we cultivate positive relationships and environments for student and teacher success.

DJHS ATL expectations are broad enough to branch into DJHS TRAITS across school settings.

Students are expected to learn and model these ATL expectations and traits, follow all school

and classroom rules, and demonstrate appropriate social skills when interacting with adults

and peers. When behavioral expectations are not met, the student is expected to work to improve behavior in alignment with ATL expectations.

**BE POSITIVE  
BE RESPECTFUL  
BE ACCOUNTABLE**

<b>REGULAR BELL SCHEDULE</b>	
7:55-8:07	Open Hallway
8:10-8:59	1st period
9:02-9:49	2nd period
9:52-10:39	3rd period
10:42-11:07	Wildcat Period
11:10-11:57	4th period
11:07-11:37	Lunch A
11:40-12:27	5th period
11:57-12:27	Lunch B
12:30-1:17	6th period
1:20-2:07	7th period
2:10-2:55	8th period

<b>2 HOUR DELAY</b>	
9:55-10:07	Open Hallway
10:10-10:45	1st period
10:49-11:22	2nd period
11:26-11:59	4th period
11:22-11:52	Lunch A
11:56-12:29	5th period
11:59-12:29	Lunch B
12:33-1:06	3rd period
1:10-1:43	6th period
1:47-2:20	7th period
2:24-2:55	8th period

**1:30 DISMISSAL**

**3 HOUR DELAY**

7:55-8:07	Open Hallway		10:55-11:07	Open Hallway
8:10-8:48	1st period		11:10-10:35	1st period
8:52-9:30	2nd period		11:39-12:12	4th period
9:34-10:12	3rd period		11:35-12:05	Lunch A
10:16-10:54	6th period		12:09-12:42	5th period
10:58-11:36	4th period		12:12-12:42	Lunch B
10:54-11:24	Lunch A		12:46-1:09	2nd Period
11:28-12:06	5th period		1:13-1:36	3rd period
11:36-12:06	Lunch B		1:40-2:03	6th period
12:10-12:48	7th period		2:07-2:30	7th Period
12:52-1:30	8th period		2:34-2:55	8th period

## ACADEMICS

The chart below is used to determine the grades for each quarter. Cumulative Grade Point Average (GPA) is based upon semester grades. Charted is the % range and point value.

A	95-100	4.00
A-	90-94	3.66
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.66
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.66
D+	67-69	1.33
D	63-66	1.0
D-	60-62	.66
F	59 - lower	0

## CLASSES

Students are required to be enrolled in 6 academic/fine art classes per semester. Students are permitted 1 study hall with a Wildcat Period per semester. The administration reserves the right to adjust or accommodate for unique and individual circumstances.

## HONOR ROLL

A pupil may be listed on the honor roll announced for each grading period, if he/she

1. has no grade in any subject below a "C"
2. has a GPA of 3.00 or higher in academic classes. Academic work is a subject that counts in the student's grade point average (G.P.A.).

The computer automatically eliminates any student from the honor roll consideration who has an "I" (incomplete) on the grade card.

### **SCHOLASTIC "D"**

To earn the Scholastic "D" , a student must have and maintain a cumulative grade point average of a 3.33 at the conclusion of 3rd semester.

### **THE AWARD OF DISTINCTION**

To qualify for this prestigious award a graduating senior must meet the following standards:

1. Top 10 % of the class according to Grade Point Average (G.P.A.).
2. G.P.A. of 3.75 or higher after 7 semesters.
3. Complete at least 2 AP or CCP equivalent courses ( Vantage is instructor recommended).
4. No reports of cheating, plagiarism, suspensions, or expulsions.

### **THE AWARD OF HONOR**

To qualify for this prestigious award, a graduating senior must meet the following standards:

1. Top 20 % of the class according to Grade Point Average (G.P.A.).
2. G.P.A. of 3.50 or higher after 7 semesters.
3. No reports of cheating, plagiarism, suspensions, or expulsions.

### **HONORS DIPLOMA**

To qualify for the state Honors Diploma, students in a college preparatory curriculum must meet 7 of the following 8 guidelines:

- 4 units of English
- 4 units of Math (Alg. I, Geometry, Alg. II, and another higher level math)
- 4 units of Social Studies
- 4 units of Science (one has to be an advanced science)
- 1 unit of Fine Arts
- 3 units of one Foreign Language or two units each of 2 languages
- 3.5 G.P.A.
- a composite score of 27 on the ACT or the SAT equivalent

### **ATHLETIC ELIGIBILITY REQUIREMENTS**

1. To participate in extracurricular activities, a student must have at least a 1.25 grade point average and earn a passing grade in 5 academic classes.
2. Eligibility is determined at the end of each grading period (Quarter grade cards)
3. An athlete must report to school by 11:30AM and remain until 2:57PM to be eligible to participate for the day. If you report late and have early release, you must remain until 2:55 PM to be eligible for participation for the day.
4. Any unexcused absence results in non participation for the day.
5. A prearranged excused absence must be cleared by the administration.
6. During a student's ineligibility, the athlete may practice and accompany team to contests, however, the athlete may not dress or participate in the event.

