

**RESPECTFUL**

**POSITIVE**

**RESPONSIBLE**

**Darlington High School**

**2017-18**

**Parent-Student**

**Guidebook**

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THE DARLINGTON COMMUNITY SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF AGE, SEX, RACE NATIONAL ORIGIN, ANCESTRY, RELIGION, PREGNANCY, MARITAL OR PARENTAL STATUS, SEXUAL ORIENTATION; PHYSICAL, MENTAL, EMOTIONAL, OR LEARNING DISABILITY.

## A MESSAGE TO DHS STUDENTS AND PARENTS

The Parent-Student Guidebook is prepared as a communication guide to provide a better understanding of the operation and expectations at Darlington High School. It is not a law book or a rule book, but instead a guide so Parents and Students can have a better understanding of matters regarding academic requirements, student conduct, student rights, student responsibilities, etc. We encourage parents and students to be familiar with the contents of this guidebook, but ask everyone to understand not every situation can be covered. Again, a reminder this document is a guide book rather than a law book.

Darlington High School, home of the "Redbirds", is a great school with a defined purpose. We believe many opportunities are available at DHS for students to develop their interests and challenge their abilities, if they will apply themselves. It has been said that a high school education should begin to teach students how to make a living, but also must teach these students how to live.

The most influential people in a student's life during the high school years are the parents or guardians. Teachers, along with many positive leaders in this community, are here to support positive parental influence. Darlington High School has been fortunate to have strong support from parents, members of the clergy, and the community as a whole. We are grateful for this cooperation and believe our status is the direct result of this cooperation.

A school is a community which needs the cooperation of all those involved in order to make school a welcoming place. Each student has the power to determine success or failure. Good citizenship and honest endeavor to learn, a positive attitude, a close working relationship with classmates and teachers, punctuality and successful completion of tasks are some factors necessary for student success at DHS and in life. Students in high school today will enter a world that demands high skills in a very competitive post-secondary educational system or employment market. Students will need to be prepared with high skills or expect low wages. Plan to be successful.

## A SPECIAL MESSAGE TO PARENTS

The home, school and community have a positive influence on the intellectual, moral, and spiritual growth of an individual. As the school is involved in this development, and is vitally concerned with these areas, it is the intention here to relate some things that might be of assistance in helping you to help us achieve positive outcomes. This is in no way an attempt to imply that we have all the answers. We do, however, have some suggestions that over the years have been successful in providing for good citizenship and academic achievement.

Good discipline originates in the home because the parent is a child's first teacher. It is the parent's obligation, by teaching and by example, to develop good habits of behavior as well as proper attitudes toward school. To help your child progress in school, a parent is encouraged to:

- Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
- Teach and require your child to respect the law, school personnel, the rights of others, and private property.
- Talk with your child about school activities; share with him/her, an interest in their academic and social progress.
- Safeguard the physical and mental health of your child with special emphasis on proper rest.
- Attend parent conferences and other special school programs whenever possible.
- Arrange for a time and place at home for homework assignments.
- Work with and cooperate with the school in carrying out recommendations made in the best interest of your child and the school.
- Encourage and guide wholesome friendships, interests, and activities.
- Understand and comply with the rules of the school concerning pupil conduct to assure for a safe school environment.
- I wish each of you the best for a successful year and believe your attitude can determine your altitude.

## ATTENDANCE

Students, parents and staff in the Darlington Community Schools are expected to observe Wisconsin Law (s.118.15) relative to compulsory school attendance. The Wisconsin attendance laws require students between the ages of 6 and 18, unless graduated, to attend school regularly during the full period and hours until the end of the school term, quarter or semester, of the school year in which the individual becomes 18 years of age.

Regular school attendance is one of the first essentials of school success and is an important part of a student's high school record. Attendance importance emphasizes two basic major objectives:

- 1.) To instill in each student a willingness to accept the responsibility related to daily attendance,
- 2.) To create in students the desire to successfully complete courses in which they enroll.

### Student Absences and Excuses (What Wisconsin Attendance Laws Say)

1. The responsibility for a student's regular school attendance rests on the student's parent(s) or guardian.
2. All excused absences require parent/guardian/legal custodian verbal or written verification which is to be submitted to the high school principal who serves as the attendance officer, or his designee, in advance of the absence or prior to being readmitted to school.

The school attendance officer is empowered to approve an excuse as legal for these kinds of reasons:

- a. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days.
- b. An illness in the immediate family, which requires the student to be absent because of family responsibilities.
- c. Medical, dental, chiropractic, optometric or other valid professional appointments that can only be scheduled during school hours. (Parents or guardians are encouraged to make appointments during non-school hours.)

- d. Death in the immediate family or a funeral of a close relative.
- e. Family trips that can be taken only during the normal school term. The intent of this statement is to provide an opportunity for students to accompany their parent/guardian on a vacation that cannot be scheduled when school is not in session. A parent or guardian is expected to notify the school attendance officer, or designee, prior to the student leaving on vacation and of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Student vacations or trips without parent/guardian accompaniment are not normally considered excused absences.

In accordance with state attendance laws, vacations that remove students from the regularly scheduled school calendar days cannot exceed 10 days per school year.

- f. A required court appearance or other legal procedure, which must be done on school time.

**NOTE:**

When a student must be absent from school for reasons of medical appointments, court appearances, etc., consideration will be given to what reasonable time is necessary for the appointment. Example - a 2:30 PM optometry appointment in town does not require an entire day absence. **Therefore students should have the doctor or appropriate individual appointment card indicating the time of arrival and departure from that appointment when that student returns to school.**

- g. Quarantine imposed by a public health officer.
  - h. Attendance at special events of educational value as approved by the school attendance officer, or designee.
  - i. Approved school activities during class time.
  - j. Special circumstances that show good cause which are approved in advance by the school attendance officer, or designee.
3. All students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines:
- a. It is the student's responsibility to immediately contact his/her teacher(s) to make arrangements for making up work missed during an absence from school.
  - b. Students who miss classes for reasons that are excused will be given the opportunity to make up work missed within the accepted time frame.



- c. Teachers will be asked to grant the number of days absent plus one for make up time. This provision applies to all work assigned during absences(s).
- d. Examinations missed during an excused absence will be taken at a time determined by the teacher.

Wisconsin Law (s.118.33) requires students to be enrolled in a school board approved class or activity during each class period of each day.

### **UNEXCUSED ABSENCES**

Any student absent from school without a parent or guardian's consent will have such absence deemed unexcused. Students who are absent from school with the consent of their parent(s) or guardian, but whose absence does not fall under the reasons listed above shall be considered unexcused. In such cases, the student will be permitted to make up class work missed.

The student, on his/her return to school, may be expected to submit a written statement signed by his/her parent or guardian explaining the reason for the absence if previous contact was not made. On the basis of this statement, the school attendance officer, or designee, may determine whether to excuse a previously unexcused absence.

Students with unexcused absences may work on and make up missed instructional presentations and assignments. **However, credit will not be given for such work.** Students are responsible to learn and master information and material presented during their unexcused absence.

All students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines:

1. It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school.
2. Students who miss classes will be given the opportunity to make up work missed within the accepted time frame.
3. Teachers will be asked to grant the number of days absent plus one for makeup time. This provision applies to all work assigned during absence(s).

All students with an unexcused absence will be permitted to make up an examination missed during an absence.

## **Being Absent and What to do**

School attendance is the responsibility of the student and the parent or guardian. The parent or guardian is expected to telephone the high school office at 776-4001 option 4 for the high school before 8:30 a.m. on the day of an absence to inform school officials of the absence and the reason for such absence. The principal or his designated agent will determine if the absence is excused or unexcused.

**When returning** to school after being absent for all or a portion of a day, a student is required to obtain an admit slip from the main office. A student who fails to secure an admit slip will be eligible for a detention.

**Students with acceptable excused absences** are entitled to make up work missed. Make up time is normally the number of days of excused absences plus one. The responsibility for making up work lies entirely with the student. Students are to contact their teachers immediately upon return to determine just what is required to be made up and the timeline for completion. The student assumes the entire responsibility for getting the work done and handed in to all teachers in the prescribed time as established by the teacher.

Unless approval is granted in advance, late arrival to or early departure from school could result in being counted as an absence based on either all or part of each period missed. For example if the student missed one period, it would be recorded as a period absence or if a student missed all 8 periods it would be considered as a full day absence. (Refer to Student Parent Guidebook regarding "Truancy").

### Unacceptable Reasons for Absence (Wisc. Law s.118.16):

The following list is not all-inclusive, but does serve as a general guide for the types of absences, which will be classified as unexcused. These types of absences could result in disciplinary action

1. Truancy (includes individual class or study hall absenteeism)
2. Leaving school without proper approval from the office
3. Suspension\*
4. Forging of signature or excuses
5. Work
6. Missed the bus - car trouble
7. Shopping
8. Beauty Shop-Barber

9. Oversleeping
10. Fishing-Trapping-Hunting. NOTE: one exception with deer hunting  
(See page 5 & 6)

\* Suspension from school is not a justified or excusable absence and may be included as days for reporting in the habitual truant laws. However, a suspended student may be permitted to take quarterly, semester, or grading period exams missed during a suspension.

**PLEASE NOTE:** If an absence is questionable or proper procedure is not followed, the absence will be listed as unexcused. The student is responsible to arrange an appointment with the Principal to explain the circumstances of the absence(s). The burden to arrange for the conference and to justify the absence to an excused status is solely that of the student and their parents. This procedure is to be completed by the number of days missed plus one of the absence(s).

**RESPONSIBILITIES FOR ATTENDANCE** (What to do if my child is going to be absent)

1. Parent(s)/Guardian Responsibility When a student is absent his/her parent(s) or guardian is expected to contact the school by 8:30 a.m. informing school personnel of the absence and the reason for such absence.

- a. Parents or guardians may be required to provide a written explanation of absences at the time the student returns to school, or in the case of anticipated absences, prior to the absence. Anticipated absences shall receive prior approval of the school attendance officer, or designee.

2. Student Responsibility

- a. Students are required to attend all assignments on their daily schedule, unless they have obtained parental request to do otherwise, and approval has been granted by the building principal or the principal's designee.
- b. After returning from a school absence, the student is responsible for getting in contact with teachers of classes missed and for making up all missed work during the absence in the time specified by the teacher.
- c. Students must always "check in" or "check out" through the main office if they arrive late to school, after 8:00 am, or must leave before the end of the school day, 3:30 PM.

**Parents and students still need to be aware that the city ordinances and the state statutes, as it pertains to school attendance, remains in effect. The**

principal will have the authority to recommend a truancy citation or referral for the student and/or a parent contributing it to truancy.

**The Darlington City Ordinances pertaining to school attendance:**

**12.075 Habitual Truancy, School Dropout and Contributing to Truancy Prohibited:** No person under the age of 18 years of age shall be a truant. Upon conviction, the following punishments are available to the courts:

**TRUANT:** A pupil who is absent from school without an acceptable excuse for part or all of any day of school in a semester.

-Order to attend school

-A forfeiture of not more than \$50.00 plus costs for the first offense and not more than \$100.00 plus costs for subsequent violation committed within 12 months of a previous violation. The forfeiture can be assessed to all or part of to the student, parent/guardian or both.

**HABITUAL TRUANT:** A pupil who is absent from school without an acceptable excuse for part or all of 5 or more days of school in a semester.

-Suspension of the child's driving privileges for not less than 30 days nor more than 1 year & etc.

**CONTRIBUTING TO TRUANCY:** A person, who has in their control a child between the ages of 6 and 18 and who causes a child not to attend school.

-A forfeiture of not less than \$100.00 nor more than \$500.00, together with costs, for each offense.

Parents and students, please assist us with this change by assuring attendance at school. If being absent from school becomes necessary, please notify the high school office. If it is a planned absence the notification should be made prior to the absence. If the absence is unexpected, as in getting sick the night before school or the morning of school, please notify the office prior to 8:30 am.

**CLARIFICATION REGARDING SCHOOL ATTENDANCE**

The following provides further clarification for reasons certain class absences are not and cannot be considered justified and excusable:

**“Truancy”:** (State Statute 118.16) Truancy means **any absence of part or all of one or more days** from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil.

**“Habitual Truant”:** (State Statute 118.16) Habitual truancy means a pupil who is absent from school without an acceptable excuse under (sub. (4) and s. 118.5) for part or all of 5 or more days on which school is held during a school semester.

**Tardiness:** Be on time. It’s habit forming. Chronic tardiness exhibits lack of responsibility on a student’s part and may require remedial action. **All students are to be in assigned area by 8:00 am. The 7:55 am bell is the signal to proceed to your assigned area.**

Any student not in assigned area by 8:00 a.m. is required to report to the main office and receive a late pass. Failure to “report in” could result in a detention assignment. All tardies, except those substantiated by a telephone call or a note from home, will be considered unexcused.

Students are expected to get to school on time and also arrive in classes and study halls on time. If for some reason you are delayed in an area causing you to be tardy at your next destination, the staff member causing the delay should issue a pass explaining the delay.

