

INTRODUCTION	3
MISSION STATEMENT	3
VISION FOR DENISON HIGH SCHOOL	3
PARENTS' ROLES DURING EMERGENCIES	5
During an Emergency:	5
MULTICULTURAL NONSEXIST ENVIRONMENT	6
GRADUATION REQUIREMENTS	7
ACADEMIC HONOR ROLL	8
GRADES AND COURSE CREDIT	8
REPORT CARDS	8
DISTRICT GRADING SCALE	9
POWER SCHOOL	9
PHILOSOPHY OF STUDENT BEHAVIOR	9
SCHOOL DISCIPLINE POLICIES	10
CODE OF STUDENT BEHAVIOR	10
LEVEL I (DETENTION)	10
LEVEL II (DETENTION)	10
LEVEL III (DETENTION)	10
LEVEL IV (DETENTION)	10
LEVEL V (SUSPENSION)	10
LEVEL VI (SUSPENSION OR EXPULSION)	11
DETENTION BY TEACHER	11
STUDENT DRESS CODE	11
PUBLIC DISPLAY OF AFFECTION	12
DISCIPLINARY INFRACTIONS	12
DRUG AND ALCOHOL EDUCATION	14
ABUSE OF LEGAL MEDICATION	14
VANDALISM	14
STEALING (Theft of Property)	14
TARDINESS TO SCHOOL AND BETWEEN CLASSES	15
FIGHTING	15
ASSAULT	15
POSSESSION OF DANGEROUS WEAPONS	15
EXTORTION	16
SWEARING OR INAPPROPRIATE LANGUAGE	16
ENDANGERING OF HEALTH AND SAFETY	16
MISCONDUCT REPORTS	16
CURRICULAR AND EXTRACURRICULAR SCHOOL ACTIVITIES	16
REMOVAL FROM CLASS	17
INITIATIONS, HAZING, BULLYING OR HARASSMENT	17
TRAFFIC REGULATIONS	19
TRUANCY	20
ATTENDANCE POLICY (Effective Fall, 2011)	20
NOTIFYING THE SCHOOL OF ABSENCES	21
INACTIVE STUDENT STATUS	21
WITHDRAWING FROM A CLASS	22

ACTIVITIES PARTICIPANTS' AND SPECTATOR ATTENDANCE AT SCHOOL	22
PROM	22
MAKE-UP WORK	22
RETURNING TO CLASS AFTER AN ABSENCE	23
CHECK OUT OF SCHOOL	23
PROCEDURES GOVERNING SATURDAY SCHOOL	23
CELL PHONES, CAMERAS, CD PLAYERS, IPODS	24
TELEPHONE CALLS	24
PERIOD TIME SCHEDULE	25
DENISON HIGH SCHOOL-SHORTENED DAYS	25
EXPECTATIONS OF BUILDING CONDUCT	27
HALL PASSES	27
OFF CAMPUS CLASSES	27
LUNCH PERIOD	28
CHEATING	29
DENISON HIGH SCHOOL CHEATING STATEMENT	29
PROTECTIVE DEVICES	30
BACKPACKS / BACK SACKS / SCHOOL BAGS/ PURSES	30
STUDENT LOCKERS	30
SEARCHES — LOCKERS, DESKS, AND OTHER FACILITIES OR SPACE OWNED BY THE SCHOOL	31
AUTOMOBILE SEARCHES	32
PERMANENT REMOVAL FROM CLASS	32
INTERNET POLICY	32
STUDENT GRIEVANCE POLICY	34
PHYSICAL RESTRAINT OF STUDENTS	34
CODE OF STUDENT CONDUCT FOR ACTIVITIES	34
Academic Eligibility	35
SEMESTER GRADES AND ELIGIBILITY (NO PASS NO PLAY)	35
Good Conduct Rule	36
Violations of The Good Conduct Rule	36

THIS DOCUMENT IS PROVIDED TO GIVE STUDENTS AND THEIR PARENTS INFORMATION ABOUT THE POLICIES AND PROCEDURES OF DENISON COMMUNITY HIGH SCHOOL. PLEASE BECOME FAMILIAR WITH ITS CONTENTS

If you have additional questions, please ask the student's counselor or the high school principal.

INTRODUCTION

It is the policy of the Denison Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs and employment practices. There is a grievance procedure for processing complaints of discrimination. If you have any questions related to this policy please contact the Superintendent's Office at 819 North 16th Street, Denison, IA 712-263-2176.

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the administration. This information has been carefully prepared and presented so that it will be of value in helping you to adjust to our school, and to become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities, and thus find those things within our school which will prepare you to live a better life and take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

Our school welcomes you to its ranks and we hope that you will always be conscious of its traditions and requirements. This school will be whatever you make it. Let us always have the spirit to do the things which will make it outstanding.

Please share the contents of this handbook with your parents.

MISSION STATEMENT

Adopted 11/1/07

Denison Community High School will promote student success in a global community.

VISION FOR DENISON HIGH SCHOOL

Adopted 3/30/07

Staff - The faculty will work as a collaborative, professional team to maximize learning potential for all students.

The staff will:

- use the most effective teaching techniques available.
- accommodate individual student needs.
- use cutting edge technology.
- embrace high expectations for student success.

Community Relations and Involvement - The school will foster positive relationships among the school, community, parents, businesses and students.

The school will:

provide both students and staff opportunities to interact with the community.

- extend the curriculum beyond the classroom to create relevant experiences.
- promote lifelong learning.
- be a positive multicultural environment.
- provide the setting for students to learn the skills of cooperative and responsible citizens.

Students - Students will appreciate the importance of lifelong learning and be employable and productive members of their community.

The students will:

- think critically to become creative problem solvers.
- act and behave responsibly.
- use technology to better themselves and society as a whole.
- accept and understand others.
- learn independently and cooperatively.
- demonstrate active involvement in school.
- achieve their fullest potential.
- develop leadership skills.

School Climate - The school climate will nurture the development of both students and staff.

The climate will be:

- a positive, caring learning environment.
- one of well-maintained facilities.
- a physically and emotionally safe environment.
- one of respect for all people.
- recognized for its excellence.

Curriculum and Instruction - Curriculum and instruction will be socially responsible and grounded in the basic content of each subject.

The curriculum and instruction will:

- be relevant and meaningful.
- emphasize academic, artistic, and technical skills.
- be responsive to change.
- foster problem solving, critical and creative thinking skills.
- incorporate appropriate technology.
- challenge students to perform at their highest levels.
- teach teamwork and collaboration.

PARENTS' ROLES DURING EMERGENCIES

Providing a safe place for students to learn and grow is one of the most important responsibilities of any school system. Along with school officials, teachers and staff, school families play a critical role in preventing and responding to school emergencies. This information is intended to provide parents and guardians with the steps you can take before, during and after an emergency. It is the ABC's of the parent's role during emergencies.

Prevention: The Role of Parents in Keeping Schools Safe:

- Parents and community members play an important role in keeping our schools safe. You can be our eyes and ears by reporting any issues, concerns or rumors related to safety to school or law enforcement officials.
- You also can help by following and supporting all security measures when you visit one of our school buildings. This includes checking in and out at the school office.
- Contact Information - Another of the most important steps that parents can take prior to an emergency is to ensure their contact information is updated regularly in the district's PowerSchool student data system. This is the system that provides e-mail and phone numbers to the district's AlertNow rapid-contact notification system. Please regularly update emergency and contact telephone numbers, e-mail addresses and other information with your school to ensure you receive information and updates during emergency situations.
- It is also important to review and update information regarding who can legally pick-up your child during an emergency. Once this information is on file, you should ensure that those people are aware they have been listed as your "emergency contacts," and that they may receive messages via phone and/or e-mail during an emergency, weather early out, or other situation.
- More information about the district's AlertNow system and what contact information it uses in various situations, visit the district website at www.denison.k12.ia.us .
- If your child is on medication, be sure the school has at least a two-day supply.
- Create your own family emergency plan. Develop a family communication plan and have a supply kit to sustain you and your family for two to three days. For tips on how to prepare a plan go to www.bereadyiowa.org.

DURING AN EMERGENCY:

In a school emergency, the first instinct of many parents is to pick up the telephone and start calling their child or school and/or rush to the school and get your children. But the truth is, this only complicates matters from a safety and security standpoint. Parents too close to an incident often hinder rescue attempts of the police and fire officials on the scene. Calling your child's cell phone may prevent them from hearing important, even life-saving information. Too many parents calling the school can also tie up needed phone lines and hinder efforts to communicate. Students will be able to use cell phones if they need immediate assistance and once they are safe.

The best action parents can take in an emergency is to monitor their phone, e-mail and district website for regular updates and instructions.

- Do not report to your child's school during emergency situations. Law enforcement officials will not allow entry to the school site during a lockdown or shelter-in-place.
- Avoid calling the school or the district during the emergency.
- Notification and Communication: The school district is committed to providing parents

and guardians with the latest and most accurate information available. In most cases the district will send brief phone messages or e-mails via the ParentLink system in an emergency. Parents will be asked to also monitor more extensive official emergency updates at the district's website. Additional updates will also be sent via ParentLink depending upon the nature of the emergency. In today's world, it is likely that students will be texting and calling parents immediately. **Be aware that information you receive from your child may not always be accurate;** ensure the information you are using is official and comes directly from the Denison Community School District.

School Emergency Response Protocols:

- A school crisis can take a number of forms including an environmental event, such as a chemical spill or gas leak; a weather emergency, such as a tornado warning; or an intruder in or near the school. The nature of a school crisis dictates the school's response.
- Denison Community Schools utilizes the **ALICE Protocol** (Alert, Lockdown, Inform, Counter, Evacuate)

Alert: Danger Announcement

Lockdown: Semi-secure starting point from which to make safety decisions.

Inform: Real-time information to those in danger.

Counter: Use of simple, proactive techniques to counter aggressive actions if necessary.

Evacuate: Remove as many from the danger zone as quickly as possible.

- If the school building is evacuated, how will I be able to locate my child?

Parents will be directed to a specific location where they will be required to show proper identification. At the reunification site, school administrators, police and fire officials account for students and provide aide to those who need it immediately. Students are released only to authorized individuals. If you are a non-custodial parent, you must be listed with your child's emergency contact information as a guardian and show proper identification.

After an Emergency:

- Monitor you child's behavior and let the school know if you think counseling or help is needed. Following a school crisis, specially trained school and district crisis team members and social workers are available to provide counseling and outside referrals to students, staff members and others who may need it.
- Recovery plans: Depending on the nature and amount of damage, school maybe moved to a different location. The District will inform parents of any changes.

MULTICULTURAL NONSEXIST ENVIRONMENT

The Denison Community School District acknowledges that all students must learn to live and work in a multicultural, nonsexist environment. Furthermore, it recognizes the need for an educational program designed to help students acquire a realistic basis for understanding the culture and life styles of people of different racial, ethnic and social-economic backgrounds. Our goal will be to provide an atmosphere for learning which is devoid of sexist, racist, and ethnic prejudices, discrimination, and separatism. No student shall be denied enrollment in a

class because of race, culture, sex, or developmental disability.

It is also the policy of this district that curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to all regardless of sex, race, or developmental disability.

It is the policy of the Denison Community Schools not to discriminate against any otherwise qualified individual with disability, solely by reason of his/her disability, in admission or access to, or treatment or employment in, any program or activity sponsored by this school corporation.

Inquiries regarding compliance with this policy should be directed to the Section 504/ADA Coordinator, Nancy McCarville, of Denison Community Schools, 819 North 16th Street, Denison, Iowa 51442, 712-263-3101 or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

Student Personnel-Denison Community Schools (Series 500. Denison Board Policies). These discipline Board of Education Policies are located in every school building Principal's office and Superintendent's office.

GRADUATION REQUIREMENTS

All current 9th graders must have at least 10 credits to advance to the 10th grade year; all current 10th graders must have at least 23 credits to advance to the 11th grade year; and finally, all current 11th graders must have at least 33 credits to advance to the 12th grade year.