### **REQUIREMENTS FOR GRADUATION**

As a student entering ninth grade on or after July 1, 2019, Ohio's new high school graduation requirements give you more flexibility to choose a graduation pathway that builds on your strengths and passions – one that ensures you are ready for your next steps and excited about the future.

1. Earn 21 Credits. 4 units of English, 4 units of Math, 3 units of Social Studies, 3 units of Science, 4 units of Electives, .5 units of Health, .5 units of Physical Education, .5 Financial Literacy/.5 Economics. You also must receive instruction in economics and financial literacy and complete at least two semesters of fine arts.
2. Earn a passing score on Ohio's high school Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once OR demonstrate Two Career-Focused Activities OR enlist in the Military OR complete College Coursework.
3. Earn two diploma seals. At least one of the two must be Ohio-designed.

Graduation and commencements is a privilege, not a right. Reasons why seniors may be denied participation in the graduation ceremony are as follows: suspension or expulsion, lack of credits, failed a required subject even though the student earned enough credits. or for outstanding school fees.

DJHS has no decoration policy for graduation caps. You are encouraged to design, decorate, and personalize your cap after commencements.

Seniors will not be permitted to participate at commencements until all school and lunch fees are paid in full.

## **CHANGE OF SCHEDULE**

The courses selected in spring will determine the schedule of classes for the next school year and are binding following the verification by parents/guardians. All schedule changes must be made within the first FIVE (5) days of each semester.

Changes that have to be made will be done so according to the following guidelines:

1. Insolvable conflict; two courses offered in the same time slot,
2. Failure of required subject,
3. Substitute another class for a course completed outside of the regular classroom,
4. Course cancellation or due to an oversight, Procedural errors
5. The completion of the student schedule change form.

Any student dismissed from a course for disciplinary or other reasons will be given a failing grade in the course. This grade will be entered in the student's grade accumulation as failed.

If the student receives the permission of the instructor, school counselor, and principal to drop a course, s/he will be marked as withdrawn without an academic grade recorded.

## **SCHOOL FEES**



All students will be charged a \$55.00 fee. (\$10.00 class dues, \$8.00 Agenda Book, \$12.00 technical/supply fee, and \$25.00 Chromebook fee). Additional fee will be included for Spanish I and II students of \$7.00 for consumable workbooks.

You will have the option to keep the Chromebook upon graduation if you paid the annual fee of \$25 or pay the \$100 if the fee was waived all four years.

A Chromebook, charger and case are loaned to each student to improve and personalize the education experience at DJHS. It is the student's responsibility to care for the equipment.

A

fee will be charged for any damage in need of repair.

- \$300 for a lost chromebook
- \$65 for broken or cracked screen or damaged or broken keyboard
- \$25 for lost or damaged case or lost charger

## **STUDENT CODE OF CONDUCT**

This Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

The Vantage Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Delphos Jefferson High School and/or the Vantage Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

### **1-Abuse of computer hardware, software, or internet**

A student shall not abuse the school district's computer hardware or software or otherwise violate the Internet Use Policy agreement.

### **2-Aiding or abetting**

Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

### **3-Attendance**

Attendance laws require students to be in school all day or to have a legitimate excuse for an absence. Students are expected to be prompt and on time.

### **4-Bomb threats, and false alarms**

Making a bomb threat against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm.

#### **5-Trespassing**

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

#### **6-Careless or reckless driving**

Driving on, or exiting, school property in such a manner as to violate the law and/or endanger persons or property.

#### **7-Vandalism**

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others, and disregard for school property.

#### **8-Dishonesty**

Being untruthful to teachers or administration. Falsifying signatures or data, or refusing to give proper or false information to a staff member. Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

#### **9-Displays of affection**

Any excessive show of affection between couples that attracts undue attention to them will be considered in poor taste and is prohibited.

#### **10-Disruption of school**

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct that causes the disruption or obstruction of any mission, process, or function of the classroom or the school.

#### **11-Extortion**

Use of threat, intimidation or deception to take, or receive something from someone else.

#### **12-Fighting and aggressive behavior**

A student shall not cause physical injury, physically engage, verbally harass, taunt or behave in such a way which threatens or causes physical injury to school personnel, students or visitors while under the jurisdiction of the school and/or on school property. Promoting or instigating a fight (i.e. contributing to a fight verbally or through behavior) can be considered for equal discipline.

### 13-Bullying and harassment

DJHS encourages the promotion of positive interpersonal relations between members of the school community. Bullying, Harassment, Intimidation, and Cyberbullying toward a students, other students, staff, or third parties will not be tolerated.