Tardy to class passes after the start of first hour will not be issued from the office unless the student is just arriving to school or has been detained in the office.

**If a student is tardy to an assigned area more than three times he/she may receive a detention for each occurrence from that time on. These detentions may be assigned by the classroom teacher of the class where the tardy occurred or by the principal or his/her designee.**

**Leaving School During The Day:** Students & Parents, please do not schedule appointments, errands, etc. during school hours. In those instances that are necessary, parents are requested to call the school and request that the student be released giving the time and purpose for such release. Reasonable requests with reasonable timelines will have a better chance of approval if proper procedures are followed. It is hoped that arrangements can be made so that a minimum of class time, if any, will be missed under these circumstances. If approved to leave, a student must obtain a pass from the office before leaving the building and check in through the office upon return. Excuses will generally not be honored if a student has a scheduled class. Leaving because no classes are scheduled is not acceptable.

**Class Attendance:** Students are required to attend all classes, homerooms, study halls, or other scheduled assignments. All class cuts are violations of school rules and may affect grades and could bring disciplinary action, including detentions or suspensions.

**Habitual Truant:** A habitual truant mean a student is absent from school without an acceptable excuse for part or all of five or more school days during a school semester and is subject to truancy referral action.

### **HUNTING REMINDER**

Darlington High School recognizes that Deer Hunting or any form of hunting is a popular recreational activity in the state of Wisconsin. We also recognize that hunting seasons particularly Deer Hunting has created conflicts with the school calendar and the student's learning process. Parents and students alike must weigh the popularity of hunting with the loss of valuable class time. In some instances, the student may not be able to miss **ANY** days, if passing grades are to be obtained. Students in this category may want to limit hunting to weekend hunting only. Others may be in a position to miss required instructional time, provided advance make-up arrangements are made. If no advance arrangements are made to make-up work, there will be no make-up opportunity upon return to school. The use of good judgment will help avoid jeopardizing a student's passing grade. Repeating a course because of deer hunting would be a serious consequence. Please consider carefully your academic status as you consider your involvement in the hunting season.

**Another precautionary note: It is mandated by Federal Law that any individual bringing firearms on to school property will result in a minimum of one year expulsion from school. There is very little leniency on this matter. If individuals are anticipating getting an early start on the weekend of hunting and have their weapons in their vehicles this is a serious breach of the Federal Law. School officials would be forced to bring those individuals up for expulsion hearings in front of the school board.**

### **GUIDELINES**

1. **WRITTEN PARENTAL PERMISSION** must be on file in the high school office prior to the absence. This permission statement must state the specific dates of the absence(s).
2. **ADVANCE ARRANGEMENTS** must be made with all teachers for make-up work prior to the absence(s). Failure to make such arrangements will result in the loss of make-up privileges. **SPECIAL EMPHASIS:** A student absent from school for hunting purposes is not eligible to participate in any co-curricular activities, games, meetings, or performances that day.

## **STATE TOURNAMENT ATTENDANCE PROCEDURES**

The Darlington High School policy regarding student attendance at WIAA State Tournaments is as follows:

“Only **VARSIITY** team members and **VARSIITY** cheerleaders” are eligible to be excused from school to attend the State Tournament in the sport of his/her participation.

The intent of this policy should be clear and follows many appeals from the WIAA to limit students simply coming to the tournament city with little or no intention of attending the tournament. Increased numbers of schools and individuals participating in state tournaments, combined with an increase in incidents involving high school students in tournament cities, has promoted strict policies by the WIAA and individual high schools.

In the spirit of this tournament policy, **VARSIITY** team members of that sport are eligible to be excused to attend a tournament if:

1. **Written parental permission** is submitted in writing and in **advance** of the days to be excused to the office.
2. All arrangements for **make-up work** for classes have been completed **prior** to leaving.
3. C- or above in all courses at the time of intended absence.

It should be further understood that any other students found to be missing school for tournament reasons will be unexcused and will have no make-up rights. Discipline for unexcused absence will be handled by the principal.

This policy covers tournaments in which no team or individuals from DHS are participants. An adjusted procedure will be in effect when Darlington High School state qualifiers are participating.

## **SEMESTER EXAM POLICY**

Specific day(s) will be set aside each semester to administer final exams and/or other assessments. All students are required to take semester exams.

During the second semester, seniors will take these exams on designated days prior to senior checkout day.

Revised: July 15, 2008, Revised: May 19, 2009, Revised: August 4, 2009,  
Revised: April 2, 2012

## **SECOND SEMESTER EXAM WAIVER POLICY**

Specific day(s) will be set aside each semester to administer final exams and/or other assessments in grades 9-12. Although all students are required to take semester final exams/assessments, a second semester waiver from the obligation to take final exams/assessments will be granted if a student has:

1. No more than two (2) absences from school in either the first or second semester (absence from a class is considered an absence from school for purposes of this policy);
2. No unexcused absences during the school year.
3. No more than three (3) times tardy to school or to class in either the first or second semester (Tardy is defined in policy 700.2(e));
4. No more than one (1) detention in either the first or second semester;
5. No in-school or out-of-school suspension in either the first or second semester; and
6. A grade of C or higher (74 or higher on the 100 point scale) in the course at the time of the second semester final exams/assessments.

Important operation points:

1. Final exams/assessments shall be cumulative in content, covering the entire semester's work, and count for no more than 20% of the semester grade.
2. A student who has earned a waiver from a final exam(s)/assessment(s) may voluntarily elect to take the final exam(s)/assessment(s) to raise his/her grade(s) without jeopardizing his/her current grade(s).
3. During the second semester, seniors who are required or elect to take a final exam(s)/assessment(s) will take the final exam(s)/assessment(s) on designated days prior to senior checkout day.



### Exceptions to Absenteeism:

- Absences for medical and dental appointments will not be considered an absence for purposes of this policy if the student submits a signed verification of attendance at the appointment from the treating medical professional and if such written verification is on file in the DHS main office within ten (10) calendar days of the absence.
- An absence to attend a funeral will not be considered an absence for purposes of this policy if a parent submits a written excuse to the DHS main office within ten (10) calendar days of the absence.
- An absence due to a required appearance in a court of law will not be considered an absence for purposes of this policy if written documentation from the court system is on file with the high school office within (10) calendar days of the absence.
- Junior and Senior students may take two campus visits per semester through the counseling office. These absences will not count against the waiver policy if the visit is scheduled through the counseling department.
- An absence resulting from a written medical order from a medical professional due to illness or quarantine will not be considered an absence for purposes of this policy if the written medical order is on file in the DHS main office within ten (10) calendar days after the last day of the absence.
- An absence due to hospitalization will not be considered an absence for purposes of this policy if the student submits a signed verification of the hospitalization from the treating medical professional and if such written verification is on file in the DHS main office within ten (10) calendar days of the last day of the absence.

Approved: June 20, 2016

700.10 (d) (2)

### **STUDENT RESPONSIBILITY FOR CONDUCT**

No specific set of guidelines or rules can be all-inclusive in describing the expectations for student conduct. Acceptable social conduct is spelled out in actions that show good taste at all times and thoughtfulness for others.

Teachers have considerable latitude in dealing with class truancies, disruptions, and other similar problems. They can require after school duty hours under their supervision or recommend detention assignment to the principal or his designee or remove a student from class until a successful conference corrects the problem at hand. A student who is removed from class and is sent to the office will automatically be assigned a minimum of one detention.

Following are some obvious guidelines for students. The fact that a particular act or type of conduct is not specifically mentioned in this document does not mean that it is acceptable. Courtesy, common sense, and mature judgment should provide the overall guide.

## **GENERAL STUDENT CONDUCT GUIDELINES**

1. Students are to obey the instructions of the teachers, principal, staff and administrator. No student shall be insubordinate to the staff members of our school.
2. **Classroom** Students are to follow the instructions and directions of teachers, and shall not interfere with the instructional process of other students.
3. **Corridors** Students are to walk in the corridor in an orderly manner without interfering with others. Loud noises and running are prohibited.
4. **Study Hall** An atmosphere of studying and quiet should prevail, and students shall not cause disruptions. Students shall follow the instructions and directions of the teacher(s) in charge, and are not to disturb other students.
5. **Library** The library is a center for work and study, and quiet at all times is necessary. Disturbance, in any form, will not be tolerated. The library is an area for individual study.
6. **Restrooms** Students shall not loiter in the restrooms. This includes the time during the lunch periods and before school.
7. **School Events** The same general good conduct expected of students during school hours is expected of students at school events. Conduct rules are to be followed under the guidance of the staff in charge. This applies to activities at home or away.
8. **Athletics** All boys and girls participating in the interscholastic athletic related programs must sign and abide by the athletic code.
9. **Destruction or damaging of school property.** including writing on or defacing textbooks, furniture, lockers, walls, or windows, is prohibited. The students responsible for damages to school property will be expected to pay replacement or repair costs.
10. Stealing is morally wrong and against the laws of our society. It will not be tolerated and offenders will be punished and required to make full restitution.
11. Cursing, swearing, fighting, teasing, intimidation of other students and using obscene language is prohibited.
12. Use of or possession of a weapon is prohibited on school property.

The act of **HAZING** is a violation of the State of Wisconsin's criminal code, S 948.

“No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college, or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student”

In this section “ forced activity” means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student’s willingness to participate in the activity. [S.948.51 (1) Wisconsin Statutes]

**13. HARASSMENT** is against Wisconsin State Law: “Pupil harassment’ means behavior toward pupils based, in whole or in part, on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability which substantially interferes with a pupils’ school performance or creates an intimidating, hostile, or offensive school environment.” [Sect. 111.31, 111.32, and 118.13 Wisconsin Statutes ]

**14. DISCRIMINATION** is against Wisconsin State Law: “No person (meaning K-12 student) may be denied . . . the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person’s sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.” [S. 118.13 (1), Wisconsin Statutes]

“**Discrimination** means any action, policy, or practice, including bias, stereotyping, and pupil harassment . . .” [PI 9.02 (5), Wis. Administrative Code]

**16. BULLYING**

**Introduction**

The Darlington Community School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

## **Definition**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

## **Prohibition**

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

## **Procedure for Reporting/Retaliation**

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the school counselor and/or principal.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to any school employee or volunteer.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. The following school district employees have been identified as the investigator: school counselor and/or principal.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

### **Procedure for investigating reports of bullying**

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified and given an opportunity to be interviewed prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

### **Sanctions and supports**

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

### **Disclosure and Public Reporting**

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

17. **The use or possession of tobacco, alcohol or other drugs** is strictly prohibited on all school property and at school events. Any students found in violation of this guideline could face immediate suspension and or expulsion from school and school activities and be remanded to the proper authorities. The use or possession of tobacco, alcohol, vapor products such as electronic

cigarettes or other drugs is strictly prohibited on all school property and at school events. Any students found in violation of this guideline could face immediate suspension and or expulsion from school and school activities and be remanded to the proper authorities.

- 18. Student use of electronic communication devices (cell phones, pagers, etc.):** While in the building during the school day, from the first bell to the last bell signifying the end of the school day, cell phones or any communication device may not be used. All cell phones or other communication devices must be kept in your car or locker. Cell phones which are stored in your locker must be turned off. Any violation of this procedure will be met with the following consequences:

**1<sup>st</sup> Violation – 1 Detention, confiscation of the phone for three school days, parent/student conference with the principal, with the principal explaining the consequences for a second offense. The cell phone will be returned to the parent after three school days.**

**2<sup>nd</sup> Violation – 3 Detentions and parent/student conference with the principal, explaining the consequences for a subsequent offense. The cell phone will be returned to the parent after ten school days.**

**Subsequent Violations – Confiscation of the phone until the end of the school year, parent/student conference with the principal, followed by a suspension from school. The suspension may be an in-school or an out of school suspension at the discretion of the principal.**

- 19.** A public display of romantic affection anywhere in the building or on school grounds is prohibited. Holding hands and other forms of physical affection has no place in school.
- 20. Gum:** Students will be allowed to chew gum as long as they can do so in a courteous manner. Students having trouble with this guideline will not be allowed to chew gum. Faculty members will have the final word on all individual cases.
- 21. Comic and Trash Books:** Do not bring comic and trash pocket books to school. The teachers are asked to confiscate them. Needless to say, all toys brought to school will be confiscated.
- 22.** Students will not be excused from school for haircuts, beauty shop appointments, etc.