Forty-six credits are required to earn a diploma. With successful completion, each course earns one credit at the semester, with the exception of physical education and traffic education. Each student must register for seven classes during each semester.

Requirements for graduation include:

English -- 8 credits, including Speech

Mathematics -- 6 credits

Science -- 6 credits

Biology is required.

Lifetime Wellness and Health together can be used as 1 science credit.

OR

A combination of 3 consecutive full-year Ag. Science classes can be used as 1 science credit.

Social Studies -- 6 credits

American Heritage counts as 2 Social Studies/2 English

Global Studies is required.

American Government is required.

1 Western Civilization credit is required.

1 Social Studies elective; Economics required for class of 2017 and beyond.

Physical Education/Wellness -- 2 credits

9th graders take Lifetime Wellness which counts as 1/2 PE credit and 1 Health credit, unless they are enrolled in both choir and instrumental music. Then, they take PE/Music Freshman. 10th, 11th, 12th graders take 1/2 credit per year in PE, unless exempted or taking both band and choir. Then, they take PE/Music Sophomore.

Health -- 1 credit required if the student has not taken Lifetime Wellness.

Any student who has not met all graduation requirements will not be allowed to participate in the commencement ceremony.

ACADEMIC HONOR ROLL

An honor roll is compiled after each grading period. There will be two honor lists: The Purple Honor Roll for students who compile an average of 3.5 or higher and the Gold Honor Roll for students with a grade point average of 3.0 to 3.49. Honor points are awarded using the following quality points system:

A+= 4.00	B+= 3.33	C+= 2.33	D+ = 1.33
A = 4.00	B = 3.00	C= 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67

Traffic education is not computed in the honor roll. Students who are honor roll students will receive a certificate at the end of each semester. Since colleges don't accept an A+ on a transcript, a 4.0 is the highest possible grade point average.

GRADES AND COURSE CREDIT

The grade given at the end of the semester is the grade that will be recorded on the permanent record.

To earn credit in any course, a student is obligated to fulfill the course requirements for a semester as established by the teacher.

REPORT CARDS

Report cards are issued every nine weeks and mid term reports are given to students every 4 1/2 weeks. Any grade recorded as "incomplete" must be changed to a letter grade within the time limits set by the instructor. If no attempt has been made to make up the work, an "F" grade will be recorded. Only on rare occasions should a grade be incomplete for more than two weeks. These situations must be approved by the principal.

DISTRICT GRADING SCALE

94-100.....A	73-76.....C
90-93.....A-	70-72.....C-
87-89.....B+	67-69.....D+
83-86.....B	63-66.....D
80-82.....B-	60-62.....D-
77-79.....C+	59 & Below.F

POWER SCHOOL

Parents and students can access their grades through an on-line program called Power School. Passwords can be obtained from the guidance office.

PHILOSOPHY OF STUDENT BEHAVIOR

Good discipline originates in the home. The parent is the first teacher of the child, and it is the parent’s obligation, by teaching and by example, to develop in his or her children good habits of behavior as well as proper attitudes toward school. The home and school must work together to achieve the ultimate goal of educating a child to become a mature person capable of self-control. The Denison Community School District expects parents and guardians of students to recognize their responsibilities and to cooperate with the school in implementing effective discipline.

School procedures necessary for achievement of the maximum educational benefits must be carried out. The carrying out of such school procedures is a joint responsibility of the Board of School Directors, its staff, the students, and their parents.

The dignity of the student should be protected with proper consideration for each individual’s sex, race, color, creed, and physical and intellectual characteristics. The recognition by the student and the staff of their responsibility to each other in this connection might well establish a mutual respect which should stimulate a sound basis for carrying out school procedures. Students will be expected to conduct themselves in keeping with their level of maturity. The dignity of the staff, as individuals, and the respect for the staff in their professional capacity is an important part of the school system and should be protected.

Members of the staff shall have the authority necessary to carry out such school procedures, including the use of reasonable physical force to prevent and to stop any act of interference with the scholarly, disciplined atmosphere of the school and school environment. The staff is assured of the cooperation of the School Board and the Administration Office to the end that proper discipline may be maintained. The School Board policy applies districtwide. At the same time, the Board recognizes the uniqueness of each building and intends that there will be individual building and classroom procedures to implement and supplement these district policies.

SCHOOL DISCIPLINE POLICIES

As part of the State Standard of 12.3(8) "the Denison Community School Board affirms its intent to support the school discipline policies, its intent to support school staff who enforce the discipline policies, and its intent to hold school staff accountable for implementing the discipline policies."

CODE OF STUDENT BEHAVIOR

PROPER STUDENT BEHAVIOR permits the orderly and efficient operation of the school and the maintenance of an environment in which maximum education benefits for all students may be achieved. The following procedures will be administered to students who disrupt the educational process:

DETENTIONS/SUSPENSIONS:

LEVEL I (DETENTION)

One-half Saturday School (8:30 a.m. – 10:30 p.m.)

Examples include: truancy, misconduct reports #4, 1st block is an unexcused absence (such as oversleeping).

LEVEL II (DETENTION)

One Saturday School (8:30 a.m. – 12:30 p.m.)

Examples include: truancy, misconduct reports #5, fighting, 1st cigarettes/tobacco, missing two full blocks.

LEVEL III (DETENTION)

Two or more Saturday Schools and a meeting between student, parent and Dean of Students.

Examples include: 2nd fighting, 2nd cigarettes/tobacco, vandalism, insubordination, stealing, extortion.

LEVEL IV (DETENTION)

Five Saturday Schools or a combination of Saturday Schools and in-school suspension and a meeting between student, parent and principal. Example: Insubordination, excessive abuse of any discipline area(s), stealing, extortion.

LEVEL V (SUSPENSION)

Five Full Days (8:05-3:00) in school or out of school suspension and a meeting between the student, parent, Dean of Students. Examples include: swearing at staff, excessive abuse of any discipline areas(s).

LEVEL VI (SUSPENSION OR EXPULSION)

Meeting With Board of Education For Possible Expulsion. Example: Extreme abuse of a discipline area(s).

In most cases students will earn their detention or suspension in the order listed above. There will be aggravating or mitigating circumstances that may cause the administrator to dispense punishment that is greater than or less than those listed above.

Offenses will be cumulative in nature, for example, a student on a Level II detention for stealing will go to a Level III detention on any further violations.

DETENTION BY TEACHER

Students may be kept before or after school for the completion of unfinished work or for disciplinary reasons. Students may be given until the following evening to serve their detention. This will be at the discretion of the teacher. Failure to report for the detention will result in additional disciplinary action through the Dean of Students. **ACADEMICS ALWAYS COME BEFORE EXTRACURRICULAR PRACTICES.**

STUDENT DRESS CODE

It is expected that all students will come to school appropriately dressed, just as they would appear at a business work site. It is our belief that clothes and personal attire directly influence a student's behavior and attitude. Our major objective is to provide the best education possible with the facilities, faculty, and resources available to us. Appearing and dressing in good taste for the job at hand will improve the learning atmosphere. All of us want our school to be thought of as among the best in the country. The only impression most observers have of us is our personal behavior and appearance. Articles of clothing not in good taste or appropriate for promoting a healthy society include:

1. Any item that indicates affiliation with a gang.
2. Any clothing that is disruptive of or distracting from the educational process is unacceptable.
3. Any clothing displaying drug/alcohol use, gang affiliation or offensive language/symbols is unacceptable.
4. Clothing that is excessively tight or loose, or that reveals cleavage, back, chest, stomach, any portion of the buttocks or undergarments.
5. Sheer or see-through clothing.
6. Excessively torn, soiled or frayed clothing.
7. Sunglasses, unless prescribed by a physician for indoor use.
8. Any attire that might be used as a weapon including, but not limited to, chains, items with spikes/studs or any type of protruding object.
9. Shorts or skirts must be as long as the tips of the persons fingers when their arms are extended down.
10. Inappropriate headwear for school includes hats, caps, hoods, visors, bandanas, do-rags/wraps, hairnets and sweatbands (hairbands are acceptable.) This pertains to any indoor facility at any time.

Students having inappropriate clothing will be required to change or will be given clothing that is appropriate. Repeat offenders will receive a misconduct report and the parent(s) will be notified. Refusing to change into appropriate clothing constitutes insubordination and will result in disciplinary action.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection are inappropriate for high schoolers in the public school setting. Students will be encouraged to express their affection in ways that are appropriate for their age and the school setting. Offenders will be disciplined if necessary.

DISCIPLINARY INFRACTIONS

INSUBORDINATION

Insubordination is defined as the refusal of a student to obey a school rule, regulation or request of a staff member, teacher or administration. Consequences will be based on the severity of the insubordination. At the minimum, a student will receive a referral. More serious instances will result in detentions or suspensions.

TOBACCO

Students smoking, chewing, or having possession of tobacco will receive a Level II Detention on the first offense. Repeat violators may be referred to local law enforcement agency since tobacco use for minors is against state law. This includes, but not limited to, e-cig/vapors.

ALCOHOL

Students who use, have possession of, or those students who are under the influence of alcohol at school or at a school event will be subject to a minimum of five day suspension (Level V Detention). Violators will be referred to local law enforcement agency since alcohol consumption for minors is against state law.

STUDENTS AND ILLICIT DRUGS 502.7A

The Denison Community Schools prohibit the possession, use, distribution, sale or being under the influence of illicit drugs and/or the possession of paraphernalia designed for the manufacture or use of illicit drugs by students at school. This prohibition also applies to students while engaged in any school-sponsored activities regardless of the location of said activities, on school grounds, and while on school-owned or chartered/leased transportation. Students shall also be prohibited from possessing, using, distributing or selling substances, which are being purported to be illicit drugs while at school or while at the other venues identified above. Violation of these prohibitions shall result in disciplinary action as identified in this policy and, if applicable, as identified in policies 503.01-Student Conduct and 503.04-Good Conduct Rule. In addition to the school district's disciplinary action, students found to be in violation of this policy shall also be reported to local law enforcement authorities.

Students found in violation of this policy shall be subject to the following disciplinary actions:

A. Possession of Paraphernalia

Any student found in possession of paraphernalia designed for the manufacture or use of illicit drugs when said paraphernalia does not contain any actual illicit drug substance or identifiable residue of an illicit drug substance, shall be out of school suspended for not less than five school days. Repeat and/or flagrant violations will result in more severe disciplinary consequences including the possibility of expulsion. During the time of suspension, the student will be banned from any property owned by the Denison Community School District and from attending any school-sponsored activities.

B. Substances Purported to be Illicit Drugs or Look-A-Like Drugs

Any student found to be in possession, to be using, to be distributing or selling substances that the student represents to be actual illicit drugs, at school or a school-sponsored activity, or on school transportation shall be assigned to the ILC and/or immediately suspended and recommended to the Board for expulsion from school with loss of credits. During the time the student is attending the ILC or expelled, the student will be banned from any property owned by the Denison Community School District and any school-sponsored activities.

C. Illicit Drug-Possession, Use, or Being Under the Influence

Any student found to be in possession, to be using, or to be under the influence of an illicit drug or drugs, to include identifiable residue, regardless of the amount of said drug, at school or a school-sponsored activity, or on school transportation shall be assigned to the ILC and/or immediately suspended and recommended to the Board for expulsion from school with loss of credits. During the time the student is attending the ILC or expelled, the student will be banned from any property owned by the Denison Community School District and any school-sponsored activities.

D. Illicit Drugs - Sale or Distribution

Any student found to be selling, or distributing without cost, illicit drugs, at school or a school-sponsored activity, or on school transportation, shall be immediately suspended and recommended for expulsion from school with loss of credits. During the time of the expulsion the student will be banned from any property owned by the Denison Community School District and any school-sponsored activities.

Students will not be allowed to attend summer school during the expulsion time. In addition to the expulsion, prior to readmission to school, the student or legal caretaker of this student is not of majority age, shall be required to submit documentation that the student has undergone a substance abuse evaluation, and to provide evidence of completion of any recommended treatment program, which includes random drug testing, all at no expense to the district, before requesting readmission by the Board of Directors to attend school in the Denison Community School District. During the time of the expulsion the student will be banned from any property owned by the Denison Community School District and any school-sponsored activities.