This prohibition includes physical, verbal, and psychological abuse, any speech or action, or use of social media that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions should contact the school principal. A student or adult can report Bullying, Harassment and Intimidation (including Cyberbullying) anonymously online located on the district website. [www.delphoscityschools.org](http://www.delphoscityschools.org).

Conduct constituting harassment include, but not limited to, the following:

Verbal: The making of persistent disparaging remarks in writing, social media, innuendoes, comments, jokes, insults, threats, about a person or concerning a person's race, color, national origin, religious beliefs, or disability.

Nonverbal: Persistent placing offensive objects, pictures, or graphic commentaries in the school environment, social media, or making insulting or threatening gestures about a person or concerning a person's race, color, national origin, religious beliefs, or disability.

Physical: Persistent actions such as hitting, pushing, shoving, hissing, or spitting, on a staff member, student, or other person associated with the District

Intimidation is persistent and intentional behavior that would cause a person of reasonable apprehension to fear injury or harm or to negatively impact a student's educational, physical, or emotional wellbeing. It need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, scaring, menacing, coercing, name-calling, taunting, making threats, and hazing.

Conduct constituting sexual harassment may take different forms, including but not limited to, the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implications, unwelcome touching, sexual jokes, posters, cartoons, etc.; a pattern of conduct that has sexual overtones creating discomfort and/or humiliation to another, or remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of Bullying, Harassment, Intimidation, and Cyberbullying (including Sexual Harassment) is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated.

Suspected retaliation should be reported in the same manner as bullying, harassment and intimidation. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Given the nature of Bullying, Harassment, Intimidation, and Cyberbullying (including Sexual Harassment), the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all accusers are expected to act responsibly, honestly, and with the utmost candor whenever they present allegations.

#### **14-Pornography and social media**

Possessing or distributing sexually explicit material. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by texting, sexting, emailing, airdropping, streaking, and other modes of social media or communication.

#### **15-Hazing**

Students shall not plan, encourage, or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Violation may lead to suspension, recommendation for expulsion, and/or legal action as contained in ORC 2307.44.

#### **16-Interference of the educational process**

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, interfering with classroom learning, the delaying or interfering with lessons, assemblies, field trips, athletic and performing arts.

#### **17-Insubordination**

Insubordination. A student shall comply with directives and the reasonable requests of teachers, student teachers, substitute teachers, educational aides, bus drivers, school secretaries, or other appropriate school personnel. Failing to serve Saturday school, detention or other discipline procedures shall also constitute insubordination.

Inappropriate Behavior. A student shall not behave in a disrespectful, belligerent, or in an

otherwise inappropriate manner toward any individual.

**Repeated Acts of Misconduct.** A student shall comply with all school rules and regulations. Repeated acts of misconduct include but are not limited to, disruption of class, repeated violations of the Student Code of Conduct.

### **18-Possession of Incendiary Devices**

Unauthorized possession or use of matches, lighters or devices that produce flames.

### **19-Violation of individual school/classroom rules**

Each learning environment has different rules for students. These rules are for the safe and

orderly operation of that environment. Students will be oriented to specific rules within each

learning environment, all of which will be consistent with this Code.

### **20-Explosives**

Possessing or using anything with the common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers).

### **21-Vape/ tobacco products**

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, vape or any other matter or substance that contains tobacco or nicotine.

### **22-Profanity and/or obscene language**

A student shall not use profanity or obscene language, either written or verbal, in communication with any other person. This includes the use of obscene gestures, signs, pictures and/or publications.

### **23-Drugs and/or alcohol**

A student shall not possess, use, transmit, sell, conceal, consume or exhibit evidence of consumption of any alcoholic beverage, intoxicant, controlled substance, or any other drug

of abuse. This shall be applicable to any conduct on school grounds, during and immediately

before or after school hours, on/off school grounds, at a school sponsored activity, on a school bus or at any other time when the student is subject to the authority of the school.

### **24-Refusing discipline**

Students failing to comply with disciplinary penalties may face enhanced penalties.

### **25-Theft**

Unauthorized taking of property of another person or receiving or possessing such property.

Students caught stealing will be disciplined and may be reported to law enforcement

officials. The School is not responsible for personal property.

### **26-Making a threat**

Any oral, written, or social media statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat

will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault

### **27-Weapons**

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to guns, pellet guns, knives, or club type implements. It may also include any toy

that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a

weapon may subject a student to expulsion and possible permanent exclusion. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or similar device that is used for, or is readily capable of causing serious bodily injury.

### **28-Bus violation**

Students on a bus are under the authority of, and directly responsible to, the bus driver. The

driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the bus driver is sufficient reason for refusing

transportation services or suspending transportation services to any student. Students that

are not Delphos enrolled are prohibited from taking the Vantage bus unless granted direct permission from the administration.