23. **Telephone:** Students will generally not be called out of class for telephone messages except in cases of emergency. Only business calls or messages from parents will be given to students.
24. **Care of books:** Books are expensive but can take a reasonable amount of wear. Books showing unusual wear, broken binding, or marks will result in a fine to cover the cost of such damage.
25. **Book Storage Area** There is a shelf area for storing books and other items during a student's lunch period. This is not a long term storage area. Books and other items stored on these shelves for more than the lunch period may be taken to the office. There will be a fine amount assessed to recover these items.
26. **Wastepaper and Wrappers:** Visitors often judge our school from the appearance of the grounds and the neatness of the halls. Please cooperate by putting candy wrappers, wastepaper, and lunch papers in the wastepaper baskets provided. Please use these baskets and help keep our building looking as neat as possible.
27. There will be periodic assembly programs held during the school year. Rules of common courtesy are to be followed at all such programs.
28. **Lockers are school property and are subject to inspection at any time by the Principal or the Principal's designee.** Lockers are provided to store needed school material and for the storage of clothing needed for inclement weather. **Lockers are to be locked at all times with the lock provided by the school.** Students can be fined and/or disciplined if lockers are not locked or if damaged. Disciplinary action will be taken if improper materials are stored in school lockers.
29. **Vehicle Searches:** Students are permitted to park on school premises as a matter of privilege, not of right. The administrator/designee may conduct routine patrols of the student parking lots. The interior of a student's vehicle, when on school premises, may be searched if there is a reasonable, clearly stated suspicion to believe that illegal, unauthorized or contraband items are contained inside. The student driver or another individual shall be present whenever practical during the search.

## **CODE OF SCHOOL CONDUCT**

### Code Philosophy/Scope

The Darlington School District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson

plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration and their classroom teachers.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules.

This code of school conduct applies to all students in grades 9-12

1. Student Removal from Class: Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes but not limited to the following:
  - Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom
  - Being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies
  - Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment
  - Fighting
  - Taunting, baiting, inciting and/or encouraging a fight or disruption
  - Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations
  - Pushing or striking a student or staff member
  - Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties



- Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruption and excessive talking
- Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder
- Restricting another person's freedom to properly utilize classroom facilities or equipment
- Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions
- Throwing objects in the classroom disruption or violation of classroom rules
- Behavior that causes the teacher or other students fear of physical or psychological harm
- Physical confrontations or verbal/physical threats
- Damage to school property
- Defiance of authority (willful refusal to follow directions or orders given by the teacher)
- Repeatedly reporting to class without bringing necessary materials to participate in class activities
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others
- Repeated use of profanity

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

When a student is removed from class, the teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class. A written explanation of the reasons shall be given to the principal or designee before the end of the next school day after the student's removal from class.

The principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.

The parent/guardian of a minor student shall be notified of the student's removal from class as outlined below.

## 2. Placement Procedures

- a. The building principal or designee shall in a reasonable amount of time place a student who has been removed from a class by a teacher in one of the following alternative educational settings:
  - The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best or only alternative.
  - Another class in the school or another appropriate place in the school.
  - Another instructional setting.
  - An alternative education program if available and approved by the Board. State law defines this as an instructional program approved by the school board that utilizes  
  
successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
- b. The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or required by law.
- c. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.
- d. The parent/guardian of a minor student shall be notified of a student's placement in an alternative educational setting as outlined below.

## 3. Parent/Guardian Notification Procedures

- a. The building principal or designee shall notify the parent/guardian of a minor student, in writing, when a teacher has removed a student from a class. This notification shall include the reasons for the student's removal from class and the placement decision involving the student. The notice shall be given as soon as practicable after the student's removal from a class and placement determination.
- b. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.

- c. If a student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e. suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

### **ADDITIONAL INFORMATION REGARDING REMOVAL FROM CLASS**

If a teacher finds it necessary to send a student from a classroom because of willful and persistent disruptive misbehavior, the student is to report immediately to the office. Removal from class brings about an automatic detention assignment. Repeated removal from class could bring about 1) parent conference, or 2) removal from the class for the remainder of the semester, or both. Teachers will inform students of expectation guidelines for each class. Students who do not attend class, behave inappropriately, or fail to progress academically, cannot expect to retain other school privileges. In the event that a student must be dropped from a class due to attendance problems, disciplinary reasons, or lack of progress the student will:

- A) Receive a grade of "F" for the course
- B) Be assigned to a study hall for the time of the scheduled class.
- C) Not receive credit for the course

### **GENERAL BUILDING AND GROUNDS GUIDELINES**

- A. When you arrive at school, get your books from your locker and go to homeroom. Loitering or running is not permitted in the building. Students are expected to remain in their homeroom for the entire homeroom period.
- B. During time between classes, students are to keep to the right and pass from one area to the next in a quiet and orderly manner within the three-minute passing time.
- C. Be careful of all school property and in no way mar or disfigure it. Students defacing or damaging property are personally liable for the cost of repair or replacement.
- D. Litter is unsightly, so let's keep the school ground, rooms, and halls free from paper and other refuse. Wastebaskets and trash cans are provided for this purpose.
- E. Students must realize that the use of vending machines is a privilege not a right. There are restrictions on these machines. The vending machines will remain on during the entire day. Students are reminded that no food or juice will be consumed outside of the cafeteria. If litter becomes a problem in the hallways, classrooms, or study hall, these machines can be turned off for a period of a time determined by the principal.

- F. For security reasons, all outside entrances to the building will be locked by 8:00 a.m. Students, visitors, and vendors will be required to enter the North entrance, the door furthest to the left, and register in the main office before entering the remainder of the building.

### **DRESS AND GROOMING GUIDELINES**

Darlington High School students have generally used good judgment concerning dress and grooming while at school. Trust is put with students with the understanding they will dress in a manner, which is not distracting, or constitute a health or safety hazard. Shoes or sandals must be worn at all times in a public building. Unusual types of dress for boys and girls have no place in school. All students must be **fully clothed**. **No hats are to be worn in the building during the school day by males or females, no short shorts, no low cut or see-through blouses, no clothing that exposes the midriff or cleavage. Pants or shorts should be secured with a belt and be above the hips. Underwear should not be exposed. Shoulders should be covered.** Clothing advertising alcoholic beverages or those with obscene or questionable printing on them will not be permitted. If, in the judgment of school personnel, the appearance of a student is inappropriate or distracting to the educational process or constitutes a health or safety hazard, that student will be directed to correct the problem or be sent home.

Special dress or grooming restrictions may be required for participation in certain extracurricular activities or academic programs.

### **CARD PLAYING**

Playing cards and other such games is not permitted during school hours except during lunch. These games can be played during lunch, in the cafeteria. At no time is gambling of any type permitted.

### **AGE OF MAJORITY**

Darlington High School recognizes the legal right of eighteen-year-old students. Students in this category will be directly responsible for all actions taken or imposed by the school. **It should be understood that all rules and guidelines set forth by the school as applied to students in general are applicable to eighteen-year-old students as well.**

### **STUDENT CARS**

Students driving cars to school will be expected to observe school zone laws and safety rules. Student cars must be parked on the surface portion of the areas designated for student car parking. The area designated for student parking is on the North Side of the High School. Students should park their vehicles on the surfaced portion only. Students are not at any time, other than those times designated by the administration, to park their vehicles on the grass areas surrounding the school building. Vehicles are to be parked in the proper pattern as designated for automobile parking. Student drivers may be required to register their vehicle or turn in their keys to the high school office. (See page 12 Parent/Student Handbook reference to vehicle searches.)

## **SCHOOL VISITORS**

Visitors to Darlington High School must receive permission from the main office before touring the building or visiting classrooms, students, teachers, or staff. Limitations on the visitations or the numbers of visitors may be placed by the building principal or the principal's designee. Any student planning on bringing a visitor to school must receive advance permission to have a visitor. This permission must be requested at least two school days in advance of the visit.

## **PARENT PERMISSION AND STUDENT USER AGREEMENT FORM**

Darlington High School

### Technology Acceptable Use Agreement

New learning opportunities are available to students and staff through advanced technology at the Darlington Community School District. We can now offer technology, internet access through existing telecommunications, networks and electronic resources. Users of this technology will have the opportunity to:

- Gain employability skills needed for the twenty-first century
- Broaden their problem-solving and decision-making abilities
- Work with others to enhance learning options and interact effectively
- Develop high-level thinking skills
- Apply and demonstrate effective communication skills in realistic situations
- Access global resources and broaden research capabilities, to strengthen communication skills

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. However, on a global network, it is impossible to control all materials. The valuable information and interaction available on a network outweigh the possibility that users may produce material that is not consistent with the educational goals of the Darlington Community School District.

Internet access is made available through a complex association of government agencies and regional and cable networks. In addition, the smooth cooperation of the network relies upon the proper conduct of the network users. Users must follow the guidelines, terms and conditions in order to use these technologies.

## **TECHNOLOGY POLICY K-12 STUDENTS**

### **Purpose**

The Darlington Community School District provides access to electronic networks, including access to the internet, as part of the District's instructional program to enhance teaching and learning. The use of the District's property must be for educational and research purposes consistent with the educational objectives of the District. The District reserves the right to monitor and access all use of or content on the District's computers and networks. No person or user should have an expectation of personal privacy in connection with their use of or content stored in, created, received or transmitted over any District property, including its computers and networks, unless such right is guaranteed by statute or law.

In order to protect the integrity of the District's property and to protect the interests of the District and its students the District prohibits (1) use that causes congestion or disruption to the District's computers and networks; (2) searching, retrieving, transmitting or viewing any content in emails or other communications that were not intended for that person; (3) unauthorized software use or downloading or installing unauthorized software, programs or files; (4) use of the network for non-District business including commercial or political activities; (5) engaging in any illegal or inappropriate conduct, including, but not limited to copyright infringement, plagiarism, piracy, harassment, intimidation, threats, defamatory conduct, or misrepresentation including the unauthorized use of passwords or identities of other persons.

### **Description of Security Measures**

The internet provides access to a wide range of material. The District expects that staff will blend thoughtful use of the Internet throughout the curriculum. Because technology is constantly evolving, it is impossible for school personnel to review and pre-select all materials that are appropriate for the use of students and employees. The District approaches appropriate internet usage in the the following ways:

1. Filtering - To the extent possible, the District shall use technology protection measures that allow it to meet the requirements of the Children's Internet Protection Act, including the use of a filter to protect against access to:
  - a. Material that is, by definition, obscene (section 1460 of title 18, U.S. Code)
  - b. Child pornography (section 2256 of title 18, U.S. Code)
  - c. Material that is harmful to minors (further defined in the Children's Internet Protection Act)
2. Supervision - Since no technology protection measure will block all inappropriate material, the District emphasizes the importance of supervision. It is the expectation that all District staff will supervise users of information technology resources, including the Internet.
3. Education - Education about online behavior, including interacting on social networking sites as well as issues surrounding cyberbullying awareness and response will be covered in the curriculum each school year.

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### **Administration, Monitoring, and Privacy Rights**

The District owns its computers, its networks and content on those computers and networks. The District may enforce the operation of technology protection measures at any time and during any person's use of the District's network. To ensure system integrity and appropriate use of information technology resources, the District reserves the right to monitor, inspect, store, and copy any information transmitted, stored, or received using information technology resources. In certain limited circumstances reserved to the discretion and decision of the Superintendent, Principal or designee, the technology protection measures may be disabled, circumvented, or minimized for those demonstrating a bona fide research need to access such filtered or blocked materials, or for other lawful purposes.

### **Statement Prohibiting Use Related to Discrimination, Harassment, and Defamation**

The District prohibits use of its computer system for any purpose in violation of the District's discrimination and anti-harassment policies. All forms of harassment through the use of technology commonly referred to as cyberbullying, are unacceptable and viewed as a violation of this policy. Cyberbullying is the use of technology to harm other people, in a deliberate, repeated, and hostile manner

by sending or posting messages and/or images. The District's computer system may not be used to defame others or disclose sensitive personal information about others.

### **Copyright Infringement of Software**

The District prohibits the unauthorized use, downloading, installation, or copying of software on the District's computer system. All software used, downloaded, installed or copied must be approved by the District. All users must comply with applicable licensing agreements and copyright laws, and copyrighted material may not be used or shared without authorization from the publisher.

### **Description of Other Unacceptable Uses**

District resources are to be used for school-related administrative and educational purposes. The user is responsible for his or her actions and activities involving technology. Some examples of prohibited uses include, but are not limited to, the following:

- Searching for or deliberately viewing, listening to or visiting websites containing inappropriate material or any material that is not in support of educational objectives, such as profane material, obscene material, sexually explicit material, and pornography.
- Attempting to vandalize, damage, disconnect or disassemble any network or computer component.
  - Attempting to gain unauthorized access to the District system or to any other computer system through the District system, or
  - beyond an individual's authorized access. This includes attempting to log in through another person's account or accessing another person's files without their permission.
  - Searching for or creating security problems as this may be construed as an unauthorized attempt to gain access, i.e., computer hacking.
  - Using District resources for purposes of plagiarism, theft, infringement and other illegal or illicit purposes.
  - Installing software without permission of the Superintendent or using District software in a manner inconsistent with the District's interests, license agreements and applicable laws.



- Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.
- Revealing personal data of students and staff (example: PIN, social security number, credit card numbers, addresses, phone numbers, etc.).
- Using the system for purposes unrelated to the interests of the District such as use for commercial purposes or personal pleasure or gain.
- The possession of pagers or two-way communication devices shall be governed by the rules and regulations of the Student Handbook.

In the event a user has any questions regarding whether a use of the District's property is appropriate under this Policy, then the user must contact the Superintendent, principal or designee, for direction.