DRUG AND ALCOHOL EDUCATION

Federal Law (P.L. 101-226) requires that all school districts submit a certification that they have adopted and implemented a drug prevention program.

The major focus of this legislation is to ensure that all school districts throughout the United States communicate to their students, employees, and parents that the use of illicit drugs and the unlawful possession and/or use of alcohol is wrong and harmful.

Drug and Alcohol Education is an important part of the Denison Community School District's health curriculum. We further demonstrate our commitment to eradicating drug and alcohol abuse in the community by emphasizing the negatives associated with drug and alcohol abuse throughout our district's programs and activities.

The Denison Community School District is keeping and will continue to keep the problems associated with the abuse of drugs and alcohol at the forefront of our health curriculum.

Your continued support is needed and appreciated as together we strive to keep our community drug-free.

A parent may request a drug or alcohol test for their student. The test will be conducted at school, and if the test is positive, the student must follow through a drug/alcohol treatment program. The school will do random testing for the rest of the student's high school career. If the student tests positive on any succeeding tests, the student will be sent to Independent Learning Center for the equivalent of one semester or 18 weeks and will be in violation of the "Good Conduct Policy".

ABUSE OF LEGAL MEDICATION

Use or distribution of a legal substance, i.e., No Doze, etc. beyond the intended purpose of the substance is prohibited. The first occurrence will constitute a minimum of a referral and conversation with a parent. Further instances of abuse or distribution will result in a detention or suspension, a meeting with the student, parent, counselor and Dean of Students and a referral for the student to attend professional counseling to specifically address the problem.

VANDALISM

Students who destroy, damage, or deface school property; or property of school personnel or other students (while at school or school events) shall be subject to detention or suspension and restitution for damaged property.

STEALING (Theft of Property)

Students who steal will be subject to a minimum of three days of Saturday School. LEVEL III DETENTION. (SEE DETENTIONS/SUSPENSIONS)

TARDINESS TO SCHOOL AND BETWEEN CLASSES

The definition of a tardy is arriving in class after the class has begun. Arriving after the half-way point of any class period constitutes an unexcused absence.

Students who arrive late to school without a valid excuse (oversleeping is not a valid excuse) and between classes will be subject to the following disciplinary action:

Students will have no penalty for the first two tardies.

Three tardies and beyond, students will be required to stay after school the same day as the tardy until 3:25.

Students will need to call home, their work, or their coach to explain why they will be late.

If they are leaving early for an activity, they will miss that activity.

Tardies accumulate with each new semester.

FIGHTING

Students involved in fighting will be (at the minimum) subject to two Saturday Schools. The aggressor or instigator will receive more than the minimum. Anyone involved in fighting for the 3rd time will be taken to the school board for possible expulsion. See Detentions/Suspensions.

ASSAULT

Students who physically assault another student or a school employee will be subject to disciplinary action as follows:

Any offense — A minimum of Level V Suspension (Five Full Days out of school suspension).
SEE DETENTIONS / SUSPENSIONS

Police will be contacted and charges may be filed.

POSSESSION OF DANGEROUS WEAPONS

A dangerous weapon is defined as a device capable of inflicting serious injury, i.e., gun, knife, etc. A dangerous object is defined as a device that can cause serious injury if used in a violent manner, i.e., baseball bat, chain, pipe, etc. Subject to the superintendent's recommendation to the School Board, federal law requires expulsion for 12 calendar months for students in possession and/or use of a dangerous weapon. Use of a dangerous object to injure or intimidate may also result in an expulsion, subject to the superintendent's recommendation to the School Board.

Possession of a dangerous weapon, i.e., pocket knife, without the intent to intimidate or cause injury will result in a suspension or detention determined by the administration.

Possession of a look-a-like weapon, i.e., toy gun, etc. will result in a detention or suspension. The length of the detention or suspension will be determined by the administration and will be based on the intent of the student. Possession of such an object with the intent of intimidating someone or disrupting the educational process will result in a lengthy suspension.

EXTORTION

Extortion is defined as obtaining money, property, or services of any sort by reason of threat. Any student who commits an act of extortion will be subject to a minimum of a Level I Detention. (SEE DETENTIONS / SUSPENSIONS).

SWEARING OR INAPPROPRIATE LANGUAGE

Students who swear or use inappropriate, vulgar language will be subject to the following disciplinary action when referred to the Dean of Students:

1st Offense-Misconduct Report and possible detention or suspension.

2nd Offense-Misconduct Report and a minimum of a LEVEL I DETENTION (Two hours of Saturday School-8:30 am-10:30 am) (SEE DETENTIONS / SUSPENSIONS).

Swearing at or about a staff member will result in a Level V Suspension (Five Days of In-School Suspension). Vulgar language aimed at or about a staff member will also result in a Level V Suspension.

ENDANGERING OF HEALTH AND SAFETY

Any student action or threat of action (i.e., bomb threat, personal safety, etc.) which is of such a nature that it threatens or endangers the safety of students or staff of the Denison Community Schools will result in long-term suspension by the administration or expulsion by the Board of Education.

MISCONDUCT REPORTS

Misconduct Reports can be earned by students with behaviors in classrooms or hallways which cause a disruption to the learning process. Misconduct Reports can be written by any faculty, staff or administrator.

4 Misconduct Reports=One half Saturday School (8:30 am - 10:30 pm)

5 Misconduct Reports=Two Saturday Schools

7 Misconduct Reports=Three Saturday Schools

CURRICULAR AND EXTRACURRICULAR SCHOOL ACTIVITIES

Students who are serving a suspension are not allowed to participate in or be a spectator at any school activities during the time of this suspension or expulsion.

REMOVAL FROM CLASS

Students sent from the classroom due to insubordination towards the instructor or disruption of the educational process must report directly to the Dean of Students office. A misconduct report will be written by the teacher and the student must make-up the time missed from class in a manner determined by the Dean of Students.

INITIATIONS, HAZING, BULLYING OR HARASSMENT

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

Communicate to the harasser or bully that the student -expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.

If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:

Tell a teacher, counselor or principal; and write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including; what, when and where it happened; who was involved; exactly what was said or what the harasser or bully did; witnesses to the harassment or bullying; what the student said or did, either at the time or later; how the student felt; and how the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- places the student in reasonable fear of harm to the student's person or property
 - has a substantially detrimental effect on the student's physical or mental health;
 - has the effect of substantially interfering with the student's academic performance;
- or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

Verbal, physical or written harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; and suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

Verbal, physical, or written harassment or abuse; repeated remarks of a demeaning nature; implied or explicit threats concerning one's grades, job, etc; and demeaning jokes, stories or activities.

THE ANTI-BULLYING/HARASSMENT COMPLAINT FORM CAN BE OBTAINED FROM THE GUIDANCE OFFICE OR ON THE HIGH SCHOOL'S WEB PAGE - BULLYING REPORT FORM.

THIS CODE OF STUDENT BEHAVIOR WILL BE IN EFFECT:

- A. while students are on school property.
- B. while students are being transported on school transportation vehicles.
- C. while students are attending or participating in school activities, either home or away.
- D. in any situations or circumstances related to the need to uphold the good order and discipline of the school.

DUE PROCESS

Before a student is subject to disciplinary action under the Code of Student Behavior, the following minimum steps of due process must be offered to that student.

- A. The student must have been informed of the conduct which is expected or prohibited.
- B. Prior to disciplinary action the student is given notice as to what he or she is accused of doing.
- C. An opportunity should be given for the student to present his or her side of the story.
- D. The administrator must make the decision relating to disciplinary action based upon the available information.
- E. Once an investigation has been completed, the student(s) is found guilty of bullying/harassing, must complete a 4-hour course with Dean of Students as first level of consequence.
- F. If students repeat bullying/harassing behavior again, the administration will determine consequence based on the safety of peers.
- G. If any student refuses to cooperate with a bullying/harassing investigation- they are subject to consequence determined by administration. (Cooperating with Administration in the investigation is kept confidential).

EXPULSION: BOARD ACTION

A. Board expulsions are extreme measures of discipline to be employed only when all available school resources are unable to cope constructively with pupil misconduct. The removal of a student from the educational environment for any lengthy period of time is viewed as a severe form of punishment to be used sparingly.

B. Students whose actions are of such a serious nature as to warrant expulsion may be recommended for expulsion regardless of the number of, or absence of, any prior offenses.

C. A student, upon reaching a LEVEL VI (SUSPENSION OR EXPULSION) will be taken to Board of Education for possible disciplinary action.

D. Upon the recommendation of the Principal or his/her designee, and after giving at least five days written notice to the student of time and place of Board meeting and hearing upon the question of expulsion, the student may be expelled from the school by the Board of Directors after such hearing for serious or repeated violations of discipline.

1. The procedures to be followed in student expulsion hearings before the Board of Directors are set forth in Board policy Number 502.3R, titled "Hearing Procedures."

TRAFFIC REGULATIONS

The speed limit on the school grounds is ten miles per hour. Anyone driving a car on school property is expected to drive carefully, courteously, and cautiously. Those who fail to abide by the latter may be prevented from driving on school property. **Students will not park in the faculty lot. Violators will receive a half a Saturday School (8:30 am – 10:30 am).**

Mopeds should be parked in the south end of the Aquatic Center parking lot. Students with school permits and underclassmen are to park in the south half of the Aquatic Center lot or in one of the lots located in the Northside Rec. area.

The Board has further empowered school authorities to supervise the driving and to provide the following penalties at minimum:

1. First offense - You will not be permitted to park on school property for a period of five school days.
1. Second offense - You will not be permitted to park on school property for the remainder of the semester or 30 school days, whichever is longer.
1. Third offense - Loss of parking privileges on school grounds for 90 school days.

Student driving privileges and parking privileges may be revoked depending on the severity of the incident.

Students parked in unmarked or undesignated areas will have their vehicles towed at their own expense.

TRUANCY

Truancy/unexcused is defined as a student's absence from school without permission from the parents/guardians **and** the schools' administration.

Truancy/Unexcused absences will be subject to Saturday School or loss of lunch privileges for a week (Loss of lunch privileges refers to eating in a supervised classroom, away from peers. Students are not allowed to talk, use computer, or phone during this time.

After 3 truancies, parents must attend an attendance meeting with the Dean of Students and a team from the high school to discuss further possible consequences for missing so much school.

Any instance of truancy/unexcused absences will result in the loss of a reserved parking spot in the south lot. Reserved parking can be regained if the student has no tardiness or truancies or unexcused absences for 45 school days and if a spot is available. Leaving school to eat without a parent present is prohibited and considered a truancy.

ATTENDANCE POLICY (Effective Fall, 2011)

The maximum number of absences allowed per class is five for classes that meet every other day and 10 for classes that meet daily. A letter will be sent home after the third absence in a semester (6th absence for courses that meet daily) to notify the parents that their son/daughter is reaching the maximum allowed by the Denison High School attendance policy. A second letter will be sent home when the student reaches his/her sixth absence (11th absence for courses that meet daily), to notify the parent(s) and student that he/she is now placed on audit status in one or more classes.

When a student is placed on audit status, he/she will appeal to the attendance committee for removal of audit status. When the student completes the appeal form, a meeting will be held with an attendance committee, student and at least one parent or guardian at the time audit status has been achieved. The attendance committee will consist of the student's counselor, a building administrator and two faculty members (one who is presently a teacher of the student appealing for credit). At this meeting, the student will present information to justify their attendance record. Evidence worthy of sharing at the meeting will include doctors notes confirming the seriousness of the illness or injury, proof of significantly improved attendance since being placed on audit status in the class(es), proof of completed assignments, proof of improved performance in class, etc. The committee will then rule on whether the audit status should be removed or an attendance contract will be required. If the appeal is denied, the student will receive an attendance contract.