### **29-Violent conduct**

Students may be expelled for up to one school year for committing an act at school, on other

school property, extracurricular event, or any other school program, or directing an act at a

Board official or employee that is aggressive and and physically aggressive in nature

### **30-Phone, earpods, and headphones.**

Students are prohibited from being in possession of cell phones during the school day.

Students are expected to put their mobile device in their locker or car. Wireless earbuds or

headphones are prohibited in the hallways, during the class period, or during instruction unless expressly allowed by the individual teacher.

### **31-Loitering**

Restroom use is reserved for the 3 minutes between bells. If a student uses the restroom during class time it will not exceed 5 minutes and will not be granted during lecture.

Loitering in the restroom is prohibited.

### **OTHER SCHOOL VIOLATIONS**

Other possible student conduct, not mentioned specifically in the previous rules, but

reaching the gravity outlined by these rules, in terms of persistent disobedience or gross misconduct as elsewhere defined, may also serve as grounds for disciplinary action.

### **CLASSROOM RULES**

The teacher has the right to determine classroom rules in each class and to determine the organization and discipline that is most conducive to personal methods of teaching. All students should respect the authority of teachers. Students should learn what each teacher

expects in the classroom and adjusts according to the varying methods and techniques. Both

teachers and students should work toward establishing a mutual respect for each other's abilities so that maximum educational benefits will be realized.

### **DISCIPLINE**

Discipline of Students with Disabilities Students with disabilities are entitled to the rights and

afforded by the Individuals with Disabilities Act (I.D.E.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973. Violations of the Student Code of Conduct may result in the following:

#### **DETENTION**

Detentions are thirty (30) minutes and served in the HS office each Wednesday. A teacher has the right to issue detention to be served at teacher's discretion.

#### **SATURDAY SCHOOL**

Saturday school is offered every other week from 8:00 to 11:00 am in the High School. Students are not permitted to arrive late, leave early, or behave in any manner that would constitute discipline and may lead to suspension from school.

#### **REMOVAL FROM CLASS**

A student removed from class and sent to the office may result in intervention and discipline actions. The teacher and student will complete an incident report.

#### **EMERGENCY REMOVAL**

If at any time a student poses a threat to fellow students, teachers, administrators or any other member of the school's staff, or if a student is creating an instability in the school environment, then that student will be "Emergency Removed" from the school premises. Consequences, if warranted, will follow.

#### **IN SCHOOL SUSPENSION**

This suspension results in the relocation of student within the school building for a period of time. The Principal will assign the student to a monitored In-School where he/she will spend the school day studying and working exclusively on school work.

#### **NAVIGATION and MENTAL HEALTH SERVICES**

Westwood Behavioral is in cooperation with DJHS to provide a free navigation service. The service includes the opportunity for students to receive coping skills to deal with issues relevant to today's youth. The services may be requested as an alternative or supplement to

disciple.

## **SUSPENSIONS AND EXPULSION**

Governed by ORC 3313.66, the Principal, may suspend a student for up to ten (10) school days. If fewer than ten days remain in the school year in which the incident takes place, any remaining part or all of the suspension may be applied to the following school year. Students suspended out of school may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

When a student is being considered for a suspension, the principal will notify the student of the intent to suspend. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the principal will determine whether or not to suspend the student. If the decision is made to suspend the student, parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal.

The suspension may be appealed, within five days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing. If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony.

A suspended student will be responsible for making up school work lost due to the suspension. The student must complete missed assignments during the suspension and turn them into the teacher upon his/her return to school. If the assignments are not done fully or if they are done incorrectly, then credit will not be given. A suspended student will not be allowed to make up from home any quizzes or tests that were missed during the day(s) that he/she was suspended.

Only the Superintendent may expel a student. A superintendent may expel students for a period of up to eighty (80) school days or the number of school days remaining in the semester or term in which the incident takes place, whichever is greater. If fewer than eighty (80) days remain in the school year in which the incident takes place, any remaining part or all of the expulsion may be applied to the following school year.

If a student is expelled, the student and the student's parents will be provided with written



notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 14 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

### **PERMANENT EXCLUSION**

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

- conveying or possessing a deadly weapon onto school property or school function
- trafficking in drugs onto school property or at a school function
- murder, aggravated murder on school property or at a school function
- voluntary or involuntary manslaughter on school grounds or at a school function
- assault or aggravated assault on school property or at a school function
- rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee
- complicity in any of the above offenses, regardless of the location.

### **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

## **ATTENDANCE POLICY**

A student's attendance to school is paramount in determining success in the classroom. DJHS expects that students take ownership for punctuality and attendance. ALL attendance is tracked by hours (a day = 6.28 hours) and driven by the provisions outlined in Ohio Senate House Bill 410 (HB 410).