### **Use of Social Networking Sites**

Certain Web services, such as Moodle, wikis, podcasts, RSS feeds and blogs that emphasize online educational collaboration and sharing among users, may be permitted by the District. However, such use must be approved by the Superintendent, principal or designee,, followed by training authorized by the District. Users must comply with this policy as well as any other relevant policies and rules during such use.

### **Electronic Devices**

When using school-owned electronic devices, or personal electronic devices that are connected to District equipment, users are subject to all technology use policy provisions and regulations that apply to the use of District technology equipment and the network. Additional regulations that apply to electronic devices include, but are not limited to, the following:<sup>-25-</sup>

- Students shall only use school-owned electronic devices during school hours or activities. Such devices shall be the property of the district and may be copied, reviewed, and audited as deemed necessary by the District.
- Use of personal electronic devices is prohibited during school hours and activities, and such devices must be turned off during prohibited times. Devices include the following:
  - Music Players (e.g., MP3/CD, iPODs, Zune, etc.);
  - Laptops;
  - Tablets;

- USB External Hard Drives;
- Gaming Systems (e.g., Nintendo Wii, Playstation, Xbox, Handhelds, etc.);
- Cell Phones;
- Cameras;
- Other Personal Handheld Devices;
- Students shall not use personal devices during school hours unless authorized by a classroom teacher.
- Students shall not connect personal electronic devices to any District technology equipment or the network for educational purposes (e.g., camera, USB external drive, etc.) unless authorized by a classroom teacher.
- Students shall never use any school-owned or personal electronic device that can be used to capture, record or transfer images in private designated areas including locker rooms and bathrooms.

### **Student Creation of Web Content**

Students are prohibited from creating public web content without the approval of an instructor. When appropriate for educational purposes, instructors may create websites for students to contribute to and maintain. Such websites will be monitored by district staff and any inappropriate activity by students will be subject to the consequences described in this policy.

### **Consequences of Misuse**

A student who intentionally violates any of the rules outlined in this policy will face possible punishments including, but not limited to:

- Conference with an administrator
- Restriction of computer access
- Removal from computer access for the rest of the semester or year
- Parental notification
- Loss of internet access
- Loss of email access
- Detention
- Suspension
- Payment of the costs to repair any damage to the computer system or any other electronic device
- Criminal prosecution

The consequences assigned to a student for a violation of the Student Use of Technology Policy will be at the discretion of the administration.

**Technology and Internet Safety Acceptable Use Agreement**  
**for**  
**Student Users**

School Year: \_\_\_\_\_

I acknowledge that I will have access to the Internet through the Darlington Community School District computer system. I understand that the Darlington Community School District will provide filtering software/firewalls in an attempt to limit access to undesirable sites and content.

I have read and understand the following: Technology Policy - K-12 Students, Technology Policy - Staff and Faculty, and Technology Concerns for Students with Special Needs Policy. I agree to abide by and accept responsibility for the appropriate use of the technology offered by the Darlington Community School District. I understand that the inappropriate use of the technologies available may result in the loss of access privileges as described in the policies. I acknowledge that, when appropriate, payment for damages and/or repairs may be assessed to me. I acknowledge that, when applicable, law enforcement agencies may be involved in investigating illegal use of district technology and that this may result in legal action against me. And finally, I acknowledge that inappropriate use of the District's Internet could result in the suspension, revocation, or limitation of computer use and/or other appropriate disciplinary actions, and/or referral to law enforcement agencies.

Student's Name (please print) \_\_\_\_\_

School: \_\_\_\_\_

Student's  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's/Legal Guardian's  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Revised: August 5, 2013

## **TECHNOLOGY CONCERNS FOR STUDENTS WITH SPECIAL NEEDS**

- A. A student's need for assistive technology shall be determined on a case-by-case basis. If the Individualized Educational Plan (IEP) team determines that a particular assistive technology device is required for the student to be provided a favorable benefit from his/her education program, the technology must be provided to implement the IEP.
- B. Assistive technology may be provided as special education, related services, or supplemental aids and services for students with disabilities who are educated in regular classes.
- C. The District is responsible for evaluation in areas in which assistive technology may be a factor. Determination of need for assistive technology will be determined by the following process:
1. Identification of difficulty the student is experiencing and discussion of possible causes for the difficulty. This includes a review of existing information and data. During this review the IEP Team decides other information necessary to make an informed decision about the need for assistive technology.
  2. If existing data does not provide all needed information, team members gather baseline data:
    - The team reviews the problem that is now clearly identified, generates possible solutions, and develops a trial plan of the solutions.
    - During a specified time frame, the trials are completed and data is collected.
    - The team analyzes new data and makes decisions about the longer term use or permanent acquisition of one or more assistive technology tools.
  3. If specific assistive technology is identified as being needed, it is written in the student's IEP.
- D. Those students having special needs but not requiring a formal IEP according to law will also be considered for assistive technology devices and/or services on a case by case basis to be determined by the following process:
1. Identification of difficulty the student is experiencing and discussion of possible causes for the difficulty by individuals or a team comprised of classroom or special education teacher, guidance counselor, librarian, technology teacher, and/or building principal. This includes a review of existing information and data. During this review a team decides other information necessary to make an informed decision about the necessity for assistive technology.

2. If existing data does not provide all needed information, team members gather baseline data:
  - The team reviews the problem that is now clearly identified, generates possible solutions, and develops a trial plan of the solutions.
  - During a specified time frame, the trials are completed and data is collected.
  - The team analyzes new data and makes decisions about the longer term use or permanent acquisition of one or more assistive technology tools.
3. If specific assistive technology is identified as being needed, a request is made of the appropriate district staff for consideration and procurement.

Legal Ref.: Chapter 115, subchapter V, Wisconsin Statutes

Individuals with Disabilities Education Act Amendments of 1997

Approved: December 15, 2009

Revised: August 5, 2013

### **INTERNET USAGE**

The Darlington Community School District is connected to the global communication system called the Internet. As you may be aware, the Internet consists of millions of computer users in nearly every country on the globe, connected through thousands of computer servers located at universities, governmental institutions, private companies, networking organizations, and countless other organizational and individual sites throughout the world. As part of the school curriculum, students will connect with the Internet in classrooms, computer labs, and library media centers.

To ensure responsible and appropriate use of computers and the Internet all students are required to adhere to School District policy. As part of the effort to encourage responsible use of this privilege, we are requesting that parents/guardians discuss the attached policy with their child. Please be aware that restricted access to computers will also preclude student use of computerized educational research tools such as BadgerLink and ProQuest as well as other databases accessed via the Internet.

**Students:**

The Darlington Community School system administrators will deem what is inappropriate use. In the case of an appeal, their decision will stand until a decision is made according to the Darlington School District's Grievance Procedures. At any time, system administrators or instructional staff members have the authority to restrict students' access to the network on a daily basis, and may or may not pursue further review or consequences. System administrators may close a student account at any time, as deemed necessary.

Disciplinary action may be determined in line with existing policies and procedures. Such discipline may be determined by the appropriate teacher, staff, or administrator and may range from verbal warnings, to revocation of access privileges, or to expulsion, depending on the severity or frequency of offense(s).

Consequences for student users not adhering to the *Darlington Community School District Technology Acceptable Use Policy* may result in the user losing privileges as follows:

- First Offense: Up to 9 School Weeks
- Second Offense: Up to 18 School Weeks
- Third Offense: Up to 36 School Weeks

Student users will lose privileges beginning with the day of loss of privileges and extending into the next school year if necessary to serve the full number of school weeks. Once a student user has lost privileges, he or she must apply for reinstatement of his or her account. If reinstatement is desired prior to the end of the period of loss of privileges, a written request may be submitted to the building principal no less than five days from the date of the lost access. Selected members of the building technology administrators will review such application and will take appropriate action. If the outcome of this review is not satisfactory to the student user or his or her parents or guardians, further consideration may be requested of the School Board. School authorities reserve the right to suspend student user privileges indefinitely for acts considered to be severe in nature.

Additional disciplinary action may be determined in line with existing policies and procedures regarding inappropriate language or behaviors. Such discipline may be determined by the appropriate teacher, staff, or administrator and may range from verbal warnings, to revocation of access privileges, or to expulsion depending on the severity or frequency of offense(s).

- When appropriate, payments for damages and repairs may be assessed by the School District to student users or their parents/guardians.
- Student users or their parents/guardians will be responsible for any financial obligations arising outside the district through the unauthorized use of the School District network, its equipment, or the Internet.
- When applicable, law enforcement agencies may be involved, which may result in legal action.

### **DETENTION PROCEDURES**

1. A detention period will be held from 3:35-4:20 p.m. on Tuesday, Wednesday, and Thursday under the supervision of faculty members. **All detentions must be served by the assigned date. Any exceptions must be cleared by the building principal.**
2. Rules for the detention are:
  - A. Students will not be allowed to bring coats, candy, pop, or other refreshments to the assigned area.
  - B. Students will not be allowed to talk or sleep during detention.
  - C. Students are not to be allowed passes to other areas or allowed to leave early unless the Principal grants permission.
  - D. Students are required to bring "school work" with them to study for the designated time.
  - E. Students who arrive late or are disruptive will be asked to leave and will not be given credit for detention makeup for that day.
  - F. Students are not to have a cell phone with them at detention.
3. Assignment Procedure:
  - A. The high school principal or his designee shall be in charge of assigning students to detention for disciplinary action.
  - B. Advisors may also assign their advisees to detention.
4. The principal or advisor may assign students to the general detention for the following: (List is not all-inclusive)

- A. School truancy
  - B. Unexcused tardies (to school or class)
  - C. Class truancy
  - D. Hall pass violation
  - E. Disruptive behavior
  - F. Lack of academic progress
  - G. Insubordination
  - H. Profanity
  - I. Tobacco use or possession
  - J. Any violation of school policies or practices
  - K. Attendance violations
5. Detention notices will generally be mailed to parents when a student is assigned a detention. The mailing will inform parents of the reason for the assignment and details for making up the assigned detention(s).
6. The make up procedure for a student shall be:
- A. Students assigned to detention during a Monday-Friday period must serve that detention within 3 days of the detention given.
  - B. Early makeup is encouraged. If the detention is not made up within this time frame the student will:
    - 1) Have the detention doubled
    - 2) The clock will begin again
    - 3) Not be allowed to participate in any after school activity until the detention(s) are made up
  - C. Detentions may accumulate to a maximum of three (3) during any week. Any detentions beyond this maximum could result in a suspension from school up to three days.
  - D. Any student failing to serve the detention obligation in the designated time will be subject to further disciplinary action up to suspension from school.
  - E. All detentions must be served prior to the end of any grading period. Failure to do so may result in withholding the end of the school year students "check out" procedure.



- F. The main office may be made available for serving detentions Monday through Friday before school and/or on Monday and Friday after school.

### **REASONS FOR SUSPENSION**

Students may be suspended for any violation of school rules or for violations of state or municipal law while on school premises. Be it noted that violations either of the repeated nature or serious offenses may also warrant referring said student to the Board of Education for consideration of expulsion. Some of the possible reasons for suspension but are not limited to the following:

1. Disorderly Conduct. Penalty = suspension from school for the number of days determined by the building principal. Referral to appropriate authorities for possible citation.
2. Use of or possession of Tobacco, Alcohol, or Drugs. Penalty = suspension from school for a minimum of 1 to 5 days. Referral to appropriate authorities for citation of state and municipal authorities.
3. Insubordination. Repeated refusal to follow teacher or administrative directives. Penalty = Suspension from 1-5 days or possible expulsion from school.
4. Intimidation, threat, or harassment of staff, students, and or administration. Penalty = Suspension from school from 1-5 days or possible expulsion from school.
5. Fighting. Penalty = Suspension from 1 to 5 days depending on the seriousness and the number of incidents. Possessing weapons of any nature. Penalty = Suspension from 1-5 days or possible expulsion from school.
6. Other actions that are interpreted to endanger the health, safety, and welfare of the building population as determined by the building principal.

Note: Suspension and or expulsion from school are serious consequences for inappropriate student behavior, but are necessary in order to insure the safety and well being of all staff, students, and administration within the building.

The determination of suspension and or expulsion will follow appropriate guidelines as to assure student/parents appropriate due process. The school will make every effort to keep the parent/guardian and the student informed at all times.

While any student is under (out of school) suspension restrictions, that student will not be permitted to be on school property for the length and duration of the suspension. That includes any time beyond the normal school day as well.

### **BUS TRANSPORTATION**

Bus transportation to and from school is a privilege provided by the school district. All attempts are made to make buses safe and convenient, and students have the responsibility to maintain a good relationship with and respect driver's requests. The following are some basic rules governing bus transportation.