In instances where a student's high absenteeism is due to reasonable causes, i.e., serious/prolonged illness, serious/prolonged injury, family emergency, etc., the student will not be placed on audit status; however, absences will still be monitored. Absences due to school related events, i.e., field trips, music contests/performances, athletic contests, will be monitored to avoid exceeding the maximum absences allowed by the policy. A combination of absences due to school related and non-school related reasons which causes the student to exceed the maximum allowed by this policy will result in the student being placed on audit status.

“The Board of Directors . . . may, by resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absence from school.” Iowa Code Section 299.1.

The following will be treated as excused absences:

- illness--doctor appointment (with doctor notes required);
- suspensions imposed by the school;
- receive religious instruction;
- funerals;
- family emergencies; and
- family member being deployed or returning from military deployment.

When a student misses school that is not excused, it will be considered a truancy or unexcused absence depending on the student's age. Both will receive a Saturday detention.

The following are just a few examples of absences that will be considered unexcused absences or truant absences:

- Hair appointments
- Senior pictures
- Oversleeping

NOTIFYING THE SCHOOL OF ABSENCES

Unless health forbids, or unless some serious emergency arises at home, students should be in school. You will find your school work much easier when you attend regularly.

We realize that some absences are unavoidable. If it is necessary to be absent, please have your parent or guardian call the high school (263-3101) on each day you will be absent, unless other arrangements have been made. If you will be absent more than one day, you may request that the counselors contact your teachers for your assignments.

The school must receive either a phone call or signed note by a parent explaining the student's absence. In instances where a phone call or note isn't received within two days of the student returning to school, the absence(s) will be marked as trancies and Saturday School assigned.

INACTIVE STUDENT STATUS

In order to meet data requirements for No Child Left Behind (NCLB) and to be consistent across the district, we need to uniformly classify students in nonattendance for extended periods of time as inactive.

Students absent for ten consecutive attendance days will be designated as inactive. Only students with validated medical reasons would be exempt from this policy. The reporting period for the 10 consecutive days would commence October 1. If the student returns, the students would be required to re-enroll.

WITHDRAWING FROM A CLASS

Students are given two days after the start of a new semester to change classes. This will be done through the guidance office and the proper procedures must be followed. Dropping a course during a semester after this time is extremely rare and can only be done with the permission of the principal. In nearly all cases, dropping a course after the first two days will result in a failing grade unless the withdrawal is based on medical reasons.

ACTIVITIES PARTICIPANTS' AND SPECTATOR ATTENDANCE AT SCHOOL

A participant or spectator is expected to be in school the entire day of a contest/competition/event and the entire day after such a contest/competition. The participant must attend at least two full blocks of school to be able to practice or play the day of an event. Doctor exams, dentist office calls, etc. may be cleared by the coach/sponsor in advance, but make sure they are excused in advance. Keep administration informed. A spectator must attend the afternoon classes on the day they attend a school function if they were absent due to an illness.

PROM

In order to be eligible to attend prom, you must:

- be a junior or senior who is in good standing and currently a student of Denison High School.
- be a guest of a junior or senior from Denison High School (guests may not be drop-outs).
- the guest cannot be younger than a sophomore in high school or older than 20 years of age.
- guest must have their school fill out our Prom Permission form found in the office.
- have no more than 6 trancies the current school year.
- not have been sent to an alternative placement due to behavior or attendance.

Any student who is ineligible to attend prom is excluded from Grand March as well.

MAKE-UP WORK

If a student is absent from a class, any previously assigned work will be due the next time the student attends that class, at the beginning of the period. If the student has missed a test or quiz, he/she should plan to make up that test or quiz the next time he/she attends the class, unless the teacher wishes to agree to other arrangements.

If a student is absent from a class, he/she will have **two** school days to make up work/ assignments that were given on the day the student missed (except for pre-assigned tests/ quizzes).

If a student is absent from a class for **two or more consecutive times**, he/she will have **two** school days to make up work/assignments given out on the first day of absence, and he/she will be allowed **one additional school day per consecutive absence** beyond that to get work completed.

RETURNING TO CLASS AFTER AN ABSENCE

Make sure your absence has been cleared in the office. You must make arrangements with your teachers concerning your assignments and when they have to be completed. Students do not need to report to the office after absences if parent contact has been made.

CHECK OUT OF SCHOOL

Leaving school during the school day requires permission from two levels of authority — parent(s) and principal. A note from the parent or phone call prior to leaving, coupled with permission by the Principal or Dean of Students, is the only acceptable way a student may leave the school with permission. Students must sign a sheet in the office before leaving school and must report back in on this sheet when returning to school.

PROCEDURES GOVERNING SATURDAY SCHOOL

Saturday School will be held for students who require disciplinary action. Saturday School allows students the opportunity to serve their disciplinary obligation while attending school full time, thereby taking full advantage of the opportunities of regular school attendance. It also allows the student to complete work assigned by the classroom teacher. All school rules in the Code of Student Behavior apply to students while attending Saturday School. In addition, the following guidelines apply:

Students assigned to Saturday School for the first time in a semester may be provided a community service opportunity to satisfy their disciplinary obligation. Community service will not be an opportunity for repeat offenders of the discipline code.

1. Saturday sessions will be held from 8:30 am until 12:30 pm.
2. The student is responsible for his/her own transportation to and from the high school building.
3. Students who miss their detention may have loss of lunch privileges until Saturday is served. The student who misses detention will have a meeting with the Dean of Students to determine consequences of the missed Saturday.
4. If a student receives a Saturday School on Monday, Tuesday or Wednesday, his/her session will start on Saturday of that week. If the detention occurs on Thursday or Friday, it must be served the following Saturday. The Saturday School will run consecutively until the detention is completed. There will not be Saturday School during vacation periods. These will be announced by the administration.
5. Administrators may still remove a student from the school setting with a suspension if they feel it is necessary. A combination of Saturday Schools and other suspensions may be used.
6. Standards of Saturday School student behavior:
 - Students will not be allowed to use the phone or their own cell phone
 - Students may not leave their seats

- Students may not talk to other students
- Students must bring books, paper, pencils, pens
- Students may not bring recreational articles
- Students will spend the time in quiet study or reading
- Magazines will be furnished by the school
- Students will follow the instructions of the teacher
- No recreational use of the Internet will be allowed.

7. Students will be given one warning for violations of the above standards. Students will be asked to leave the Saturday School after a second violation. If a student is asked to leave, he/she will be assigned one additional Saturday School.

8. Authority to defer a Saturday School detention lies with the principal. This will be allowed on rare occasions, i.e., funerals, etc. Work obligations are **not valid** for changing detention time. **A request to have a Saturday School deferred to the following week must be made by a phone call from a parent or guardian before Friday.**

9. Students in school activities will no longer have their Saturday School detentions deferred due to conflict with a school activity.

CELL PHONES, CAMERAS, CD PLAYERS, IPODS

Cell phones, CD players or iPods, are not to be visible or on from the time the school starts until the end of the school day. Cell phones and/or cameras are prohibited in locker rooms, restrooms, and during classes. No pictures or video may be taken in the Denison High School without permission of the teacher or student. The only exception to this rule would be extracurricular activity performances. Electronic devices shall not be used to harass or ridicule another person or be used for the purposes of cheating.

Students may utilize their phones and iPods **before school and only in the lobby; also during their lunch.**

1st Offense - Phone may be picked up from the office at the end of the day.

All Succeeding Offenses - The phone must be picked up by a parent or guardian.

TELEPHONE CALLS

Students may use the school office phone for emergency calls after first obtaining permission from a secretary. Students receiving telephone calls will have a message forwarded to the student. **Only in an emergency will the student be called to the phone.**

PERIOD TIME SCHEDULE
ALL PASSING TIMES 7 MINUTES

Block 1/5 8:05 - 9:35
Block 2/6 9:42 - 11:12
Block 3/7 11:19 - 1:17
Block 4A/4B 1:23 - 2:08
Seminar A/B 2:15 - 3:00 (Mandatory & Targeted Seminar)

Lunch A- 11:19 - 11:44 (CLASS 11:47 - 1:17)
Lunch B- 11:34 - 11:59 (CLASS 11:19 - 11:34; 12:02 - 1:17)
Lunch C- 11:49 - 12:19 (CLASS 11:19 - 11:49; 12:17 - 1:17)
Lunch D- 12:09 - 12:34 (CLASS 11:19 - 12:09; 11:37 - 1:17)
Lunch E- 12:29 - 12:54 (CLASS 11:19 - 12:29; 12:57 - 1:17)

1 HOUR LATE START SCHEDULE
ALL PASSING TIMES 5 MINUTES

Block 1/5 9:05 - 10:35
Block 2/6 10:40 - 12:43
Block 3/7 12:48 - 2:18
Block 4A/4B 2:23 - 3:00
No Seminar

Lunch A- 10:40 - 11:10 (CLASS 11:13 - 12:43)
Lunch B- 10:50 - 11:20 (CLASS 10:40 - 10:50, 11:23 - 12:43)
Lunch C- 11:05 - 11:35 (CLASS 10:40 - 11:05, 11:38 - 12:43)
Lunch D- 11:20 - 11:50 (CLASS 10:40 - 11:20, 11:53 - 12:03)
Lunch E- 11:35 - 12:05 (CLASS 10:40 - 11:35; 12:08 - 12:43)

2 HOUR LATE START SCHEDULE
ALL PASSING TIMES 5 MINUTES

Block 1/5 10:05 - 11:15
Block 2/6 11:20 - 1:05
Block 3/7 1:10 - 2:20
Block 4A/4B 2:25 - 3:00
No Seminar

Lunch A- 11:20 - 11:50 (CLASS 11:53 - 1:05)
Lunch B- 11:35 - 12:05 (CLASS 11:20 - 11:35, 12:08 - 1:05)
Lunch C- 11:50 - 12:20 (CLASS 11:20 - 11:50, 12:23 - 1:05)
Lunch D- 12:10 - 12:40 (CLASS 11:20 - 12:10, 12:43 - 1:05)
Lunch E- 12:35 - 1:05 (CLASS 11:20 - 12:35)

1 HOUR EARLY DISMISSAL
ALL PASSING TIMES 5 MINUTES

Block 1/5 8:05 - 9:35
Block 2/6 9:40 - 11:10
Block 3/7 11:15 - 1:20
Block 4A/4B 1:25 - 2:00
No Seminar

Lunch A- 11:15 - 11:45 (CLASS 11:48 - 1:20)
Lunch B- 11:30 - 12:00 (CLASS 11:15 - 11:30, 12:03 - 1:20)
Lunch C- 11:45 - 12:15 (CLASS 11:15 - 11:45, 12:18 - 1:20)
Lunch D- 12:00 - 12:30 (CLASS 11:15 - 12:00, 12:33 - 1:20)
Lunch E- 12:15 - 12:45 (CLASS 11:15 - 12:15; 12:48 - 1:20)

2 HOUR EARLY DISMISSAL
ALL PASSING TIMES 5 MINUTES

Block 1/5 8:05- 9:15
Block 2/6 9:20 - 10:30
Block 3/7 10:45 - 12:20
Block 4A/4B 12:25 - 1:00
No Seminar

Lunch A- 10:35 - 11:05 (CLASS 11:08 - 12:20)
Lunch B- 10:50 - 11:20 (CLASS 10:35 - 10:50, 11:23 - 12:20)
Lunch C- 11:05 - 11:35 (CLASS 10:35 - 11:05, 11:38 - 12:20)
Lunch D- 11:25 - 11:55 (CLASS 10:35 - 11:25; 11:58 - 12:20)
Lunch E- 11:48 - 12:20 (CLASS 10:35 - 11:48)

EXPECTATIONS OF BUILDING CONDUCT

The following are expectations for classroom and hallway behavior:

1. Passing periods — go directly to class without loitering.
2. Be at your assigned place in the classroom when the bell rings.
3. Report for all classes with books, paper, sharpened pencil and other necessary equipment.
4. Students will remain in place until teacher (not bell) dismissal.
5. All assigned work will be completed properly and on time.
6. Excuses from class obtained only from an office.
7. Horseplay and physical contact are not allowed.
8. Projectiles are dangerous; therefore, students are not to throw anything at any time in any classroom.
9. No running.
10. Disrespect in any form will not be tolerated.