An excused absence includes a parent or guardian call to the high school office on or prior to the day of the absence with a legitimate excuse such as minor illness, appointments, or family needs. An unexcused absence is non attendance without a legitimate reason and/or

no parental or guardian notification, and/or exceeds 3 parental call in per quarter without medical or professional documentation.

Excessively Absent is being absent with (excused) or without (unexcused) a legitimate excuse

for 38 or more hours in a month or 65 or more hours in a year. An EXCESSIVE ABSENT letter

will be sent home and does not mean that your child is a truant or unruly student. Extended

illnesses and a vacation can trigger this threshold. If you receive this letter, find ways to improve possible attendance barriers, turn in medical slips when an appointment is necessary, and avoid unexcused absences. The ultimate goal is to have your student in school, as much as possible, contributing to our academic and social successes.

Habitually Truant is being absent without (unexcused) a legitimate excuse for 30 consecutive

hours in a week, 42 or more hours in a month, or 72 or more hours in a year. We are required by law to meet for a Truancy Intervention Meeting. The office will be calling you in

the next 7 days to establish a day and time to meet. If you have a specific time that works best for you, please call the office at 419-695-1786.

## **REPORTING ABSENCES**

Section 3321.04 of the Ohio Revised Code requires every parent to send their child to school. State Law requires that a parent/guardian call the office prior to the start of the school day. Voice Mail is available at (419) 695-1786 x401. Below is the rule of reporting absences:

- Without notification, the student is counted as unexcused until properly notified.
- The school will attempt to call the parent/guardian at home/work beginning at 8:30 a.m.
- For each quarter, three (3) parental call-ins or notes are counted as excused absences
- Only medical or professional notes, funerals, family emergency, college visits, or significant circumstances are counted as excused absences after the initial THREE parental reports.
- Family vacations (up to 5 days) are considered excused with a note.
- Days for college visitation are 2 per year for seniors and 1 per year for juniors.
- If the student will be absent for a portion of the day, h/she must sign in/out in the office with a parental note.

## **TARDY**

A student is not in 1<sup>st</sup> period class at the 8:10 bell or before 8:40 AM. A student is permitted

three (3) tardies PER QUARTER. After the threshold is met, consequences can include parent meetings, detention, Saturday School, or suspension.

## **CREDIT DENIED DUE TO ATTENDANCE**

T: (1) Semester length classes - failure of a course may occur after 12 hours of absence or 12 unexcused absences from a specific class. (2) Year long classes - failure of a course may occur after 24 hours of absence or 24 unexcused absences from a specific class.

## **ADDITIONAL PROTOCOLS and POLICIES**

### **SURVEILLANCE CAMERAS**

Students are duly informed that their behavior may be monitored on school property and/or adjacent property by security cameras. Actions recorded on these cameras may be used as evidence in disciplinary action

### **SEARCH POLICY**

Lockers are the property of the Board of Education and, as such, are subject to random searches at any time. School lockers, book bags, and Chromebook cases and their contents are subject to search by school authorities if there are reasonable grounds for suspecting a violation of the Code of Conduct. The student's personal dignity shall be respected when such searches

Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs. The administration reserves the right to search a student's locker, automobile when parked on school property, or at a school sponsored activity off school property, garment pockets and purses.

### **BOOK BAGS**

Students are allowed to bring a backpack/book bag into the school building. However, once in the building the backpack/book bag must be in the student's locker until the end of the school day. Exceptions will be made for physical ailments with administrative permission.

### **DRESS CODE**

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hair style) that disrupts the educational process or presents a safety risk will not be permitted. Students should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene or inflammatory messages on my clothing?
- Am I dressed appropriately for the weather?

Examples of inappropriate dress include, but are not limited to: clothing or accessories that display inappropriate language/graphics or drug/alcohol/tobacco language/graphics, or

shorts of an in-appropriate length, gang related or apparel depicting violence, tank or spaghetti strap tops, exposed undergarments, saggy pants below the hip bone, mesh tops or tops made of see-through material, pajamas, heavy chains, studded/spiked jewelry, tops exposing midriff, clothing with inappropriate cuts or slits or any other clothing deemed inappropriate by the administration.

Students may not wear hats, hoods, head coverings or jackets of any kind in the building during the school day unless permitted to do so by the principal. The principal reserves the right to change the dress code to reflect changes in style. If a student violates the dress code, the student may be asked to turn an objectionable shirt inside out (if applicable), or remove the objectionable decal/button/insignia (if applicable). If a change of clothing is required, a parent or guardian will be called to bring in proper clothing.

A student in violation of the dress code will not be permitted to return to class until the situation is rectified. Any classes missed during this time will result in the absence being considered to be unexcused. It is the student's responsibility to make every effort to follow the school's dress code.

### **AUTOMOBILES**

Students will register all vehicles with the office and place the school register tag on the mirror or a place visible. Student parking will be limited to the two rows nearest the school unless in designated areas. Parking behind the school, through the gates, is also prohibited.