1. The bus driver is in charge and has the authority to control and discipline passengers. His/her directions are to be followed.
2. Be on time to keep the bus on schedule. Enter and exit the bus through the main door of the bus.  
The emergency door is to be used only in case of an emergency.
3. Remain seated while the bus is moving. Never tamper with or damage bus equipment. The student is responsible for damage costs.
4. Rural students will be bused to/from their legal address. If a student is to be picked up or dropped off at a different location, a written request for change from the parent/guardian must be presented to the driver, and the Bus Company must be notified. The location must be on a regular route. Students cannot be picked up or dropped off anywhere in the city limits other than the designated points as determined by the Board of Education.
5. Food and beverages are not to be consumed on the bus and use of or possession of tobacco, pocket knives, lighters, matches, or dangerous objects is prohibited.
6. Do not throw items inside the bus or out the windows.
7. Keep hands, feet, and head inside the bus and keep personal items out of the aisles.
8. Refrain from loud talking, laughing, or other behavior that can distract the bus driver.

Students who demonstrate repeated unacceptable bus behavior or commit a serious offense can be removed temporarily or permanently from bus riding privileges.

## HIGH SCHOOL FEE SCHEDULE

**Activity Fees - \$5.00\***: This required fee is collected to offset costs for assembly programs, school drama and music programs, student publications, homecoming and other student activities.

**Athletic Card - \$15.00\***: This pass provides admission to all home, non conference and regular season contests. Students who so wish may pay at the gate to attend contests of their choice. If they so choose, they may opt not to purchase an inter athletic pass.

**Book Deposit - \$10.00\*** This required fee is collected to offset the cost of wear and tear and periodical replacement of textbooks.

**Co Curricular - \$50.00 per student with a maximum of \$100 per family (Fee will be waived for families that fill out free-reduced lunch paperwork)**

**Chromebook Rental - annual rental fee of \$50.00 per student**

### **The Yearbook (Pekatonika)**

Students wishing to order a yearbook will be responsible for payment when the order is placed. The yearbook staff will announce ordering details during the fall.

### **Driver Education Fee (Behind-the-Wheel)\***

A Two Hundred and Forty Dollar Fee (\$240) is required before a student can begin the driving phase of driver education.

### **Hot Lunch Fees \***

Adults	\$3.80
Students 7-12	\$2.90
Students K-6	\$2.60
Milk All\$	.25

**\*\*NOTE:** Fee Schedule is subject to change by action of the Board of Education.

## **CLASS SCHEDULING**

Class scheduling at DHS is systematically arranged to provide the best in traditional scheduling. We believe this approach permits the maximum in student choice for course selection and provides for an effective overall school learning atmosphere. Each student is allotted sufficient time within his/her daily program for study time. This time allotment, based on number of credits scheduled, is both a privilege and a responsibility. Students must learn to plan and effectively utilize their time and talents if they expect to reach educational goals. Study time is to be used in studying subjects or in pursuing special interests in study hall, in the library, in laboratories, in consultation with staff members, in working on special research or projects, and in other similar educationally constructive situations.

Realizing that all young people do not mature and accept responsibility at the same rate, certain safeguards have been initiated in order to aid students in meeting their responsibilities. These safeguards include the availability of a counseling service, a homeroom advisor and a procedure of home contact.

Suggestions from parents and responsible students will always be welcomed in our mutual efforts to provide the students of Darlington Community Schools with the opportunity to gain a good education and thus increase chances for a satisfying future.

## **STUDENT SCHEDULE CHANGES**

Generally, students are not allowed to make schedule changes once school starts. However, special circumstances occasionally arise to justify such changes. In these cases, students are to contact the school counseling office to explore the change possibilities. The counselor, assisting in the change, uses a schedule change process requiring certain signatures.

The teachers play an important role and are actively involved in the process of determining whether a change should be made. **Courses may only be dropped up until the end of the second week of each semester. The only exceptions will be due to unusual extenuating circumstances.**

## **STUDY HALLS**

Much of the academic success or failure in high school depends on the responsible role students assume for study hall time. Student's use of facilities, attitude toward study time, and behavior during study time requires a mature approach, and we assume most students can assume the responsibility for proper use of study periods. Study halls are provided to give students an opportunity for independent study. Sufficient materials should be brought by students to the study hall to keep them occupied for the entire period. Making good use of this time will relieve some homework. An atmosphere of quiet shall prevail in the study

hall, and efforts should be made by all to avoid any unnecessary disruption. Students will follow directions of the study hall teacher and no horseplay will be tolerated. A student wishing to be excused from study hall must present a pass from another teacher requesting his/her release.

### **STUDY HALL GUIDELINES**

Study hall should be used to the academic advantage of the student. Rules for acceptable classroom behavior should prevail. Consideration of others and cooperation between students and the teacher in charge will help create the proper atmosphere for effective study. General study hall rules are the following:

1. Students will have assigned seats. Study halls are quiet study areas.
2. Students are expected to report to study hall on time, enter in an orderly manner and have sufficient study materials to last for the assigned time. Any material needed from the locker should be obtained before class or study hall periods.
3. A student wishing to see another teacher during study hall time must have previously obtained the appropriate pass from the teacher. No sign outs until roll call has been completed.
4. The supervisor will establish a checkout system for the restrooms. Students will be excused at the direction of the teacher in charge.
5. Playing cards or other such games is not permitted.
6. Permission to talk or study together must be obtained from the study hall supervisor.
7. The vending machines in the cafeteria can be used. All refuse must be returned to the garbage cans or the machines will be removed from service. No juice or food is to be taken from the cafeteria to other classrooms or the locker rooms.
8. At the completion of study hall, students are expected to put chairs, books, paper, etc. in their proper place.
9. Sleeping in study hall or taking a nap is not acceptable.

### **DISTANCE LEARNING ROOM**

Some students will register for classes offered in our Distance Learning Room. These classes are offered to afford students the opportunity to take classes not offered in our present curriculum. They are offered by schools that have instructors at their site. This system has been made available through the Southwest Rural Telecommunications Network Consortium (SRTNC).

Since students taking the course may be taking a course offered by another school district there may not be an instructor supervising the students from our staff. Students must realize that Student conduct rules in place in our building apply to all students in all classes throughout the building. Distance learning classes are no exception to that rule.

There will be certain standards expected of all students taking these courses. These standards are unique to the system because the system itself is somewhat unique. Each student taking a distance learning course will be required to read and sign along with their parent and the principal a procedure statement that covers all of the various concerns of this unique situation.

**Students that register and take any Distance Learning Course are doing so under the understanding that they have signed up for the duration of the course, whether that course is a semester or year long course, therefore, any student that drops the course before its completion date risks the chance of having to reimburse the school district for any fees paid by the district for the enrollment of that student in that course.**

Some of those procedures are as follows:

- A high standard of behavior is expected of all students and insubordination of any kind or anything that interferes with the teaching or learning in the classroom will not be tolerated.
- Inappropriate language or gestures will not be tolerated.
- All classes are monitored by the host school, the student's school (Administrative office), and at times SRTNC. All classes can be taped for further review.
- Classroom procedures must be followed.
- Students must sit within camera view at all times.
- Students must not mishandle the equipment in the classroom.
- Students may not bring food or drink into the classroom.
- Students must follow all other rules as specified by the teacher.

Even though all regular DHS student conduct expectations apply to the Distance Learning Classes, it should be known any misconduct in the Distance Learning Class could have serious consequences. It must be understood that classroom monitoring is done from the main office. Students that can't follow the expectations of the instructor can be permanently removed from the Distance Learning Class.

## **Guidelines for students participating in Distance/Online Learning Courses**

1. A student must have Junior or Senior Status
2. The course must not be a parallel course offered within the Darlington Community School District
3. A student would need to discuss with the School Counselor the rigor of the class and the consequences for not passing; discuss how a particular class pertains to student career path. A student may not earn more than 8 of the 24 credits from Distance Learning.
4. The course must be DPI approved
5. The Course must be requested by May 15 of any year.
6. The course must be approved by the School Counselor, Principal and the Curriculum Coordinator.
7. The Board of Education may approve special circumstances upon request.

## **LIBRARY MEDIA CENTER**

**2017-2018**

The school Library Media Center (LMC) is the instructional material center of DHS. Instructional aids available in the LMC include: books, magazines, newspapers, networked desktop and laptop computers (all with Internet access), a streaming video service, many online databases, CD, VHS and DVD recordings, as well as NOOK eReaders, Galaxy Tablets, Chromebooks and iPads. It is a place where students may do research for class assignments. It also supplies supplementary reading materials for students who are interested in enrichment reading. If a student's assigned study hall is

not located in the LMC, a pass may be obtained from library staff to "check out" of study hall and report to the LMC instead. Many times throughout the year, entire classes will use the LMC for in-class work.

### **Library Media Center Guidelines:**

1. Books may be checked out for three weeks. Mobile devices may be checked out for hourly, daily, or quarterly use upon approval from teachers or LMC staff.
2. Only LMC staff and faculty members are allowed in the periodical room, behind the checkout desk, or in the workroom.
3. Periodicals and general reference books may be checked out for use during that day only and are not to be taken out of DHS without LMC staff approval. Exceptions may be made for materials that are needed for research purposes.
4. All mobile devices must be checked out from LMC staff if they are to be taken outside the LMC. Students and teachers wishing to take home mobile devices will need to complete Mobile Device Agreements each school year.
5. Each student is responsible for all materials checked out on his/her account. It is expected that students will return all materials in a timely fashion. Students will be required to pay for any material that is defaced, stolen, or lost.
6. Use of the Internet on LMC computers is subject to DHS Acceptable Use Guidelines.
7. All those who use copy machines and printers in the LMC are expected to follow the posted Copyright Guidelines.

## **DARLINGTON HIGH SCHOOL**

### **STUDENT PROCEDURES FOR USE OF THE**

### **LIBRARY MEDIA CENTER**

It is our goal to make the Library Media Center a welcoming learning environment for all who use it. In order to respect the needs of all users,



the following procedures will be implemented. Thank you for your cooperation!

~Mrs. Kori Hemming, District Library Media Coordinator

~DHS Library Media Assistant

### **Study Halls**

Students may sign up for available blocks of time on the Study Hall Signup sheets in the library. They may then obtain an LMC pass from LMC staff. This may be done before school, during lunch periods, or during passing times. Each student must sign up for him/herself- no group passes will be issued.

**Students who are on the weekly “Concerns List” may not come to the LMC without a signature from the teacher who put him or her on the list.**

**Students may check out laptop computers, iPads, Galaxy Tablets, Chromebooks, and NOOK Readers for use in the school building. If a device is to be used only in the LMC, it does not need to be checked out.**

**If students would like to check out devices for use off the district grounds, they may see LMC staff who will guide them through the process.**

**Students will report to their study hall teachers and have them sign their LMC passes. Students will then report directly to the LMC during their scheduled blocks. They may ask to go to their lockers or bathrooms after checking in with LMC staff.**

**Once in the LMC, attendance will be taken and any student tardy or not present as per the schedule will be reported to the office. Students must stay for the entire block they will not be allowed to return to study hall for that block.**

### **Classes**

Teachers may bring entire classes into the LMC for book checkout, research, test-taking, or for other reasons. While classroom teachers will usually accompany students to the LMC, it is expected that students will follow all LMC rules and expectations during the time they are there.

### **Occasional Use**

All students using the LMC during regular class periods will be expected to have passes from their teachers.

### **LIBRARY MEDIA CENTER**

### **STUDYHALL EXPECTATIONS**

Come quietly and directly to the LMC from your study hall; do not stop at lockers, the restroom, etc.

Stay in your chosen seat and work quietly.

Bring all necessary study materials with you.

Quiet talking in small groups is permitted.

You may leave the LMC only with a pass.

Computer and mobile device use is for educational purposes and operates under the district's Acceptable Use Policy.

Clean up your work area(s) before you leave at the end of the period.

\*\*\*Students who do not follow Library Media Center expectations will be sent to the office and may have LMC privileges restricted or removed.

### **DARLINGTON LIBRARY MEDIA PROGRAM**

### **PROCEDURE FOR CHECKING OUT MATERIALS AT THE**

### **JOHNSON PUBLIC LIBRARY**

You may request materials from the Johnson Public Library (JPL) with the help of the library media staff in the Darlington Community Schools.

Please follow these procedures.

If You are Comfortable Using the Public Library System

You may request materials by logging onto the JPL online system and request materials using your own library card number. You would then be responsible for picking up and dropping off the material yourself.

If You are NOT Comfortable Using the Public Library System

If you do not know your library card number or if you would prefer our staff assist you in requesting material, ask a library staff person to help you look up its availability. Should you decide you would like our staff to request the material for you, we will do so and will notify you when it becomes available in Darlington.

### **Pickup and Return of Library Materials**

If possible, please pick up the material yourself. If this is a hardship for you, you may ask our library media staff to do so for you. If you pick it up at the JPL, please return it there, on time, yourself. If our library media staff picks it up for you, please return it to us on time and we will see that it is returned to JPL.

### **Checkouts**

All materials will be checked out to your personal public library account unless other arrangements are made with our library media specialist, **Mrs. Hemming**.

We encourage anyone who does not have a public library card to apply for one. They are free and you may apply by filling out an application at JPL or in either of the school library media centers. Applications are available online at [www.johnsonpubliclibrary.com](http://www.johnsonpubliclibrary.com) under "Library Card." Please note: If you are under the age of 16, you will need to have a parent or guardian's signature on the application. You may mail it, drop it off at JPL yourself, or give it to our library media staff and we will submit it for you.