11. Vulgar or profane language or gestures are not acceptable.
12. Students are not to show inappropriate displays of affection in school.
13. Stealing will not be tolerated.

HALL PASSES

Whenever a student finds it necessary to leave a classroom or seminar, he/she must obtain a pass from the supervising teacher. The hall pass is the student's proof that he/she has permission to be out of class. If a student from seminar is permitted to work in a teacher's classroom, that student is to have a pass to return to seminar when the work is completed. Students must have a pass from a teacher in order for them to be in the hallway while classes are in session. **A teacher assigned hall pass (laminated restroom or locker pass) is required if a student is in the hallways during class.**

OFF CAMPUS CLASSES

- Classes not held on the high school grounds are treated with the same rules and expectations as classes held at DHS.
- If the teacher is not able to be at the educational site, student(s) must return to the high school office.
- Transportation will be provided for all off-campus classes except CADET and Apprenticeship classes.
- Unauthorized driving to or from an off campus class will earn a Saturday school.
- Lunch is to be eaten at the high school. Stopping for lunch or snacks is not allowed.
- Students returning from off-campus classes must remain in the lobby until the bell rings.
- Students missing the off campus transportation will receive a tardy.
- **No parking in the faculty lot.**

LUNCH PERIOD

The high school will have a "closed" lunch period. This means each student must remain in the building or on the school grounds during lunch period. During the student's lunch period he/she may, after eating lunch, stay in the cafeteria, go to the lobby area, or go outside on the sidewalk area. Students are to eat lunch in the cafeteria or lobby. Students are not to be in the parking lot area or in the academic part of the building during their lunch break. Students must stay visible at all times.

The Denison Community School Food Service program is a PRE-PAY system. A student must have a positive account balance to make purchases. The vast majority of our parents understand this and go to great lengths to keep their accounts at a positive balance. You can

monitor your student's account online at any time by logging into PowerSchool or utilizing the RevTrak System. We understand accounts being low and occasionally hitting a negative balance, but we are unable to continue to finance chronic negative accounts. We can work with emergency situations if you call to make arrangements in a timely manner.

Breakfast/Lunch Policy

When a student's account goes negative, the Blackboard Connect system begins to make automated phone calls weekly (Thursdays). When the charge limit of -\$20.00 is reached, the automated phone calls will continue, a letter will be sent home with the student, and the building secretary will attempt to contact the parent/guardian stating that their child needs to bring a sack lunch from home and needs to eat a breakfast at home until the child's account is paid.

End-of-the-year Negative Balances

Negative balances will be carried over to the following school year. These negative balances must be taken care of prior to school starting as a part of the school registration process. Parents with accounts that are negative will be asked to send a sack lunch from home and have their child eat breakfast at home until negative balances have been taken care of or a payment schedule has been arranged and adhered to.

Free/Reduced Priced Meals

Families are encouraged to apply for free/reduced priced meals if payment is a problem. Forms are available at each school or online. Students who qualify for free or reduced meals are entitled to one free or reduced breakfast and one free or reduced lunch per day - additional meals cost full rate. Students must have the appropriate amount of money in their account to purchase extra meals.

CHEATING

Cheating is defined as an attempt by a student to get something by dishonest or deceitful means. Cheating of any form will not be tolerated. A student caught cheating will be given a "zero" on the test or paper. If caught a second time, the student will be given a "zero", and a conference with the student, parents, current teachers, counselor, and Dean of Students will be required. A third offense involving cheating will result in the student being removed from that class for the remainder of the semester.

DENISON HIGH SCHOOL CHEATING STATEMENT

At Denison High School, the following examples will be considered as acts of cheating and will be subject to consequences:

- * Looking at another student's answers during a test, quiz, or other assessment.
- * Using a "cheat sheet" or other unauthorized information during a test or quiz.

- * Leaving notes or other information open or utilizing them without authorization during a test or quiz.
- * Allowing another student to copy your work.
- * Copying homework from another student.
- * Giving another student the answers to tests, quizzes, or other work.
- * Plagiarism. This includes, but is not limited to, copying someone else's work and presenting it as one's own, using someone else's work and not giving them appropriate credit, and "borrowing" someone else's ideas or concepts and representing them as one's original thoughts or ideas. An example would be copying definitions when the assignment is to write definitions in one's own words.
- * Using another person's work without permission, or with their permission and representing it as one's own.
- * Accessing someone else's computer files and taking their work in some capacity.
- * Having someone else do your work and representing it as one's own.
- * Taking something off the Internet, copying it and then pasting it into a document, and turning it in as one's own.
- * Abusing group work. Turning in the same assignment/work from a group effort rather than doing one's own using group effort as a resource. This is different from cooperative learning. A cooperative effort is one in which the teacher assigns a group to produce one product. That is different than students working together in a learning activity and being assigned to produce their own product. If the assignment is to produce one product as a group, that is acceptable. But, if the assignment states that students can work together but are expected to complete their own assignment, completed work is expected to be original.
- * In some instances, violating the rules or procedures for an activity may be considered cheating. Some learning activities are dependent on following specific steps. Getting to the result by way of circumventing or violating the rules / procedures in an unscrupulous or dishonest manner to get the desired result is cheating.

It is expected that all staff members at Denison High School adhere to these guidelines, and all students practice integrity and honesty in completing their learning tasks. Teachers are expected to address all incidents of cheating according to the rules and procedures in the Student Handbook.

PROTECTIVE DEVICES

In accordance with state law, students participating in certain classes are to wear protective devices. Any student failing to comply with such requirements will be temporarily suspended

from participation in said course, and the registration of a student for such course may be canceled by the principal for willful, flagrant, or repeated failure to observe the above requirements.

Eye and ear protective devices shall be worn in the following courses or departments in accordance with the Code of Iowa, Sec. 280.20: science laboratories, industrial education shop, sculpture and ceramics classes.

BACKPACKS / BACK SACKS / SCHOOL BAGS/ PURSES

Student's backpacks/school bags and purses are to remain in their lockers.

STUDENT LOCKERS

Locker assignments are made to provide students with a place to store textbooks, materials, supplies, coats, and other articles of clothing worn to and from school. Since the amount of space in each locker is limited, consideration should be shown to the other student who may share your locker, by avoiding the practice of letting clothing accumulate in the locker. **The school reserves the right to check any locker when there is reason to believe that it contains books or articles belonging to other students, to the school, or items which create a hazard or violate the policies of the school or any laws of the State of Iowa.** Students are expected to check their lockers frequently to be sure they contain only those articles belonging to them, or properly borrowed by them.

School owned padlocks will be allowed on hallway lockers if a deposit is paid.

Lockers are assigned to students. Students may not change into another locker without the permission of the Dean of Students.

It is generally unwise to create excessive temptation by leaving valuables or other articles in your locker which may create an unusual interest for others to want access to your locker. Such items may be brought to the office or placed in your gym locker and locked there for safekeeping until the close of the school day.

It should be further understood that the school authorities have the right and the responsibility to make a periodic inspection of all lockers to make certain that they are being maintained in a sanitary, clean, and neat condition. **Students who deface, i.e., gum, tape, etc. their lockers will be charged for repairs and cleanup.**

It is inappropriate to post obscene or suggestive pictures, logos or ads for substances outlawed for minors or any other materials that are of poor taste. Such will be removed, and repeat offenders will receive a misconduct report.

These rules and regulations also apply to physical education and athletic lockers. Only locks issued by the school may be used to lock these lockers.

SEARCHES — LOCKERS, DESKS, AND OTHER FACILITIES OR SPACE OWNED BY THE

SCHOOL

The searches shall be in a manner reasonable in scope and conducted in a manner that maintains order and discipline in the school, promotes the educational environment, and protects the safety and welfare of students, employees and visitors to the school district facilities.

A. School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks and other facilities or spaces owned by the school and provided as a courtesy to the student. The furnishing of a school locker, desk or other facility or space owned by the school and provided as a courtesy to the student shall not create a protected student area, and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk or other facility or space. Allowing a student to use a separate lock on a locker, desk or other facility or space owned by the school and provided to the student shall also not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility or space.

B. At the beginning of each school year, the District shall provide written notice to all students and the student's parents, guardians, or legal custodians, that school officials may conduct periodic inspections without prior notice of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student.

C. Any contraband discovered during searches of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student shall be confiscated by school officials and may be turned over to law enforcement officials.

D. An inspection of a school locker, desk, or other facility or space owned by the school and provided as courtesy to a student may be accomplished by using such methods including, but not limited to, a visual search of lockers, desks or other facilities or spaces by school officials or the use by school officials or others retained at their discretion, of a **drug sniffing animal**.

E. An inspection of a school locker, desk, or other facility or spaces owned by the school and provided as courtesy to a student shall occur in the presence of the student whose locker is being inspected or shall be conducted in the presence of at least one other person.

AUTOMOBILE SEARCHES

Students are permitted to park on school premises as a matter of privilege, not right. The school retains authority to conduct routine patrols of the student parking lots. As part of its routine patrols of the student parking lots, school officials may use such methods including, but not limited to, visual inspections of student parking lots, student automobiles, and/or the interior of a student's automobile or the use, by the school officials or others retained at their direction, of a **drug sniffing animal** to inspect student parking lots and student automobiles. A student's automobile on school premises may be searched if a school official has a reasonable and clear suspicion to believe that illegal, unauthorized or contraband items are contained inside the student's automobile.

PERMANENT REMOVAL FROM CLASS

A conference between the student, parent, teacher, counselor, and principal will take place prior to the permanent removal of a student from class due to disciplinary reasons. Such a situation should be extremely rare and will result in a failing grade.

INTERNET POLICY

A. Equal Opportunity — The Internet shall be available to all students within the school district through teacher access. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

B. On-line Etiquette.

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

2. Students should adhere to on-line protocol:

- a. Respect all copyright and license agreements.
- b. Cite all quotes, references and sources.
- c. Remain on the system long enough to get needed information, then exit the system.
- d. Apply the same privacy, ethical and education considerations utilized in other forms of communication.

3. Student access for electronic mail will be through the supervising teacher's account. Students should adhere to the following guidelines:

- a. Others may be able to read or access the mail so private messages should not be sent.
- b. Delete unwanted messages immediately.
- c. Use of objectionable language is prohibited.
- d. Always sign messages.
- e. Always acknowledge receipt of a document or file.

C. Restricted material — Students shall not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others;

or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

D. Unauthorized Costs — If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

E. Student Violations — Consequences and Notifications.

Students who access restricted items on the Internet shall be subject to the appropriate action described in board policy or regulations or the following consequences:

1. First Violation — A verbal and written "Warning" or possible referral will be issued to the student. A copy of the referral will be mailed to the student's parent and a copy provided to the building principal.

2. Second Violation — A verbal and written "Second Violation" referral will be issued to the student. The student will lose internet access for a period of three weeks. A copy of the referral will be sent to the student's parents and a copy provided to the building principal.

3. Third Violation — A verbal and written "Third Violation" referral will be issued to the student. A copy of the referral will be sent to the student's parent and a copy provided to the building principal. The student shall forfeit all Internet privileges for a calendar year.

Students using another student's password will earn consequences deemed appropriate by the Dean of Students.

STUDENT GRIEVANCE POLICY

Students have the right and the responsibility to express school-related concerns and grievances to the administration. Any student of the Denison High School who believes he or she has been discriminated against, denied a benefit, or excluded from participation, may file a written complaint with the Dean of Students (level one) and follow the levels as described in the Student Grievance Policy.

Student Grievance Policy will be handled in four levels: level one — Dean of Students; level two — principal; level three — superintendent; level four — Board of Education. Written forms can be obtained from the guidance office upon request from grieved student.