The school is not responsible for the automobile or its contents.

### **CAFETERIA**

DJHS expects our students to appropriately dispose of food and utensils, remain in the cafeteria until the bell, and treat the cafeteria workers with respect. Throwing food, abuse of the cafeteria, or other such inappropriate behavior is prohibited.

### **VISITORS**

Visitors must report to the office upon entering the school. Any visitor found in the building without signing in shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior permission from the principal.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents. No student will be released from school without proper parental permission.

## **ADMISSIONS TO DJHS**

In general, state law requires students to enroll in the district in which their parent or legal guardians reside unless enrolling under the district's open enrollment. New students under

the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parent's must provide copies of the following:

- A birth certificate or similar document
- Court papers allocating parental rights and responsibly, or custody (if appropriate)
- Proof of residency
- Proof of immunizing

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The counselor or secretary will assist in obtaining

the transcript, if not presented at the time of enrollment. Students that are new to the Delphos City School District are required to enroll with their parents or legal guardians. The student, parent or guardian must also make DJHS aware of the school that was attended

so that a records request can be made. A student who has been suspended or expelled by another school may be temporarily denied admission to DJHS during the period of suspension or expulsion. Prior to the denying of admission, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

## **STUDENT COUNCIL**

The purpose of Student Council is to improve the DJHS through various service projects and

to stimulate desirable student faculty relationships. The constitution provides for the election of its officers.

## **NATIONAL HONOR SOCIETY**

The DJHS Honor Society is a part of the National Honor Society and as such will follow all standards set forth by the national organization. The aims and purposes of the Honor Society

shall be to stimulate high scholarship, to encourage community and school service, and to develop leadership. Students must have a cumulative GPA of 3.25 to be considered for membership. The Faculty Advisory Committee shall evaluate candidates on service, leadership and character to determine selection to the NHS.

## **ACTIVITY CONFLICTS**

The following guideline should be used to determine a student's participation when a conflict in scheduling arises. A performance (athletic event, context, play, concert, etc) has priority over any practice or rehearsal. When two events of equal value are in conflict, the students may participate in the event of his/her choice without fear of penalty or consequence. Students are to inform coaches or advisors of schedule conflicts as soon as they become aware.

## **ADULT STUDENT RIGHTS**

A student who has reached the age of majority (18) has the option to assume full rights of an adult and have free access to his/her records. Each student who has reached the age of majority shall assume full responsibility for his/her performance in school, attendance in compliance with school administrative guidelines. The administration reserves the right to advise parents of any situation regarding a student, regardless of age, which it deems worthy of parental involvement.

## **IMMUNIZATIONS**

Ohio law requires schools to keep current documentation of students' vaccination records. If

a child is found to be non-compliant, out of process, or void of having a record on file, the school is required to not allow the student to attend after the 14th day of school. All incoming Seniors are asked to provide a record showing they received the 2nd dose of the Meningitis Vaccine (or first dose, if after age 16) by the end of their Junior year of High School.

Parents are required to have a record to the office by the first school day of their child's senior year. Students who do not meet this requirement will be sent home after the 14th day of school. Ohio law also allows for vaccine exemptions for medical, philosophical or religious beliefs. An ODH approved exemption form will then need to be turned into the office by the 14th day of school (or end of previous school year) in order for your child to remain in school. Exemption forms can be found online at the Ohio Department of Health website through your School Nurse.

## **VISION and HEARING**

Vision and Hearing screenings are mandated by the Ohio Department of Health to be performed on all Freshman, Junior, transfer, and teacher or parent referred students. If your

child does not pass one of these screenings, the School Nurse will send a letter to share the

results and make a recommendation/referral for further evaluation by an eye or ear care specialist. If you would like your child to be exempt from the school screening, a medical slip

will need to be provided to the school with documentation of eye and ear screenings within

the past year and an exemption form would need to be completed and signed by the parent.

Please call or email the School Nurse if you would like an exemption form.

## **ADMINISTERING MEDICINE TO STUDENTS**

Many students are able to attend school regularly only through effective use of medication in

the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medications should be given by the parent at home. If this is not possible, parents may come to school to administer medications to their children.

These procedures will be followed:

1. The principal or appointed representative will supervise the storage and dispensing of the medications in the absence of the school nurse. All medications will be secured and out of reach of students.
2. Written permission must be received from the parent or guardian of the student requesting that the school district comply with the physician's order.
3. Medications should be brought to school by the parent or guardian and should be appropriately labeled by the pharmacy or the physician with date, student name, and dosage.
5. New request forms must be submitted for each school year and as necessary for any change in medication order.

The intent of these procedures is to ensure that no medications will be taken at school without administrative approval. This includes prescription and nonprescription drugs, the only difference being that the administering of prescription drugs requires a physician's and a parent's statement; the administering of nonprescription drugs requires only the parent's permission.