Once the application has been processed, your library card will be sent to your home.

## **PROCEDURE FOR** **STUDENT USE OF DCS MOBILE DEVICES** **OFF SCHOOL GROUNDS**

The Darlington Community School District strongly believes in the power of technology to transform learning. Many of the district's mobile devices are available for use outside the district. In cases whereby students wish to borrow a mobile device for use outside the district, the following procedures and guidelines must be acknowledged and followed:

1. The student must attend an informational session provided by district library media staff.
2. The student's parent or guardian must be trained in the use and care of the device provided by district library media staff either in person or via telephone.
3. The student must submit a signed copy of the "Mobile Device Checkout Agreement" before the device may be checked out. This agreement will be in effect for that particular device for the duration of the school year. The student and his/her parents/guardians must acknowledge that they have read, understand, and will follow the Darlington Community Schools' "Computer Network Policy- K-12 Students," including all Conditions for Use and the Consequences of Misuse (700.13) whenever the device is used outside the school district.
4. The student must have a current, signed copy of the "Technology and Internet Safety Acceptable Use Agreement for Student Users" on file at the school district.
5. Mobile devices must be checked out to the student through the district's library media centers.
6. Any device issued to the student is intended to be an educational tool and should only be used in that capacity. The student should have no expectation of privacy in his/her use of the device.
7. Parents/guardians are responsible for supervising their child's use of the device and Internet usage when outside the school district.
8. Parents/guardians may request their child's login and password in order to facilitate in the supervision of the student's usage of the device outside the school district.
9. The student agrees not to log into accounts nor to download and/or purchase apps, books, etc. on the device.
10. Should the device be stolen or tampered with in any destructive or illegal fashion, it is the parents'/guardians' responsibility to contact the nearest police or sheriff's department and submit a copy of their report to the school district within 5 business days. The school district will cooperate in supplying any necessary information regarding the device to the authorities upon request.
11. The student is responsible for returning the device, its case, and any related items to the library media center where it was checked out at the agreed upon date.
12. Devices must be returned in the same condition as they were in when they were checked out to the student. Should the device not be in acceptable working order, the student and or parents/guardians are responsible for notifying library media staff immediately upon its return.

13. Replacement costs and/or the repair for damages that are not covered by the device's warranty and that occur to the device, its case, or any related items checked out to the student, are the sole responsibility of the parents/guardians.
14. If any school district staff member has a reasonable suspicion that the student has violated any of the above conditions, the consequences shall be the same as those provided in the Darlington Community Schools' "Computer Network Policy-K-12 Students," including all Conditions for Use and the Consequences of Misuse (700.13.)

**STUDENT Mobile Device Checkout Agreement**

We have read and agree to the attached *Procedure for Student Use of DCS Mobile Devices Off School Grounds*.

We understand that replacement costs and/or the repair for damages that are not covered by the device's warranty and that occur to the device, its case, or any related items checked out to the student, are the sole responsibility of the parents/guardians.

We understand that this agreement is in effect throughout the current school year and that it may be revoked by the Darlington Community Schools at any time.

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Device Training Sessions:**

<b><u>Date</u></b>	<b><u>Mobile Device</u></b>	<b><u>Student Initials</u></b>	<b><u>Parent/Guardian Initials</u></b>	<b><u>Library Staff Initials</u></b>

**USE OF TEXTBOOKS**

Students will be issued textbooks and all books will be identified by the book number and the student's name. It is the responsibility of the student to return the book in good condition with allowances made for general book wear and depreciation. Students are responsible for paying established fees for excessive book damage or loss. The official report cards and/or official transcripts will not be released until all fines, fee, and project costs are paid. Books and other material left on bookshelves in the gym, etc. will be turned in to the office. A fine will be assessed before their return.

## REGULAR SCHEDULE

Student & Teachers report to homerooms-----	7:55
HOMEROOM-----	8:00 - 8:15
Rtl-----	8:18 - 8:44
1st Period (A)-----	8:47 - 9:31
2nd Period (B)-----	9:34 - 10:18
3rd Period (C)-----	10:21 - 11:05
4th Period (D)-----	11:08 - 11:52
5A Class (E1)-----	11:55 - 12:39
Lunch Shift ---	11:52 - 12:22
5B Class (E2)-----	12:25 - 1:09
Lunch Shift -	12:39 - 1:09
6th Period (F)-----	1:12 - 1:56
7th Period (G)-----	1:59 - 2:43
8th Period (H)-----	2:46 - 3:30

Darlington High School has a **closed** campus lunch period. This simply means that classes are held through the lunch time and students eat in shifts, and cannot leave the campus to eat lunch. One-half of the student body will begin class while the other half is eating.

The above schedule includes two lunch periods. Students will receive directions regarding their designated lunch period during opening day orientation.

Students are requested to either participate in the hot lunch program or to carry their own lunches. Exceptions will be made on approval from the principal's office. Carry out lunches are not to be delivered to DHS.

**NOTE:** The time schedule above includes an 8 hour day with 26 minute RTI period, 44 minute classes, 3 minute passing periods and a 15 minute homeroom period. The homeroom period will be used for such purposes as roll call, announcements, teacher guidance and supplying students with written information, as well as for study and plan time. Other schedules will be used, from time to time, to accommodate special events: Assemblies, Veteran's Day, Awards Day, etc. Afternoon classes may be rotated on designated days throughout the school year to meet special needs.

## CURRICULUM DAY SCHEDULE

REPORT BELL-----	7:55
Teachers & Students in Classrooms-----	8:00
1 <sup>ST</sup> PERIOD -----	8:00-8:38
2 <sup>ND</sup> PERIOD-----	8:41-9:15
3 <sup>RD</sup> PERIOD-----	9:18-9:52
4 <sup>TH</sup> PERIOD-----	9:55-10:29
6 <sup>TH</sup> PERIOD-----	10:32-11:06
7 <sup>TH</sup> PERIOD-----	11:09-11:43
5A CLASS/LUNCH-----	11:46-12:18
5B CLASS/LUNCH-----	12:21-12:53
8 <sup>TH</sup> PERIOD-----	12:56-1:30
BUSES LEAVE-----	1:40



## ALTERNATE SCHEDULE

REPORT BELL-----7:55

Teachers & Students in classrooms  
-----8:00

Rtl----- 8:00 – 8:26

1st Period - (A) ----- 8:29 - 9:12

2nd Period - (B) ----- 9:15 - 9:58

3rd Period - (C) ----- 10:01 - 10:44

4th Period - (D) ----- 10:47 - 11:30

5A Class - (E1)----- 11:33 - 12:16

1st Lunch ---- 11:30 – 12:00

5B Class - (E2)----- 12:03 - 12:46

2nd Lunch ---- 12:16 - 12:46

6th Period - (F) -----12:49 - 1:32

7th Period - (G) ----- 1:35 - 2:18

8th Period - (H) ----- 2:21 - 3:04

Homeroom/Activity Period ----- 3:07 - 3:30

This schedule is used periodically throughout the year to permit class and club meetings to be held at the end of the day, or for athletic teams to leave early and not miss class time.

## WEATHER DELAY SCHEDULE

Student Report Bell----- 9:55

Teachers & Students in Classrooms----- 10:00

1st Period - (A) ----- 10:00 - 10:35

2nd Period - (B) ----- 10:38 - 11:13

3rd Period - (C) ----- 11:16 - 11:51

5A Class - (E1)----- 11:54 - 12:28

1st Lunch ----- 11:51 - 12:21

5B Class - (E2)----- 12:24 - 12:58

2nd Lunch ----- 12:28 - 12:58

4th Period - (D) ----- 1:01 - 1:36

6th Period - (F) ----- 1:39 - 2:14

7th Period - (G) ----- 2:17 - 2:52

8th Period - (H) ----- 2:55 - 3:30

This is the class schedule to be used when weather causes a two-hour delay for the start of school.

## **PARENT INVOLVEMENT**

### **Rationale**

**It is the goal of the Darlington Community Schools to develop a strong partnership with parents. Parents and schools working together increase student achievement and develop positive attitudes about self and school.**

**The key factor in the home-school partnership is the relationship between the teacher and the parent. Teachers are professionals who manage a variety of instructional resources. Parents are an essential resource in the learning process of their children. Organizational support from the school board and the administration enables teachers to effectively develop the partnership.**

**The intent of this policy is to strengthen the partnership between home and school. Both are important to the success of the child and together can ensure that each child can and will succeed.**

### **Policy**

- 1. Parents will be invited to be involved in the planning, implementation, and evaluation of the Title I Schoolwide program.**
  - a. A yearly meeting of parents will be held to plan and evaluate the scope and practice of the Title I Schoolwide program.**
  - b. Parents will be kept informed about student participation and progress in the  
Title I Schoolwide program.**
- 2. Parents will be invited to attend/participate in student activities and performances.**
  - a. Parents and community will be invited to attend musical, theatrical, forensic, sporting, academic competitive events, and other programs.**
  - b. Parents and grandparents will be invited to participate in Reading Week activities.**



- b. Provisions will be made for limited or non-English speaking parents.
- 6. The parent involvement policy will be reviewed annually by school personnel, Title I Planning Committee, parents, and district school board members.

Revised: August 6, 2012

The Darlington Community School District provides that no person may be denied admission to any of its schools or be denied participation in, or be denied the benefits of, or be discriminated against in curricular (or methods and materials) extracurricular, pupil services<sup>-49-</sup>, recreational or any other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability.

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#### Parents' Right To Know

As a parent of a student at the Darlington High School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information:

- For teachers, college majors, degrees earned, both undergraduate and graduate.
- For teachers, certification to teach and in what areas/grades.
- For instructional aides, qualifications such as post high school education.

If you would like to receive any of this information please call Dr. Denise Wellnitz, District Superintendent at 776-2006 Option 3.

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**School district receiving funds under any U.S. Department of Education program must notify parents of their right to inspect certain student surveys and to opt their children out of those surveys.**

**If a survey asks students for information in any of the following eight categories, parents will be given the right to inspect the survey:**

- **Political affiliations or beliefs of students or their family.**
- **Mental and psychological problems of students or their family.**
- **Sex behavior or attitudes.**
- **Illegal, anti-social, self-incriminating, or demeaning behavior.**
- **Critical appraisals of individuals with whom students have close family relationships.**
- **Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and minister.**
- **Religious practices, affiliations, or beliefs of students or their parents.**
- **Income (other than required by law to determine eligibility for program participation or financial assistance).**

### **300.9**

#### **SCHOOL COUNSELING CENTER**

The primary purpose of the school counseling department is to help students develop satisfactory decision making skills. Decisions confronting students might deal with the choice of school subjects, a future career, personal issues, academic difficulties, or any other of a great variety of situations. Darlington High School has a school counseling department available to the students during the school day. Unless a problem is urgent, it is preferred that students see a school counselor during study hall time so that valuable class time is not lost.

The school counseling office has an extensive library of information concerning various occupations, colleges, and vocational schools. Students are encouraged to check out this information and take it home to discuss it with their parents early in their high school career. Information concerning scholarships and other financial aid is also available in the school counseling office. The school counseling office does student scheduling. Much time is spent by students and staff choosing courses and arranging the schedule of classes. Therefore, do not change your program without permission from the school counseling office. Please refer to the school counseling office website for this information and additional information at [www.dhscounselingoffice.wikispaces.com](http://www.dhscounselingoffice.wikispaces.com)

If students have concerns or need help, the school counseling office will provide assistance or direct the student to the appropriate person. Information about the topics discussed above can be obtained from the school counselor.

In addition to the school counselor, each student has a homeroom advisor to assist with plans, problems, etc. The advisor will work with the student mid-point of each quarter to obtain academic progress information from each teacher. This information will also be relayed to the parents. Good communication between the counseling office, advisor, student, and home is important and every attempt will be made to see that it exists throughout the school year.

### **Darlington Community School District Policy For**

### **Darlington High School Graduation Requirements**

In order for a student to graduate from Darlington High School a student must:

1. Carry at least 6 credits each year with a maximum of 7 credits.  
Permission to exceed that maximum must be obtained from the high school counselor.
2. Be in regular attendance for 8 semesters.
3. Have accumulated a minimum of 24 credits. Note: The minimum level of 6 credits/year will total exactly 24 credits.
4. These credits must include the following:
  - A. a minimum of four (4) credits of English and Speech.
  - B. a minimum of three credits (3) credits of Social Science.
  - C. a minimum of **three (3)** credits of Mathematics.
  - D. a minimum of **three (3)** credits of Science.
  - E. One and one half (1 ½) credits of Physical Education.
  - F. One half (1/2) credit of Health.
  - G. **One half (½) credit of Personal Finance. (Starts with Class of 2021)**
5. A minimum of **8 1/2** credits of electives from any combination of the following:
  1. Vocational Education.
  2. Foreign Language.
  3. Fine Arts.
  4. Other courses

All courses must be successfully completed in addition to the required number of credits in each of the above areas.