PHYSICAL RESTRAINT OF STUDENTS

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

CODE OF STUDENT CONDUCT FOR ACTIVITIES

STUDENT ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES

The Board of Directors of the Denison Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate while also maintaining acceptable levels of academic performance in the classroom. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The activities director shall keep records of violations of the Good Conduct Rule and Academic Eligibility.

The following activities are covered by the board's policy and these rules:

Athletics, non-graded vocal and instrument music performances, drama productions, speech contests, FFA, FCCLA, National Honor Society, all co-curricular clubs (e.g., Art Club, Language Club), all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, Academic Decathlon, or any other activity where the student represents the school outside the classroom.

ACADEMIC ELIGIBILITY

Beginning on the second Monday of each nine week grading period, each student's academic performance will be monitored on a weekly basis. The office will run a report from PowerSchool listing all students who have a failing grade in an academic class on **Monday morning at 8:15 a.m., using the semester grade**. This report will be sent to all extra-curricular sponsors, Student Support Services, Activities Director, Principal, Dean of Students, and counselors.

A student listed on the weekly F list for the first and second time will be notified by their activity sponsor(s).

Students listed on the report for the third consecutive week for the same class will be assigned to a current activity sponsors regular seminar for the rest of the semester. Students may be switched to another sponsors seminar if needed.

A student listed on the report for the fourth consecutive week for the same class will meet with the activities director and if possible with the teacher of the class or classes they are failing. If

they fail to meet with the activities director, the student will become ineligible until they are passing that class/classes or until the end of the semester. The student will remain ineligible for the rest of the semester until they meet with the activities director.

A student listed on the report for the fifth consecutive week for the same class will meet with the activities director and the student will be declared ineligible. If they fail to meet with the activities director and parents, the student will become ineligible and remain ineligible until they are passing that class/classes or until the end of that nine week grading period. The student will remain ineligible for the rest of the semester until they meet with the activities director and parent(s).

A student listed on the report for the sixth consecutive week for the same class will become ineligible and remain ineligible until they are passing that class/classes or until the end of the nine weeks.

Students needing assistance are strongly encouraged to attend help desk on Wednesday early outs from 1:00 to 2:30.

SEMESTER GRADES AND ELIGIBILITY (NO PASS NO PLAY)

Beginning with the 2008-09 school year (July 1, 2008), Iowa law required students to pass all classes at the end of each semester. Students failing one or more semester classes will be ineligible to perform (30 consecutive calendar days) according to State Law.

A student is academically eligible upon entering the ninth grade.

A student who is academically ineligible must practice but cannot participate in or dress for any activity functions. They may be required to attend activities as a spectator.

State law does not allow summer school classes to be used to regain eligibility for the next activity.

Iowa law requires students who fail any 2nd semester class will be unable to perform in summer activities or the next activity according to state law.

The look back period is one calendar year (the last two semesters grades will be looked at to determine if the student comes under the "No Pass No Play" rule).

The 30 consecutive calendar days for athletics will start from the first legal date of competition determined by the state athletic associations.

The 30 consecutive calendar days for all other extracurricular activities will start from the first day of the next semester/for summer activities it will be the first day of the summer grading period.

In addition, students must

- be enrolled or dual-enrolled in school;
- be enrolled in high school for eight semesters or less;

- not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
- have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.

Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the staffing team towards the goals and objectives on the student's IEP or accommodation plan.

GOOD CONDUCT RULE

To retain eligibility for participation in Denison High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. This policy is in effect and applied to student conduct 365 days a year for students in grades 9-12. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

Violations of The Good Conduct Rule

Category A

*Possession, use, distribution/purchase or attempted distribution/purchase of illegal drugs or paraphernalia, or the unauthorized possession, use, distribution/purchase or attempted distribution/purchase of otherwise lawful drugs without legal prescription.

*O.W.I and zero tolerance (zero tolerance includes violations that align with federal mandates- i.e. weapons on school grounds, commission of serious crimes, etc.)

*Use, possession or purchase of alcoholic beverages, and public intoxication.

*Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system and chargeable as a felony, aggravated misdemeanor, or serious misdemeanor, regardless of whether the student was cited arrested, convicted or adjudicated for the act(s).

Category B

*Use possession or purchase of tobacco products, regardless of the student's age. This includes, but not limited to, e-cig/vapors.

*Engaging in any act that would be grounds for arrest citation in the criminal or juvenile court system and chargeable as a simple misdemeanor (examples: shoplifting, trespassing).

The Administration has the discretion to categorize a violation under a higher category if the situation so warrants.

Penalties

1st Offense- (CATEGORY A)--1/3 of Activities or Performances (Regular season scheduled performances)

If the student is involved in more than one activity at the time of violation they will miss 1/3 of each activity.

The student will not be permitted to dress for, or participate in, the assigned number of consecutive contests or performances of the activity in which he or she is presently participating in or plans to participate in after the violation.

1st Offense- (CATEGORY B)--Next Scheduled Activity (20%) (Regular season scheduled performances)

If the student is involved in more than one activity at the time of violation they will miss 20% of each activity.

First Offense - The student will not be permitted to dress for, or participate in, the assigned number of consecutive contests or performances of the activity in which he or she is presently participating in or plans to participate in after the violation.

2nd Offense —(CATEGORY A)--2/3 of Activities or Performances (Regular season scheduled performances)

If the student is involved in more than one activity at the same time of violation they will miss 2/3 of each activity.

The student will not be permitted to dress for, or participate in, the assigned number of consecutive contests or performances of the activity in which he or she is presently participating in or plans to participate in after the violation.

2nd Offense- (CATEGORY B)--30% of Activities or Performances (Regular season scheduled performances)

If the student is involved in more than one activity at the time of violation they will miss 25% of each activity.

The student will not be permitted to dress for, or participate in, the assigned number of consecutive contests or performances of the activity in which he or she is presently participating in or plans to participate in after the violation.

3rd Offense —(CATEGORY A)--One Calendar Year (from the date school became aware of the violation).

The student will not be permitted to dress for, or participate in, the assigned number of consecutive contests or performances of the activity in which he or she is presently participating in or plans to participate in after the violation.

3rd Offense- (CATEGORY B)--50% of Activities or Performances (Regular season scheduled performances)

If the student is involved in more than one activity at the time of violation they will miss 50% of each activity.

The student will not be permitted to dress for, or participate in, the assigned number of consecutive contests or performances of the activity in which he or she is presently participating in or plans to participate in after the violation.

4th Offense. 5th Offense - Student is ineligible for one calendar year from date of record. (example - student violates the policy on May 1st, the school finds out on May 20th, the student is ineligible for one year from May 20th)

Example: Student has a 5th degree theft (shoplifting) violation. This is the student's first offense of the good conduct policy. It's a category B offense which means the student will have to sit 20% of their next extracurricular activity. The next year the student has a MIP violation. This is the student's second offense of the good conduct policy, it's a category A offense which means the student will have to sit 2/3 of their next extracurricular activity. Each violation of the code will take the student to the next offense level.

If a student has multiple charges against them and one of them is a Category A and one is a Category B the penalty for Category A will be used for that offense.

Special Provisions

1. Each day of actual activity/performance/competition will count as one event when completing the period of ineligibility.
2. If a student's period of ineligibility begins at a point in the season or activity where less than the ineligible number of contests or performances remain, the ineligibility will carry over into the next season or activity. The percentage of contests or performances in which the student has been ineligible will be computed. The student will be ineligible for the remaining percentage of activities in his or her next season or activity. All fractions will be dropped.
3. Penalties for a violation will carry over from one school year to the next school year.
4. Penalty code violation offenses carry over from one school year to the next.
5. The student must practice during the period of ineligibility.
6. Each activity sponsor shall retain the prerogative to add additional regulations pertaining to the activity.

EXAMPLE: Training hours, attendance requirement at practice, a penalty for substance abuse, attendance at: beer parties or "keggers", etc. A copy of these regulations should be on file with the activities director.

7. In the event that a situation occurs which is not covered in the code, the building administrator will provide a ruling based upon the intentions of the code.

8. In the event that a student is guilty of making a statement or statements that he/she knows to be false, especially with the intent to deceive (lie), when questioned about a violation, the penalty for code violations will automatically advance to the next succeeding level.
9. If a participant is a member of two teams involving the same activity, i.e., varsity and JV, he or she will be ineligible to participate in either level of activity during the length of the ineligibility.
10. Students must complete each extracurricular/co-curricular activity season in good standing with the coach or sponsor for the ineligibility to be completed. Failure to do so may jeopardize future eligibility.
11. Students not involved in any school activity at the time they violated the Good Conduct Code will serve their ineligibility during their next activity.
12. Students in violation are ineligible for each of the activities they presently participate. For those involved in numerous activities it is common for a student to regain eligibility in one activity while continuing to serve a suspension in another.
13. Students participating in two sports during the same season (fall, winter, spring, summer) will not be able to participate in either sport until the period of ineligibility has been served for one sport. (example: track and soccer)
14. If a student violates the code while already ineligible, the first ineligibility must be served before the second begins.

Reduction in Penalty

Evaluation and Treatment: A student who has a violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's parent/guardian's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the facility to report back to the superintendent or designee regarding recommendations for treatment or follow-up care, the student's penalty for the violation may be reduced to 1/2 the performances, events or the equivalent. The Reduction in Penalty Option may be used only once during the individuals high school career and only used on Category A 1st Offense.

Community Service Option:

A student who has a violation of Category B may elect to perform 10 hours of community service at the school. If the students chooses to use this option the penalty for the violation will be reduced by 1/2 the performances or events. The 10 hours of community service must be approved by the Activities Director and must be completed under the supervision of school personnel. The Community Service Option may be used only once during the individuals high school career and may only used on 1st or 2nd Offenses.

Self-Reporting/Timely Admission

We want to encourage students to be honest with the school regarding violations of the Good Conduct Policy. Students who report their violation to school administration “timely admission” will be given a one performance/event reduction in penalty. The self-reporting / timely admission option can only be used on 1st or 2nd Offenses and only once during their high school career.

Timely Admission means: Reporting the violation to school administration on the next day of school attendance following the violation. If the violation occurs during the summer the student has four days to report the violation to school administration.

School Administration: When using “timely admission” the student should contact the High School Activities Director.

If the High School Activities cannot be reached the student should contact one of the following; High School Principal, Dean of Students, or Superintendent.

Appeal Procedures

Whenever a student is suspected of violating the code for student activities, the administrators of the school shall review all circumstances in a just and equitable manner and the procedures stated in this code shall be followed. The determination of ineligibility and the period of the ineligibility is the responsibility of the activities director.

If a student is dissatisfied, he or she may follow the appeal process outlined in the Board Policy 502.04. The grounds for appeal are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the appeal process.

If at any appeal level the decision is reversed, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student’s record.

COMMUNICABLE DISEASES

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease spread from person to person or animal to person. Once the administration, in conjunction with the school nurse, decides that the student’s condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified.

HEALTH AND IMMUNIZATION CERTIFICATES

Students who wish to participate in athletics or are enrolling in the district for the first time, shall have a physical examination by a licensed physician and provide proof of such an examination to the principal. This certificate of health will be kept on file at the building in which the child is attending. Students enrolling for the first time in the district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, and rubella.

Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

STUDENT RECORDS

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. The records contain information about the student and the student's education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, subjective counselor or teacher ratings and observations, and external agency reports.

STUDENT PERSONNEL

Series 500

Policy Title Commencement and Mid-Year Graduation **Code No.** 505.4

Students who have successfully completed high school shall be granted diplomas. If a student desires to be excused from graduation activities, he/she may make application to his/her high school principal stating his/her reasons.

According to this policy it is possible for a student to request mid-year graduation during his/her senior year. However, in order to do so, there are a number of requirements/provisions which apply to anyone making this request.

In considering mid-year graduation, the student and his/her parents need to seriously consider the advantages/disadvantages of this option. There should be compelling reasons for pursuing such a course. It is the viewpoint of the Board of Education and administration that students should take advantage of the opportunity to grow and mature intellectually as well as socially through four years of high school attendance. The benefits of interacting with one's peer group and enrolling in courses/activities that offer opportunity for participation in varied activities need to be given serious consideration. It is recognized, however, that a few students might better satisfy their particular needs by early completion of high school in order to enroll in a post secondary school or to become involved in some other worthwhile endeavor.