## **RELATIONSHIP WITH GOVERNMENTAL AGENCIES**

On occasion, principals will need police assistance. Reasons why police involvement may occur under any situation deemed necessary by the administration.

When police or other authorities arrive at the school and wish to interview a student or investigate an alleged law violation, they will contact the Principal or a Counselor indicating the nature of their investigation and their desire to question a student or students. The Principal or Counselor will send for the student or students and move them to an unoccupied room and remain in the room during the questioning, unless the parent or a guardian is present.

If a student is being questioned because he/she is under suspicion of an alleged law violation, the student must be warned of his/her right to remain silent and to request that parents and/or an attorney be present. If the student makes the request, questioning will be terminated. Students who are being questioned to obtain evidence about an alleged law violation but are not under suspicion of the alleged offense are to be advised that they have the right to request the presence of their parents. If the student makes the request, questioning is terminated. Should a student be taken into custody or removed from the school premises by police or other authorities, the Principal or Counselor must make every effort to notify the student's parents or guardians.

## **FERPA and DIRECTORY INFORMATION**

The school district follows the guidelines of the Family Educational Rights and Privacy Act

(FERPA) regarding all student records. Parents who do not want directory information for the child released to colleges, universities and military recruiters should contact the office.

## **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of disability. This protection applies just to the student, but to all individuals who have access to the District's

programs and facilities. The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying reviewing and, if the child is determined eligible, affording access to appropriate educational

accommodation. Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a

comprehensive child study process to systematically screen, assess and, if appropriate, place

students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment". A student can access special education services through the proper evaluation procedure. Parent involvement in

this procedure is important and required by Federal (IDEA) and State law. More importantly,

the school wants the parent to be an active participant. To inquire about the procedure or

programs, a parent should contact the Principal or Guidance Counselor at 419-695-1786.

## **WORK PERMITS**

Work permits are prepared by the high school secretary. Work permits are required for a student who works during the school year. Work permits applications may be obtained in the

high school office when a student has secured a job. When the application has been completed, the student must return it to the office along with a physician's physical. If a student changes jobs, a new employer's p[ledge card must be completed in order to have an

updated work permit.

## **SAFETY DRILLS and PROCEDURES**

### **FIRE/TORNADO DRILL**

Teachers will take charge, supervise orderly evacuation, and conduct a role call once safely outside. Specific fire evacuation and tornado procedures are posted in each room.



## **ACTIVE SHOOTER DRILL INSTRUCTIONS**

The number ONE goal is SURVIVAL. The best opportunity to SURVIVE is to REACT

- B - BARRICADE, secure door and place large objects against the entry way.
- E - ESCAPE, if the opportunity permits, flee to option 1 district safety zone.
- E - ESCAPE, if the opportunity permits, flee to option 2 district safety zone.
- F - FIGHT, throw items at the shooter in an attempt to distract, escape or tackle.

## **SOFT LOCKDOWN**

This would involve any safety risk that is happening in the area. Teachers and students can move around within the school and classes typically continue as planned; however, nobody is allowed to leave or enter the building.

## **SOFT EVACUATION**

This is a non-intruder evacuation (e.g. bomb threat, chemical spill). This mass evacuation has teachers leading an orderly evacuation from the nearest exit. The rendezvous point is at the far North end of the parking lot.

### **MR. BRINKMAN'S WORDS OF WISDOM**

*ATL expectations are more than feel good words or phrases. ATL expectations are the fabric of success that we take pride in practicing and achieving.*

*When you don't avoid issues and meet them directly, always trying to resolve them, your issues become fewer and fewer."*

*Let your YES mean YES and NO mean NO and then stand behind it.*

*Avoid WISHING for things to be better and START DOING things to make it better.*

*Being a leader is more than power or title. Being a true leader depends on the examples and actions you display to others.*

*You are judged by your actions; not your words or promises.*

*Say please, say thank you, give a firm handshake, and look people in the eye.*

## **DELPHOS JEFERSON CONTACTS**

Chad Brinkman High School Principal	419-695-1786 x400 cbrinkman@delpnocityschools.org
Kellie Sterling High School Counselor	419-695-1786 x402 ksterling@delpnocityschools.org

Kent Smelser  
Athletic Director 419-695-1786 x414  
ksmelser@delphoscitieschools.org

Alexa Jackson  
High School Secretary 419-695-1786 x401  
ajackson@delphoscitieschools.org

Stacey Ricker  
School Nurse 419-695-1786 x423  
sricker@delphoscitieschools.org

Jeff Caputo  
Head of Maintenance 419-695-1786 x420  
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Mitch Clark  
Technology Coordinator 419-695-1786 x417  
mclark@delphoscitieschools.org

Doug Westrick  
Superintendent 419-695-2509 x100  
dwestrick@delphoscitieschools.org



