

DELPHOS CITY SCHOOLS CALENDAR

August 21	1st Day for Students
September 2	No School. Labor Day
September 19	1st Quarter Interim
September 23	2 Hour Delay In-service
October 8	2 Hour Delay In-service
October 22	End of First Quarter
October 25	No School. Full Day In-service
November 6	1:30 Dismissal
November 7-8	No School. Parent-Teacher Conferences (PTC)
November 21	2nd Quarter Interim
November 26	1:30 Dismissal
November 27-29	No School. Happy Thanksgiving!
December 20	1:30 Dismissal
December 23 - January 3	No School. Return on Jan 6, 2025!
January 10	End of Second Quarter
January 17	No School. Full Day In-service
January 20	No School. MLK Jr
February 12	3rd Quarter Interim
February 13	2 Hour Delay. In-service
February 17	No School. Presidents Day
March 18	End of Third Quarter
March 19	2 Hour Delay. In-service
April 17	4 th Quarter Interim; 1:30 Dismissal
April 18-21	No School. Return April 22, 2025!
May 17	Commencement
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

REGULAR BELL SCHEDULE

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

2 HOUR DELAY

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

7:55-8:07	Open Hallway
8:10-8:48	1st period
8:52-9:30	2nd period
9:34-10:12	3rd period
10:16-10:54	6th period
10:58-11:36	4th period
10:54-11:24	Lunch A
11:28-12:06	5th period
11:36-12:06	Lunch B
12:10-12:48	7th period
12:52-1:30	8th period

3 HOUR DELAY

10:55-11:07	Open Hallway
11:10-10:35	1st period
11:39-12:12	4th period
11:35-12:05	Lunch A
12:09-12:42	5th period
12:12-12:42	Lunch B
12:46-1:09	2nd Period
1:13-1:36	3rd period
1:40-2:03	6th period
2:07-2:30	7th 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 GPA
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 has no grade in any subject below a "C" and 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 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. If you report late and have early release, you must remain until 2:55 PM to be eligible 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 and 1 unit of a fine art.
2. Earn a passing score (684) 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 a no decoration policy for graduation caps. You are encouraged to design, decorate, and personalize your cap after commencements.

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, attendance, or other reasons will be given a failing grade in the course. 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. The administration reserves the right to accommodate special circumstances.

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 of \$7 will be included for Spanish I and II students and \$5.00 for ELA I,II students for consumable workbooks.

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; \$30 for broken or cracked screen or damaged or broken keyboard; \$20 for lost or damaged case or lost charger.

CREDIT FLEXIBILITY

Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and the use of multiple measures of learning. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology and demographics, and to meet the demand for 21st century skills. The flexible options include, but are not limited to: Graduation Pathway online courses, dual credit, partial credit, and employment credit opportunities.

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. 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, ETC.

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 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, data, or giving improper or false information. 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(HARASSMENT) AND INTIMIDATION

DJHS encourages the promotion of positive interpersonal relations between members of the school community. Bullying (cyberbullying) or Harassment and Intimidation.

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.

A student or adult can report concerns or incidents to the principal or anonymously online at the district website. www.delphoscitieschools.org.

BULLYING and HARASSMENT

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 use of offensive objects, pictures, or graphic commentaries in the school environment, social media, or making inappropriate gestures about a person

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

INTIMIDATION

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 would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, scaring, menacing, coercing, name-calling, taunting, making threats, and hazing.

SEXUAL HARASSMENT

Conduct includes, but is not limited to, verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implications, unwelcome touching, sexual jokes, pictures, or 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.

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, expulsion, and/or legal action as contained in ORC 2307.44.

16-INTERFERENCE OF THE EDUCATIONAL PROCESS

Any actions 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

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. Examples include, but are not limited to, behaving in a disrespectful, belligerent, and repeated acts of misconduct that violate 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 TEACHER CLASSROOM RULES

The teacher has the right to determine specific classroom rules that determine the organization and discipline that is most conducive to personal methods of teaching. 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, at any extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or vape.