6. Students must be enrolled in a Board of Education approved class each period of the day.
7. The student must have all bills and obligations completed and have completed all check out procedures prior to graduation.
8. **No student can be enrolled in more than 1.5 study halls per semester (Individual exemptions will be considered based on class loads.)**

### **REPORTING STUDENT PROGRESS**

Darlington High School is organized on a semester basis in terms of course offerings and grade reporting. Each semester is divided into two quarter reporting periods. There are two semesters in a school year.

The reporting of pupil progress during each semester is as follows:

1. **Concerns List** - Each week, following the first two weeks of each quarter, a list will go out to all teachers. This list will contain names of students who have a grade lower than C-. If a student's name is on this list he/she can only receive a pass to leave study hall to go to the library from that teacher. A student on the "Concerns List" will also be assigned a structured study hall to assist them with completing assignments and improving academic progress.
2. **Progress Reports** - Completed at the mid-point of each quarter. The purpose of such reports is to promote communication between the student, instructor, advisor, and parents. This status report will indicate status of the student at that time of quarter, and should provide direction for the remainder of the quarter grading period.
3. **Report Cards** - Are issued at the completion of each quarter with a letter system of grading.

Report cards will be distributed in the following manner:

- A. First, second and third quarter cards distributed to the student during a special homeroom.



- B. Fourth quarter (end of semester two) cards are mailed home for those students requesting them when the student has completed all end of year check-out procedures.
4. The semester grade will be reported on the second and fourth quarter report cards. This letter value grade reflects the total evaluation of a student's work for the semester and is not necessarily an average of the quarter grades for the semester. It is this semester grade which is recorded on all permanent records.
  5. Each teacher will inform students of the specifics of grading for their course. Students are responsible for understanding and fulfilling the expectations of a course as described by each teacher.
  6. Any work missing for a class could cause an incomplete for that grading period. Incompletes must be eliminated within (2) weeks after each of the first three grading periods or an E will be given for work not completed. This E would then be included in the marking period grade. All work for the fourth quarter must be completed by the end of the quarter.

### **RESPONSE TO INTERVENTION**

- 1) Response to Intervention Program (Rtl): This is a program designed to assist students who need specific skill development and enhancement in Reading, Language Arts and/or Math.
- 2) Concern Students: During the 26 minute Rtl period, students who are not involved in the intervention program but have a grade lower than a C- will be assisted in small study groups. The object is to assist students in completing work or assist with studying the content of the class they are performing low.
- 3) Target Students: During the 26 minute Rtl period, students who are hitting all the targets (standardized test scores are average or above and do not have any grades below a C-, may have study time when not assigned to test prep, or be given assistance to prepare for District Testing which could include ACT Prep. Students may be able to work on group projects, meet with specific teachers to get assistance, go to the library or other options approved by the principal for being a member of the Target Group.

## **GRADING SCALE**

A = 4.00 is 94 - 100 B+ = 3.33 is 88 - 90 C+ = 2.33 is 78 - 80 D+ = 1.33 is 68 - 70 F .00 is 0-59

A- = 3.67 is 91 - 93 B = 3.00 is 84 - 87 C = 2.00 is 74 - 77 D = 1.00 is 64 - 67

B- = 2.67 is 81 - 83 C- = 1.67 is 71 - 73 D- = 0.67 is 60 - 63

## **GRADE POINT AVERAGE (G.P.A), AND CLASS RANK**

Grade point average, which includes all courses except band, chorus, and driver's education, is calculated each quarter and for the semester. A student's quarterly grade point is used to determine the honor roll. The semester G.P.A. is used to determine class rank with the cumulative semester G.P.A. and class rank recorded on a student's transcript.

## **ACADEMIC HONORS**

Starting with the Graduating

Class of 2018

**Honor rolls shall be published in the Darlington Community School District each grading period. Pupils in the high school who have total Honor Points meeting specified levels shall be eligible for District honor rolls.**

**Other honor programs recognizing pupil academic achievement may be implemented in the District in accordance with guidelines established by the administration.**

**“Awards” are classified as “directory data” under the pupil records law. This information may only be disclosed if a parent or guardian has not filed a statement prohibiting disclosure of directory data.**

## **Recognition of Seniors**

**At the end of seven semesters, the traditional cumulative grade point average will be multiplied by the number of Laude points earned by each**

pupil to calculate the total Honor Points the pupil has earned. Total Honor Points will be utilized with respect to class rank, the determination of scholarship applications, and recognition at graduation ceremonies.

Those pupils who earn Summa Cum Laude (3.2 – 4.0 traditional cumulative grade point average and 27 total Honor Points or higher) will be awarded gold cords to be worn at graduation. Those pupils who earn Magna Cum Laude (3.2 – 4.0 traditional cumulative grade point average and 22 - 26.99 total Honor Points) will be awarded silver cords to be worn at graduation. Those pupils will earn Cum Laude (3.2 – 4.0 traditional cumulative grade point average and 16 – 21.99 total Honor Points) will be awarded white cords to be worn at graduation.

District pupils and transfer pupils will receive Laude points upon passing as follows:

- **Advanced Placement Courses will be awarded one (1) Laude point.**
- **1:1 Transcribed Courses and Project Lead the Way Courses will be awarded one-half (.5) Laude points.**

#### **HONOR POINT CHART**

This chart will be reviewed every 2 years and revisions will be made when needed. If revisions are made to this chart and or policy, the revisions would go into effect with the next incoming freshmen class. Minimum qualifications for Cum Laude recognition at graduation are a 3.2 cumulative grade point average at the end of 7 semesters and a Laude score of 16 during their high school career.

**Cum Laude: Laude score of 16-21.999**  
**Magna Cum Laude: Laude score of 22-26.999**  
**Summa Cum Laude: Laude score of 27 or more**

CGPA  
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	4	3.9	3.8	3.7	3.6	3.5	3.4	3.3	3.2
20	80.00	78.00	76.00	74.00	72.00	70.00	68.00	66.00	64.00
19.5	78.00	76.05	74.10	72.15	70.20	68.25	66.30	64.35	62.40
19	76.00	74.10	72.20	70.30	68.40	66.50	64.60	62.70	60.80
18.5	74.00	72.15	70.30	68.45	66.60	64.75	62.90	61.05	59.20
18	72.00	70.20	68.40	66.60	64.80	63.00	61.20	59.40	57.60
17.5	70.00	68.25	66.50	64.75	63.00	61.25	59.50	57.75	56.00
17	68.00	66.30	64.60	62.90	61.20	59.50	57.80	56.10	54.40
16.5	66.00	64.35	62.70	61.05	59.40	57.75	56.10	54.45	52.80
16	64.00	62.40	60.80	59.20	57.60	56.00	54.40	52.80	51.20
15.5	62.00	60.45	58.90	57.35	55.80	54.25	52.70	51.15	49.60
15	60.00	58.50	57.00	55.50	54.00	52.50	51.00	49.50	48.00
14.5	58.00	56.55	55.10	53.65	52.20	50.75	49.30	47.85	46.40
14	56.00	54.60	53.20	51.80	50.40	49.00	47.60	46.20	44.80
13.5	54.00	52.65	51.30	49.95	48.60	47.25	45.90	44.55	43.20
13	52.00	50.70	49.40	48.10	46.80	45.50	44.20	42.90	41.60
12.5	50.00	48.75	47.50	46.25	45.00	43.75	42.50	41.25	40.00
12	48.00	46.80	45.60	44.40	43.20	42.00	40.80	39.60	38.40
11.5	46.00	44.85	43.70	42.55	41.40	40.25	39.10	37.95	36.80
11	44.00	42.90	41.80	40.70	39.60	38.50	37.40	36.30	35.20
10.5	42.00	40.95	39.90	38.85	37.80	36.75	35.70	34.65	33.60
10	40.00	39.00	38.00	37.00	36.00	35.00	34.00	33.00	32.00
9.5	38.00	37.05	36.10	35.15	34.20	33.25	32.30	31.35	30.40
9	36.00	35.10	34.20	33.30	32.40	31.50	30.60	29.70	28.80
8.5	34.00	33.15	32.30	31.45	30.60	29.75	28.90	28.05	27.20
8	32.00	31.20	30.40	29.60	28.80	28.00	27.20	26.40	25.60
7.5	30.00	29.25	28.50	27.75	27.00	26.25	25.50	24.75	24.00
7	28.00	27.30	26.60	25.90	25.20	24.50	23.80	23.10	22.40
6.5	26.00	25.35	24.70	24.05	23.40	22.75	22.10	21.45	20.80
6	24.00	23.40	22.80	22.20	21.60	21.00	20.40	19.80	19.20
5.5	22.00	21.45	20.90	20.35	19.80	19.25	18.70	18.15	17.60
5	20.00	19.50	19.00	18.50	18.00	17.50	17.00	16.50	16.00
4.5	18.00	17.55	17.10	16.65	16.20	15.75	15.30	14.85	14.40
4	16.00	15.60	15.20	14.80	14.40	14.00	13.60	13.20	12.80
3.5	14.00	13.65	13.30	12.95	12.60	12.25	11.90	11.55	11.20
3	12.00	11.70	11.40	11.10	10.80	10.50	10.20	9.90	9.60
2.5	10.00	9.75	9.50	9.25	9.00	8.75	8.50	8.25	8.00
2	8.00	7.80	7.60	7.40	7.20	7.00	6.80	6.60	6.40
1.5	6.00	5.85	5.70	5.55	5.40	5.25	5.10	4.95	4.80
1	4.00	3.90	3.80	3.70	3.60	3.50	3.40	3.30	3.20

## **HONOR ROLL**

There are three levels of honors and the honor roll will be prepared at the end of each quarter. The computation will be based on grades in eligible courses only. To determine grade average, add up the grade points in eligible courses and divide by the total number of credits in those subjects.

Distinguished Honors - A Grade Point of 4.00 in eligible courses.

High Honors - A Grade Point Average between 3.68 and 3.99 in eligible courses with no grade lower than a "C".

Honors - A Grade Point Average between 3.40 and 3.67 in eligible courses with no grade lower than a "C".

## **NATIONAL HONOR SOCIETY**

Darlington High School sponsors a chapter of the National Honor Society. The local chapter is known as the Darlington Scholars and election to this society is a distinct achievement for any student. Selection is made by a faculty committee with candidates judged on the basis of scholarship, leadership, character, and service.

The candidates must be juniors or seniors with a minimum grade-point average of 3.4. Potential members must demonstrate high ethical standards, exhibit initiative both in the classroom and in extracurricular activities, be successful in holding position of responsibility, and show loyalty to their school and community.

Any member who fails to maintain the society standards could be placed on probation or dropped from membership in the society.

## **HIGH SCHOOL RECORD**

Darlington Community High School keeps a thorough record of each student beginning with grade school and continuing through high school. This record is valuable to the teachers in enabling them to better understand their students, and thus assist the students in making adjustments. These records will also serve as guides to the faculty in recommending students to employers, colleges or others of similar concern.

A student's progress record is one that will be part of his life as long as there is any need for reference for it. Most business and professional employers are concerned with what students did while they were in high school. Such interest is not centered entirely on scholastic standings, but in attendance and school involvement as well.

Behavioral records are kept for one year following graduation and then destroyed.

High school records are far more important than many students are aware. A college or employer will often accept an individual only on the basis of past performance. The time to be aware of this fact is now while you are making the record and not later when it can

no longer be changed. The action, attitudes, and achievements of your four years of high school will play a very important part in determining your future.

### **STUDENT RECORDS**

Pursuant to the provisions of the Family Education Rights and Privacy Act of 1974, Darlington Community Schools is required to give annual notice to parents and adult students of their rights regarding student records.

It is the policy of Darlington Community Schools to insure the confidentiality of student records. Individual student records shall include progress records (e.g. grades, courses, attendance, etc.) and behavioral records (e.g. cumulative and special education records). The records are maintained in the following locations: PROGRESS RECORDS - K-8 at Darlington Elementary/Middle School Office: 9-12 at High School Office. BEHAVIORAL RECORDS - Cumulative records are at the student's attendance center. A list of all staff that handle or have access to student records will be posted at each site. Student records are open for inspection by parent or student upon request, with interpretation given by school officials. Parent permission is obtained before release of information to third parties. The transfer of school records to another school or school district will normally be sent within 5 working days following the official written notice. Behavioral records are destroyed one year after students graduate or last attended a school, unless written permission is given to retain them. All progress records will be maintained indefinitely, with periodic review and destruction on a 5-year basis.

The School Board has adopted a policy that includes further description of the above information. Copies of this policy are available at the office of the Superintendent, Darlington Community Schools District Office, 776-2006.

If you believe that the district is not complying with the federal student records law you may file a complaint at the office of the Superintendent.

### **STANDARDIZED TESTING**

The standardized testing program at Darlington Community School is a part of the regular, sequential program of the district. This program under the direction of the pupil personnel staff includes both standardized ability and achievement testing.

Students should pay particular attention to test dates and make every effort to be in attendance when the tests are administered. The purpose of such a program is to provide assistance to each student in assessing their academic progress and to better make post-high school career decisions.