### FAMOUS CARS WORD SEARCH

D	V	F	X	T	H	U	N	D	E	R	B	I	R	D	A	Q	H
X	O	V	X	A	S	T	O	N	M	A	R	T	I	N	L	S	D
G	D	E	V	I	L	L	E	A	O	L	N	C	B	M	F	R	B

M	O	D	E	L	T	R	C	I	N	C	Z	V	I	Y	A	W	C
R	A	U	G	A	J	H	R	V	T	N	A	L	O	K	R	Z	J
S	W	D	W	N	E	E	P	F	E	N	I	M	C	N	O	L	H
D	T	R	E	V	T	O	T	B	C	T	A	A	A	O	M	A	I
W	F	U	E	S	R	O	S	M	A	A	P	V	S	R	E	T	B
M	U	L	D	S	O	E	O	R	R	L	R	K	A	E	O	N	U
L	L	A	C	E	D	T	Y	U	L	B	O	G	A	Y	D	E	G
E	O	H	N	E	B	J	O	E	O	C	L	C	L	B	E	N	A
R	E	O	C	A	E	A	S	U	H	A	L	O	A	H	L	I	T
B	V	R	L	E	L	D	K	W	P	L	S	R	P	U	O	T	T
A	E	P	P	H	E	E	M	E	L	L	R	V	M	D	R	N	I
M	K	Q	T	O	J	B	D	Y	R	I	O	E	I	S	E	O	P
W	O	O	D	Y	W	A	G	O	N	D	Y	T	S	O	A	C	G
C	S	M	G	N	A	T	S	U	M	A	C	T	B	N	N	P	L
G	H	C	O	R	S	A	I	R	N	C	E	E	J	R	V	X	R

MONTE CARLO

CORVETTE

DESOTO

MUSTANG

AVANTI

DEVILLE

NOVA

BMW EDSEL

PACKARD

BUGATTI

HUDSON

PORSCHE

CADILLAC

IMPALA

JAGUAR

ROADSTER

CAMARO

MODEL T

CORSAIR

ROLLSROYCE

CHEVELLE

JEEP

MODEL A

MERCEDES BENZ

STUDEBAKER

THUNDERBIRD

**Sudoku**

5	3			7				
6			1	9	5			
	9	8					6	
8				6				3
4			8		3			1
7				2				6
	6					2	8	
			4	1	9			5
				8			7	9

2					7			
7		8	4	5		9	6	3
	4	9	1				7	2
		6			1	7		9
				8				
4		5	6			3		
9	8				6	5	3	
6	5	4		1	8	2		7
			9					6

DJHS WORD SEARCH

S J M N F R J D S T G R E B N E G L I H M F B B E  
 A H O M D A E T I O Q A H V C A T A T J R F P I J  
 F V Z S C E E S H O E R S T E N Y T B E Q O V O M  
 M S Q K T R G H O K G O I Z Z A A R S L A H R V O  
 V Z S D L P T D P O C X Y O W F Y L T S E G F W S  
 K O D I L M I T Y L L U G F B M E Q C Q W N W P E  
 N R N A L Y B L H T R I W I T M E Q A S K I G K I  
 Z G K B Y M O R L O I B O W S H E R N C C T I U B  
 R E X E T M J H Y E B N E P K I M C P I G T D B K  
 V K G R F O U R L W P D N N P U P I E C J E J S X  
 O Y B V U M G T N K N U N F K L H W A Q J J L M F  
 D Q X T D C A O V R O W C H G T A W B R L L L I V  
 Q X E Z O N T R R A I G M P L D I C L O G L O T Q  
 J H D J Z G C X R L S X X D Q X E K E Q D W V H B  
 I W N Y N R W Z L C E I Y S W O S E L P Q I X E T  
 E J I I E F M W K Y I A N Y X Z H Y R C L T A O J  
 X Y V W H D G G R E W C K R W H M Q T Z R U T P O  
 R E L Z S J A Z Z B P W C B S U U T D M B R L M O  
 B E I D N P L Q V U Z S I R U X V E O I C O H S L  
 G F P T V L O U R D I E R I S U D B E A A M U P X  
 N I V L O C T Z C C I S Q N M O T N H U A V D E V  
 E X R W S V H N W S G X C K R G N R I M R W Z N A  
 G N K T A B O L G D F B R M U M P J V Z K J F C V  
 P M K P Z E W R V U Z F O A A Z Z U N E Z P P E P  
 W I E G I L L E S P I E W N E I S J S D M X A R W

BEAUBIEN

BEVINGTON

BOWSHER

RODE

SMELSER

CLARK

COLVIN

SMITH

DUBEY

ELWER

GABLE

STERLING

GILLESPIE

HILGENBERG

HOERSTEN

RYAN

JACKSON

JETTINGHOFF

JOSTPILLE

SPENCER

LOOSER

OHTOLA

PLACE

WIRTH

REED

REID

REX

SRNIS