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 is applicable to 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, club type implements, or any toy that is presented 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 physically aggressive in nature.

30-PHONE, EAR PODS, AND HEADPHONES.

Students cannot be in possession of cell phones during the school day. Cell phones should be in locker or car. Wireless earbuds or headphones are prohibited in the hallways, during the class, 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.

32-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.

33-RETALIATION

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations is prohibited and will not be tolerated. Making intentionally false reports for the purpose of getting someone in trouble will not be tolerated.

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:

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.

DETENTION

Detentions are served during the student's lunch period.

SATURDAY SCHOOL

Saturday school is 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.

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, but not limited to, receiving coping skills to deal with issues relevant to today's youth. The services may be used as an alternative or supplement to discipline.

OUT OF SCHOOL SUSPENSION

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.

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.

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.

EXPULSION

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 crimes while on the property of any Ohio school.

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

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 8:30 a.m.
- Three (3) parental call-ins are accepted as excused absences per quarter. Absences following this will be counted as unexcused without medical note or prior approval.
- Family vacations (up to 5 days per year) are considered excused with a note.
- College visitation are 2 per year for seniors and 1 per year for juniors.

EXCUSED ABSENT

A parent/guardian informs the office of absence in a timely manner and with a legitimate excuse.

Excessively Absent is being absent for 38 or more hours in a month or 65 or more hours in a year. A letter will be sent home; however, there is no discipline.

UNEXCUSSED ABSENCE

Nonattendance 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.

Habitually Truant is being absent without 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. An attendance intervention plan(AIP) will be written and the district will comply with the House Bill 410 requirements.

TARDY

A student not in 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

Semester length classes: failure of a course may occur after 12 hours of absence or 12 unexcused absences from a specific class. Yearlong classes: failure of a course may occur after 24 hours of absence or 24 unexcused absences from a specific class.

STUDENT TAKING COLLEGE CREDIT PLUS OFF CAMPUS

A student taking 6-9 hours of CCP online courses will attend school thru Wildcat Period. A student taking 12-15 hours (full time) of CCP courses are not required to be at school.

ADDITIONAL PROTOCOLS AND POLICIES

SURVEILLANCE

Students are duly informed that their behavior may be monitored on school property and/or adjacent property by security cameras or vape detectors.

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, 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?

Examples of inappropriate dress include, but are not limited to: clothing or accessories that display inappropriate language/graphics or shorts of an inappropriate length, apparel depicting violence, tank or spaghetti strap tops, pajamas, tops with excessive exposure/midriff, clothing with inappropriate cuts or slits or any other clothing deemed inappropriate by the administration.

Students may not wear hats, hoods, head coverings 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.

A student in violation of the dress code will not be permitted to return to class until the situation is rectified. However, the administration will make attempts to remedy most violations by having a change of clothes available to the students.

AUTOMOBILES

Students will register all vehicles with the office and place the school register tag on the mirror or a place visible. Parking behind the school during restricted hour is 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. 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, and 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 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.

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 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.

ACTIVITY CONFLICTS

The following guideline should be used to determine a student's participation when a conflict in scheduling arises. A performance (athletic event, concert, 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.

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.
4. 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. 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. 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 Special Education Officer 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 pledge 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 not words, they are actions."

"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 something; rather, MAKE the wish real with actions for that something"

"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."

"Giving excuses to avoid the truth erodes credibility and trust with others."

DELPHOS JEFERSON CONTACTS

Chad Brinkman High School Principal	419-695-1786 x400 cbrinkman@delphoscitieschools.org
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Kent Smelser Athletic Director	419-695-1786 x414 ksmelser@delphoscitieschools.org
Alexa Jackson High School Secretary	419-695-1786 x401 ajackson@delphoscitieschools.org
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