1. Application for mid-year graduation shall be submitted to the principal no later than July 1 after the junior year. (No late requests will be considered except for transfer students entering after December 1). In extreme circumstances, exceptions to the above deadlines may be made upon the recommendation of the high school principal.

2. The student must earn the required number of credits for graduation from this school that are in effect at the time of application. This includes specific required courses.
3. Prior to the time an application is filed, the student and his/her parents or guardian are required to meet with a school counselor to discuss the feasibility of early graduation. Such matters as the student's past record of scholastic achievement, attendance, attitude toward school/teachers, reason(s) for early graduation, and subjects to be pursued in earning credits need to be considered.
4. A request for mid-year graduation is subject to the recommendation of the principal and the approval of the Board of Education.
5. A student approved for mid-year graduation forfeits his/her eligibility to participate in all school- sponsored or sanctioned activities during the eighth semester and following summer.
6. Even though the student would earn a diploma at mid-year, it would not be granted until graduation ceremonies at the end of the school year. The student could elect to take part or not take part in graduation ceremonies but in either case the principal would have to be notified of the decision by January 15.
7. School records would show the student as having met the requirements for graduation effective the last day of the first semester. Grade average and rank-in-class for the student would be determined and listed both at the end of the seventh semester and at the end of the eighth semester. If needed, the principal will certify early graduation by letter to any college or post high school institution or prospective employer requiring proof of graduation.
8. Any student who has been approved for mid-year graduation will be expected to achieve passing marks in elected courses and to maintain regular school attendance. Course schedule changes will not be made to suit the convenience of the student. Course changes will not be made that will adversely effect the course/section balance.
9. Prior to his/her eighth semester, a student may reverse the decision for mid-year graduation. The student would then be required to remain in school and enroll as a full-time student during the final eighth semester.

OPEN ENROLLMENT DATES

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the State of Iowa should be aware of the following dates:
March 1, 2016- The last date for regular open enrollment requests for 2016-2017 school year.

If the student meets the definition of good cause under 281-Iowa Administrative Code 17.4(1) because of a change in residence or is an entering kindergarten student for the 2016-2017 school year the application can be accepted **after March 1, 2016** for the 2016-2017 school year.

A pupil who transfers school districts under open enrollment in all grades 10-12, **shall not be eligible** to participate in interscholastic contests and competitions during the first 90 school days

of transfer.

Parents/guardians of open enrolled students who qualify, based on federal poverty guidelines, may be eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

NOTIFICATION FROM POLICE

Iowa law allows law enforcement to notify school officials when a student is charged with possession of alcoholic beverages.

NON-SCHOOL TEAM PARTICIPATING RULE 36.15(7)

Any student (grades 7-12) in the Denison Community School District who participates in school sponsored sport programs may participate in non-school sport programs during the same season.

A student who chooses to give non-school participation priority over the school sponsored sport program may jeopardize his/her program status or standing as a member of the school - sponsored sport program. (Approved: January 12, 1998)

STATE LAWS AFFECTING TEENAGERS

Minors possessing or attempting to purchase alcoholic beverages will have their driver's licenses suspended for one year. However, the eligible minors can get a temporary restricted license or school license. A person who has a driver's license but does not attend school, receive competent private instruction or adult education classes must surrender their driver's license and be issued a temporary restricted license.

SCHOOL SPIRIT

School spirit may be divided into three categories:

1. Courtesy — toward teachers, fellow students, and the officials of school athletic activities
2. Pride — in everything our school endeavors to accomplish and has accomplished
3. Sportsmanship — the ability to win and lose gracefully. School spirit means loyalty to all functions of the school. A loyal student supports his/her school and does his/her utmost to keep his/her scholastic and activity standards at the highest possible level.

SCHOOL- SPONSORED TRIPS

Students participating in school activities away from home must utilize the transportation provided by the school. On trips, a student may be transported by his/her parent(s) only with special prior permission from the principal or activities director. There must be special circumstances involved. Parents must sign a permission form to personally transport their student to and from a school activity.

CHURCH NIGHT

Wednesday night of each week is reserved for church activities. No school activities/practices should be scheduled for that evening. The building will be closed at 6:30 and all students should leave the building at that time.

LUNCH PROCEDURES

Before school, from 7:30 to 8:00 in the main office, students may purchase credit toward their lunch account. Students have a choice between hot lunch and the salad bar, both at the same cost.

Please conduct yourself in an appropriate manner while eating in the lunch room. Students using inappropriate behavior will lose the privilege to enter the lunchroom. **Student throwing food of any amount will be removed from the cafeteria for a minimum of ten school days. No food service will be provided.**

FOOD AND BEVERAGES

Food and beverages (not including water) are to be consumed in the lobby or cafeteria. Food or drink should never enter the classroom unless the class has a special project approved by the principal (i.e., seminar celebration or food/beverage connected to a course curriculum, etc.) or the food or beverage item is approved for a specific student by the school nurse for health reasons.

MEDICATION IN SCHOOL

Students are to have **no** medication in their possession, prescription or over the counter. All medication is to be kept in the office and brought to the attention of the school nurse.

Prescription medication must be in the prescription labeled bottle from the pharmacy. (Your pharmacist upon request will provide a labeled bottle for school.) Written permission from the parent must accompany the medication. Written permission is also required for over-the-counter meds which must also be in their original containers. Medication should be brought to school only if it needs to be taken during the school day. The student will be responsible for coming to the office to take the medication under the supervision of school personnel.

TRANSCRIPTS

Each current student is allowed transcripts to be sent to any institution free of charge. Upon graduation, students must make a written request if they want final transcripts sent to an institution.

TOWELS AND PADLOCKS

All students are required to pay a towel fee at the time of registration. Physical education clothes are required for all students grades nine through twelve. Padlocks are issued to all students. **All valuables should be locked up or given to the physical education teacher.**

The student will return the padlock at the end of the school term.

USE OF THE BUILDING

It has been a policy at Denison to allow students to use the building before and after school and during the evening provided an adult teacher is on duty and responsible for the activity. Only those students who have legitimate business should be in the building before school or during the evening hours.

CHILD ABUSE REPORTING WITHIN THE SCHOOL CONTEXT

In an effort to comply with Chapter 102 of the Iowa State Code, the Denison Community School District has appointed Tina Holdsworth as the Level I child abuse investigator and Chris Eller as the district's alternate. This code specifies that the Level I investigators may be school district employees; however, the subsequent investigation phase (Level II) must have non-school district employee being designated. John Emswiler has graciously agreed to act as our district's Level II investigator. This rule governs only alleged violations by school district employees in school-related context.

The Denison Community School District continues to be committed to ensuring only the best possible educational climate for all of the students being served throughout the system.

COUNSELING & GUIDANCE ACTIVITIES

Students are assigned to a counselor. Each year this counselor schedules individual and group conferences with the students and attempts to help them make better decisions and adjustments by helping them understand themselves. Upon request, students may have additional conferences. Denison Community High School offers the following guidance services:

1. Counseling Service — Counselors are available to help students make educational plans, and solve educational, occupational, and personal-social problems. In addition to counselors, students may wish to seek help and information from teachers, the school nurse and members of the administration.
2. Self -Appraisal Service — The key to each student's intelligent decision making is self-understanding. This service attempts to give information about test results, grades, and other personal information which will give the student a comprehensive picture of himself/herself.
3. Information Service — This service provides students with the latest information about post high school education, financial aids, occupational information, employment trends, and military service, etc.
4. Placement Service — Placement includes such things as course selection, part-time jobs, as well as educational or occupational placement after the student leaves the school setting.
5. Conference Service — Students may want an opportunity to exchange ideas and information in the following types of conferences: parent-teacher, parent-counselor, and teacher-counselor.

6. Parents are encouraged to contact their child's counselor for informational items concerning school or educational information.
7. Homeless youth and school age children who are not enrolled in school - call for information.
8. All post secondary information and information about the Post Secondary Enrollment Options Act.

Students desiring a conference with the principal or counselors should make arrangements for such a conference before school, after school or during seminar. Sometimes it will be appropriate for you to be out of class to visit with your counselor. Securing a pass from the person you wish to see and presenting it to your seminar teacher at the beginning of the period will keep your name off the absence list and make it much easier for everyone. If the person you wish to see is not in when you arrive, contact someone in the guidance office, and find out when the one you want to see will be available.

The following counselors will be assigned and available as follows:

Michael Phipps - All grades - Students with last name starting A-L

Ann Brus- All grades - Students with last name starting M-Z

If you are looking for some answers, these resources are available in this community:

Crawford County Health Care - 263-3303
Family planning

Jackson Recovery Center - 263-5065
Alcohol and drug dependency

West Central Development - 263-3538

Plains Area Mental Health Center - 263-3172
Individual and family counseling, personal relationships, mental health, medication evaluations, and psychological testing.

State Dept. of Human Services - 712-792-4391 or 1-866-202-5968

Child Abuse - 1-800-362-2178 (Hotline)

Child Abuse at Denison High School –Tina Holdsworth - 263-3101

Homeless Youth (Human Services) - 712-792-4391

COLLEGE VISITS

Arrangements for college visits during the school year are only made through the Guidance

Office. All visits to colleges which require a student to be absent from his/her classes, must be approved by his/her guidance counselor. **The visits also must be approved in writing by parents or guardians. If the student does not have permission from his/her guidance counselor, he or she may be counted truant from school.** At least one parent or guardian is expected to accompany the student on a college visit. Forms for college visits are available in the Guidance Office. Approved college visit days are still considered absences.

ALTERNATIVE PROGRAM ADMISSION

The Denison Alternative Program was established to provide students an alternate route to continue their education. It is also used for students who are behind in credits to catch up during the summer months. The Alternative Program allows students to work at their own pace in a variety of courses. Tutoring help is provided in this program. Students interested in enrolling must contact their guidance counselor and make the proper application. **Admissions committee comprised of counselors, Alternative Program director, and administrators determine who will be accepted into this program.**

SECONDARY ENROLLMENT OPTION

Students may enroll in a college course as a high school junior or senior if Denison High does not teach a comparable course. For more information about the opportunities provided through the Secondary Enrollment Options Act, please contact your guidance counselor.

PARENT NOTIFICATION FOR NCLB

Parents/guardians in the Denison Community School District have the right to learn about the following qualifications of their child's teachers: state licenser requirements for the grade level and content areas taught, the current licensing status of your child's teachers, and baccalaureate/graduate certification degrees. Parent or guardians may request this information by calling the Superintendent 712-263-2176.

DISTRICT ANNUAL PROGRESS REPORT

The District's annual progress report is posted on the District's web site at www.denison.k12.ia.us or a paper copy can be requested by calling the Superintendent 712-263-2176.

504/ADA MANDATE

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill its obligations under Section 504, the Denison Community School District has the responsibility to avoid discrimination in policies regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs, practices, or activities sponsored by the school.

The Denison Community School District has responsibilities under Section 504, which include the obligations to identify, evaluate, and afford access to appropriate educational services if the

student is determined to be eligible under Section 504.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, the parent or guardian has the right to file a grievance in accordance with the outlined grievance procedures.

Any person having inquiries concerning the Denison Community School District's compliance with the regulations implementing Title VI, Title IX, Americans with Disabilities Act, or Section 504 of the Rehabilitation Act is directed to contact Mrs. Nancy McCarville, who is fulfilling the responsibilities as Coordinator of the school district's efforts to comply with implementing these regulations.

GRIEVANCE PROCEDURES TITLE IV, TITLE IX, SECTION 504

Students, parents of students or employees of the Denison Community School shall have the right to file a formal complaint alleging noncompliance with regulations outlined in Title IV of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act 1973. For information concerning a grievance contact Mrs. Nancy McCarville, Title VI, Title IX and Section 504 Compliance Officer.

HOMELESS CHILDREN AND YOUTH

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the ELL/Migrant Coordinator.

A homeless child is defined as a child or youth between the ages of 3 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age. For more information on the Denison Community School Homeless Children Policy, contact Lynn Torr, High School Principal.

TESTING/SURVEYS

A comprehensive testing program shall be established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

No student shall be required, as part of a program funded by the United States Department of Education, or as part of any applicable program, to submit, without prior written consent from the student's parent. For more information concerning testing and surveys, contact Lynn Torr, High School Principal.

SCHOOL SONG
"Hail to the Varsity"

Hail to the varsity,
Cheer them along the way;
Onward to victory,
May we win again today.
We'll give a cheer for the varsity,
Long may they reign supreme;
Shout till the echoes ring
For the glory of our team.

CLUBS, ACTIVITIES AND ORGANIZATIONS

Boys' Athletics

Basketball
Baseball
Bowling
Cross Country
Football
Golf
Tennis
Track
Wrestling
Soccer

Girls' Athletics

Basketball
Bowling
Cheerleading
Cross Country
Golf
Softball
Tennis
Track
Volleyball
Soccer

Forensic Activities

Dramatics
Individual Speech
Large Group Speech

Instrumental Music

Concert Band
Jazz Band
Marching Band
Small Ensembles
Pep Band

Vocal Music

Singing Ambassadors
Sixteenth Street Singers
Jazz Choir

Clubs and Organizations

Art Club
Future Farmers of America
Family Career and Community Leaders of American
Health Careers Club-JEL
Key Club
National Honor Society
Student Senate

Academic Activities

Academic Decathlon
FFA

HIGH SCHOOL FACULTY 2016-17

Tim Baughman - Industrial Technology
Maria Blume - Mathematics
Cassandra Bradley - Mathematics
Nick Bradley - Language Arts
Ann Brus - Counselor
Adam Burns - Mathematics
Nick Cadwell - Auto Body (WITCC)
Heather Cary - Special Education
Dawn Drees - Special Education
Deanne Drees - Media Coordinator
Amy Ettleman - Physical Education
Derek Fink - Business Education / Activities Director
Megan Gotto - Language Arts
John Heiden - Auto Body (WITCC)
Josh Hoffmeier - Fire Fighter (WITCC)
Tina Holdsworth - Nurse
Crystal Holt - Social Studies
David Houston – Social Studies
Michelle Kasperbauer - Special Education
Karen Kennedy - Business

Cynthia Koster - Language Arts
Kelsey Lally- Language Arts
Nancy McCarville - Dean of Students
Nathan Mahrt - Industrial Technology
Tracy Mendlik - Art
Rachel Mentink - ESL
Alise Meyers - Ag Science/Science
Adam Mich - Social Studies
Dana Myron - Mathematics
Jennifer Neilsen - Science/Health
Taylor Neubauer - Special Education
Callie Nemitz - ESL
Ruben Newell - Instrumental Music
Shelby Oatman - Foreign Language
Laurel Olsen - Language Arts
Kim Petersen - Science
Lori Phillips - Foreign Language
Michael Phipps - Counselor
Nick Potts - Mathematics
Bryant Rasmussen - Science
Aaron Ratliff - Mathematics
Jane Rothe - Special Education
Corey Schmadeke - Health (WITCC)
Dana Schroeder - Language Arts
Mary Ann Schultz - Special Education / Alt. Program
Kami Schulz - Science
Lori Sis - Alternative High School
Brian Slater - Physical Education
Kandy Thompson - Vocal Music
Corey Utech - Criminal Justice & Ethics
Chad VanKley - Science
Dana Weeda - Agriculture Science
Dave Wiebers – Principal
Matt Wilder - Business
Julie Wood - Family & Consumer Science
Beth Wulf - Language Arts (WITCC)

STUDENT EXPECTATIONS DURING SEMINAR

1. Seminar is a time for study only.
2. Students must:
 - a) Report to assigned seminar for the first five minutes of the period.
 - b) Bring materials to work on.
 - c) Remain silent throughout the period, unless engaged in peer tutoring with permission of

teacher.

- d) Remain awake.
 - e) Make productive use of their time.
 - f) Receive prior signed approval or approval by phone on a seminar pass form to go to another destination during seminar time.
3. Students may pass to:
- a) Another teacher for assistance during the teacher's non-prep time.
 - b) The IMC to use its resources (not for study or magazine reading). Group work must have prior signature from media staff.
 - c) The computer lab to use its resources.
 - d) Special education for assistance.
 - e) The band/vocal room for scheduled lessons.
 - f) College or military representative scheduled through the main office.
- 4) Students violating the above rules will:
- a) First, have their passing privileges rescinded for three seminars.
 - b) Second, have their passing privileges rescinded for six weeks.
 - c) Third, be referred to Dean of Students. (Teachers discretion, of course, takes precedence.)
5. Order of receiving help:
- a) Peer help
 - b) Seminar teacher
 - c) Seminar teacher call regular teacher
 - d) Student visit teacher with teacher approval

DHS Style Sheet

All Assignments:

- 1. No fringes.
- 2. Write your name, the date, the period you have class, and the assignment or draft number in the top right corner of page one.
- 3. Use only standard-sized paper (8 1/2 x 11).
- 4. Margins should be one inch on all sides. Margins should be clean -- no doodles!
All assignments should be neatly done.

For All Papers:

- 5. Use only one side of the paper!
- 6. Write a title at the top of the first page (on the top line for notebook paper or one inch from the top of the paper if typing or word processing). Remember that most word processing programs automatically set a one inch margin on all sides.
- 7. Skip *one line* below the title.
- 8. Indent each paragraph by at least five spaces.
- 9. Double-space rough drafts, as well as final copies.

For All Final Drafts:

- 10. Use a computer or typewriter for final drafts, if possible. Otherwise, use a blue or black ink pen. **DOUBLE-SPACE!**

11. Acceptable fonts: Helvetica (not Helvetica Narrow); Geneva; Courier; Palatino; or New York.
12. Required size: 12 point or a size close to what is printed on this page.
13. Do not number page one. Beginning on page two, place the page number in the top right corner of each page along with your last name. See the top of this page for an example.
14. Limit the use of shaded text boxes and graphics.
15. Correct spelling and neatness are requirements for finalized work. Take time to edit.

GUIDELINES FOR A BASIC ESSAY

Term	Definition
Format	Margins (1"), line spacing (double space), font (Helvetica, Geneva, or Times New Roman), and size (12)
Introduction	The first paragraph in the essay should do three things; gain the reader's attention, introduce the subject, and identify the thesis. A startling statement, a quote, an anecdote, or a question can all be used to begin the essay.
Thesis Statement	A specific statement that directs the focus of the essay, placed at the end of the introduction. States the main point (s) of the paper.
Body	For a typical essay, three paragraphs are needed in the body to explain the thesis statement. A topic sentence starts every body paragraph and support sentences follow. A paragraph generally consists of three to five sentences for the less experienced writer and five to eight sentences for the advanced writer.
Topic Sentence	Main point of the paragraph. First sentence of paragraph.
Support Sentences	Support sentences follow the topic sentence in body paragraphs. These sentences may include: quotes, statistics, examples, details, evidence, etc.
Conclusion	The final paragraph in the essay reviews the thesis statement and summarizes the main points of the paper.
Transitions	Words or phrases that connect or tie ideas together. (i.e. therefore, moreover, in addition to, furthermore, however, etc.).
Mechanics	Spelling, grammar, and punctuation.

Diction	Word choice. Using the correct vocabulary for your topic.
Tone	Writer's attitude toward the subject.
Voice	Shows style and personality of writer.
Length	For a typical essay, five paragraphs are suggested.

Bibliography

1. **book with one author** underline title
2. **encyclopedia article** place title of article in quotation marks, underline encyclopedia name
3. **book with editors, no author listed** list editors instead of author, with "eds."
4. **magazine article** place title of article in quotation marks, underline title of publication, include page numbers of article
5. **newspaper article** place title of article in quotation marks, underline title of publication, include page numbers of article
6. **book with two or more authors** like a one-author book, but list second author(s) first name first
7. **pamphlet or brochure** similar to a book, but usually has no author or editor
8. **interview** include person's name, title or position, date of interview
9. **visual aid** similar to book or magazine entry, but include type of visual
10. **internet** list author (if known), the title, the exact web address and the date you logged on
11. **compact disc or cassette** list name of group or artist(s), title, format, and producer(s)
12. **SIRS online** similar to newspaper and magazine entries with additional SIRS information
13. **videocassette or DVD** similar to a CD, but list the writer and director instead of the group/artist and producer
14. **poem or story found in a collection or anthology** list poet/author first

15. **Electric Library** similar to newspaper and magazine entries with additional Electric Library information

16. **television program** list episode in quotation marks, underline show title

•If you have a source not shown above, check for the proper format in the MLA Handbook or see teacher

Additional Guidelines:

- Note that everything is double spaced.
- Begin each entry at the left margin. Indent each line past the first line of the entry.
- Entries should be listed in alphabetical order.
- If no author or editor is listed, start with the title.

Online Catalog and Databases

To access the online catalog and databases, go to the High School web page located at <http://www.denison.k12.ia.us>. On the left side of the web page, click on High School then click on Media Center (top right hand of page). The online card catalog, the databases to which we subscribe as well as a link to the Norelius Public Library online catalog is available.

Printing Instructions

Printing from the Internet

To print from the Internet, highlight the text that you need. Go to Edit on the menu bar and select Copy. Open a Pages document. Again, go to Edit and select Paste. Once the text has been pasted into the Pages document then highlight the complete text and select Helvetica font and 12 point font size. Font type and size is found above the ruler on the document page.

If the web site does not allow you to highlight the text then the web site has disabled that function and you will have to take notes on that page.

Some of the online database subscriptions such as SIRS Researcher and Gale-Cengage have a printable format option embedded into its program so please use that option when you are printing from those databases.

Printing Graphics

Click on a graphic and drag it into an open Pages document. At this point the graphic may be resized. When the graphic is to your liking, go to File and Print.

The printer is located behind the circulation desk. Please ask for your copies. If it does not print, PLEASE DO NOT try to print again! Inform Mrs. Wendt and she will check to see if the printer is out of paper or has a paper jam, etc.

HOME ACCESS TO ONLINE DATABASES

Go to this web site:

<http://www.iowaaeaonline.org>

User ID: 1701denhs

Password: nwaea

Accuweather, AP Images, Atomic Learning, Britannica Digital Learning, Culture Grams, Gale-Cengage Learning, iClipart for Schools, Learn 360, SIRS Issues Researcher, Soundzabound, Teen Health and Wellness.

Guidance Dates Calendar - - 2016 - 2017

August 5 - - ACT Registration Deadline for September testing

August 22 - - 9th Grade Orientation (1:00 - 3:00 p.m.)

September 10 - - ACT

September 12 - - Financial Aid Night for all Seniors/Parents (6:30 - 8:00 p.m.)

September 16 - - ACT Registration Deadline for October Testing

October 13 - - College Fair for all Seniors (9:30-11:00 a.m.)

October 19 - - PSAT for Juniors (C+ cumulative GPA or higher) 8:05-12:20 a.m.

October 22 - - ACT

October 28 - - No School (a great day for a college visit)

November 4 - - ACT Registration Deadline for December Testing

December 10 - - ACT

January 13 - - No School/ ACT Registration Deadline for February Testing

February 1 - - Iowa Assessments - (Grades 9, 10, 11) / Trip to Des Moines (Seniors)

February 11 - - ACT

February 20 - - No School - (a great day for a college visit)

March 3 - - ACT Registration Deadline for April Testing

March 13 - - 8th Grade Open House

March 24 - - No School - (a great day for a college visit)

April 8 - - ACT

April 13 & 14 - - No School (possible college visit day)

April 17 - - No School (possible college visit day)

May 5 - - ACT Registration Deadline for June Testing

May 16 - - Last Day for Seniors

May 21 - - Commencement (2:00 p.m.)

June 10- - ACT