### **TESTING**

During the weeks of **September 12-13, another date in January and another date in the spring**, the high school students will take tests called Measures of Academic Progress (MAP). We give students MAP tests to determine your

child's instructional level and to measure academic growth throughout the school year in the areas of reading, language arts and math.

### MAPS

MAPS tests are unique in that they adapt in order to be appropriate for your child's level of learning. As a result, each student has the same opportunity to succeed and maintain a positive attitude toward testing. With MAP tests, we can administer shorter tests and use less class time while still receiving detailed, accurate information about your child's growth and at what instructional level they best learn. As parents/guardians, you will receive reports generated by MAP. The staff will use the results to direct instruction. Instruction, in turn, will be adjusted to assist every student to meet the benchmark to be called Career and College Ready.

ASPIRE	ACT	WORKS KEY	AP
9 <sup>th</sup> Graders & 10 <sup>th</sup> Graders  Window is April 8- May 10	Feb 27  11 <sup>th</sup> Graders	Feb 28  11 <sup>th</sup> Graders	May 8th-15th Students enrolled in the AP classes.

We are truly excited to begin a new era that focuses on every child's individual growth and achievement.

For more information on resources for parents, download the Parent Tool Kit at [www.nwea.org](http://www.nwea.org).

## **ANNOUNCEMENTS**

General announcements are made during homeroom in the morning and near the **end** of 8th period in the afternoon. Only emergency announcements will be made at any other time. Students submitting announcements are required to have them checked and signed by their club advisor before presenting them to the main office.

The main office window may carry announcements, schedules, bulletins, etc. and should be checked daily. Permission should be obtained in the office before placing materials in the window.

## **LOST AND FOUND**

You are requested to turn into the office any unclaimed articles found in the building or on the grounds. If you have lost something, please check the lost and found located in the main office.

## **LOCKERS**

Students are assigned a hall locker and a physical education locker and/or athletic locker when appropriate.. These lockers are for your convenience, but are school property and are subject to inspection or search at any time. You are expected to keep them clean and neat at all times. Students should minimize the amount of personal property in any locker.

Here are some things to remember regarding your lock and locker:

1. You are advised to not share your locker or combination with other students.
2. Keep your locker locked at all times. The school takes every precaution to safeguard personal belongings, but if you leave your locker open or set, you are asking for trouble. Only school provided locks are permitted.
3. Under no circumstances should you leave valuables or large sums of money in your locker. If it is necessary to bring items of value to school, have them held in the school office for safe-keeping.
4. Each student is responsible for the condition of his/her locker both inside and out. Please keep them clean and report any damage.
5. You must stay in the locker assigned to you unless you receive permission from the principal's office to move.
6. Periodic locker inspections will be conducted during the year.
7. Although the school will investigate any reports of stolen property, it cannot be held responsible for things lost or stolen from your locker. Use only your locker and keep it locked for your own protection.



## **EMAIL AND STUDENT MANAGEMENT SYSTEM**

Email and other technology applications: We will be using Google for email. We will also be implementing Google Applications for students and teachers. Example: Google Docs, Google sites, Google groups, etc. Student emails will be:

firstname.lastname@student.darlington.k12.wi.us

Email access for all students: All students will be able to email outside the district, using the school email. Reminder that this will be able to be monitored by the school's filter and should be for appropriate use only. Violations may cause this access to be terminated or suspended.

Student Management System is INFINITE CAMPUS. Parents and students will be issued a 32 character log in, called a GUID, to get into the system for the first time. Once you have logged into the system you will be able to reset your password. Parent GUID & Log in procedures may be picked up in the office or requested to be sent via email. We may try to share this information over the phone but understand we are sharing a 32 character guid and going through an 8 step procedure so this may be difficult. Students will receive their guid and procedures at school.

If you utilized this system last year, you are already to go. If you received a GUID but didn't set up an account, contact the high school office for your GUID and procedure. If you are new to the district, please contact the office and a GUID and procedure will be sent to you. If you don't remember your password or would like it reset please call the school.

## **D.H.S. STUDENT INSURANCE PROGRAM**

Darlington High School participates in a student and athletic insurance program, administered by First Agency. The purpose of this program is to assist in meeting medical expenses not covered by other family insurance. This program is secondary coverage insurance and it requires parents to identify their private carrier to complete the claim procedure.

In the event of an injury, a student must report such to the supervising teacher or coach immediately. Failing to report an injury to the staff member in charge could result in a denial of insurance coverage. The teacher in charge will assist in filing the accident form with the high school secretary.

## SCHOOL LUNCH PROGRAM

Students are assigned to a designated lunch period.

After eating, students may spend the remaining time in the cafeteria, in the cafeteria corridor, in the gym, or in the designated outside area. During the lunch period, the restroom facilities located in the west corridor are available for student use.

Remember, classes are in session at other parts of the building. Loud noises or other disruptions cannot be tolerated. Remember, we have a closed-campus noon period.

The serving line will be a single line along the west wall of the cafeteria corridor. Lunch for each student will be processed through the automated lunch system at the beginning of the serving line. All trays and dishes must be returned to the window. Students bringing sack lunches must eat in the cafeteria. Absolutely no food is to be taken out of the cafeteria.

Lunch money can be deposited by students before school, during homeroom or their lunch period. Let it be understood that your place in the lunch line is after you have deposited your money (no save my place I will be right back). **Parents may deposit money anytime throughout the day.** Students must keep their accounts up to date and paid on a regular basis. Parents may view their child's lunch account balance at their leisure at the Infinite Campus log on site. Students may check their balance at any time in the lunch line or the main office. Absolutely no credit will be allowed for daily lunches. Students will be discouraged from borrowing lunches from other student's accounts. **If a student doesn't have enough money in their account they will be offered a sandwich and milk at the lunch line.**

When weather permits the designated outdoor area can be used subject to the following:

1. During lunch periods only.
2. Area is limited to the lawn area next to the cafeteria and bounded by the driveway.
3. Access to this area is through the back door near the music room and boiler room.
4. No pop or lunches will be allowed in the outside area.
5. All general rules already applicable to noon period conduct will apply outside.
6. The area is provided for relaxation and conversation purposes only.

Violations of these rules or general student conduct problems will close the outdoor area.

# **PHILOSOPHY OF ATHLETICS**

## **AT**

### **DARLINGTON HIGH SCHOOL**

The Darlington Community School District believes all school experiences make significant contributions to each student's physical, intellectual, and psychological growth. Participation in the interscholastic athletic program is expected to help a student achieve not only the objectives of the interscholastic athletic program, but also the objectives of the health and physical education program and all other educational programs of the District.

For a student to take the opportunity and to exercise the privilege to participate in interscholastic activity implies, on the part of the student, a willingness to accept the requirement, the demands, and the responsibilities associated with the opportunity and the privilege. The student who elects to participate is understood to accept responsibility of such things as taking care of equipment, maintaining healthy training habits, ensuring respect for self and others, sustaining academic growth, and for exhibiting exemplary personal conduct.

A major goal of the interscholastic athletic program is to provide students with experiences for developing courage, honesty, fair play, cooperation, loyalty, personal pride, and the desire to excel. Developing the desire to excel is emphasized because it is known to motivate an individual to do his or her very best.

Emphasis is not placed on winning at any cost. It is placed on helping the young athlete to perform successfully and to be persistent in the desire to do his/her best on the field, in the classroom, at home, and in society.

Being part of an athletic team should be an enjoyable experience. It should not be forced upon anyone who does not want to participate according to the regulations established by the District. On the other hand, mere participation in athletics is not enough. The athlete must work hard to achieve objectives and attain goals. With commitment and with self-discipline the athlete can find satisfaction, success, and learn to be his or her own beneficial influence.

## **DHS INTERSCHOLASTIC ATHLETICS OPPORTUNITIES**

All sport seasons can commence with the first official starting date allowed by the WIAA and/or South West Activities League Constitution. (SWAL)

All sport seasons culminated by state tournaments shall end immediately following the completion of the state tournament. Others shall end immediately following the completion of the last regularly scheduled contest.

A "sign-up" meeting for a given sport may be held prior to the start of a season. These meetings are to be strictly organizational in nature and require approval from the activities director and principal.

Non-school activities, in particular summertime programs, will be allowed providing they follow WIAA policy and the principal grants permission.

The following is a list of interscholastic athletics offered at Darlington High School. Specific rules for participation and levels of competition are explained at the organization meeting and are approved by the Board of Education.

### **GIRLS ATHLETICS**

Basketball

Cross Country

Golf

Softball

Track

Volleyball

Equestrian

### **BOYS ATHLETICS**

Basketball

Baseball

Cross Country

Football

Golf

Track

Wrestling

Hockey

Equestrian

## ELIGIBILITY

All eligibility regulations of the WIAA and the Darlington Community School District must be followed.

**Adaptations made by the Darlington Community School District can be more strict but not more lenient than the WIAA regulations.**

- A. Academic Eligibility. To be eligible for participation an athlete must meet school and DPI requirements defining a full-time student and receive **NO MORE THAN ONE** failing grade (**including incompletes**) in a grading period(s). **Grading periods refer to nine (9) week grading periods as well as Semester grading periods.** An incomplete will be considered a failure until made up. If an athlete becomes academically ineligible, he/she remains so until the end of the next nine week grading period.
- B. Physicals and Parental Consent. In order to participate in athletics, each athlete must have on file a properly completed physical examination card. **Physical examinations taken April 1 and thereafter are valid for the following two school years.** The alternate year permit card must be on file for the non-physical exam year. An athlete is not allowed to practice or compete until the physical examination card and/or alternate year permit card is on file.
- C. Darlington Athletic Code Acknowledgement (ACA) Card and Athletic Emergency Information Cards.
- Before an athlete will be allowed to practice, he or she must file a signed ACA Card and Athletic Emergency Information Card. Such cards must be dated and signed by both the athlete and his/her parent/guardian.
- D. Changing Sports. Unless the two head coaches involved agree, an athlete who begins practice for one sport may not drop that sport and start practice for another sport during the same season. (Example: A **boy** may not drop **wrestling** and start playing basketball during the same school year unless both coaches agree to the change.)
- E. Other Rules of Eligibility. All other rules of eligibility may be found in the WIAA Handbook. ([www.wiaawi.org](http://www.wiaawi.org)) These rules include residence and transfer, age, amateur status, attendance and non-school participation. Consult your Athletic Director or Principal if you have questions on these rules.

## **STUDENT SCHOOL ATTENDANCE as it pertains to athletics**

Regular full-time **school and class** attendance is expected of all athletes. Coaches must check the absentee list each day to note athletes that may be absent from school. An athlete must be in school for a minimum of 4 consecutive class periods in order to practice or participate that day. Certain exceptions may be made, but they must be approved by the Principal. All absences must be excused absences.

## **DARLINGTON HIGH SCHOOL - ATHLETIC CODE** **Revised Summer 2016**

### **Mission Statement/Philosophy**

The Darlington Community School District believes all school experiences make significant contributions to each student's physical, intellectual, and psychological growth. Students are given the opportunity, for instance, to participate continuously in learning activities in the areas of health and physical education. Interscholastic athletics are considered a co-curricular opportunity and supportive adjunct to the health and physical education program. Participation in the interscholastic athletic program is expected to help a student achieve not only the objectives of the interscholastic athletic program, but also the objectives of the health and physical education program and all other educational programs of the District.

For a student to take the opportunity and to exercise the privilege to participate in interscholastic activity implies on the part of the student a willingness to accept the requirement, the demands, and the responsibilities associated with the opportunity and the privilege. The student who elects to participate is understood to accept responsibility for such things as taking care of equipment, maintaining healthful training habits, ensuring respect for self and others, sustaining academic growth, and for exhibiting exemplary personal conduct.

A major goal of the interscholastic athletic program is to provide students with experiences for developing courage, honesty, fair play, cooperation, loyalty, personal pride, and the desire to excel. Developing the desire to excel is emphasized because it is known to motivate an individual to do his or her very best.

Emphasis is not placed on winning at any cost. It is placed on helping the young athlete to perform successfully and to instill in them the desire to do his/her best on the field, in the classroom, at home, and in society.

Being part of an athletic team should be an enjoyable experience. It should not be forced upon anyone who does not want to participate or does not want to participate according to the regulations established by the District. On the other hand, mere participation in athletics is not enough. The athlete must work hard to achieve objectives and attain goals. With commitment and with self discipline the athlete can find satisfaction, success, and learn to be his or her own beneficial influence.

## **Academic Standards**

While we recognize the importance of extracurricular activities in the overall school program, we believe that academics comes first. Therefore, to participate in activities, students must be in good academic standing.

### **End of Quarter Grades**

Students must pass all classes at the grading periods. Any student failing to meet this requirement will be ineligible for 4 weeks to start the next grading period. At that time, if a grade check shows that the student is now passing all classes, the student will become eligible. A student must practice during the time of ineligibility.

### **Weekly Grade Checks**

A student will be placed on academic probation under the following circumstances:

*If a student receives a failing grade on the weekly concerns list, that student has one week to raise all grades to a passing level. If after the one week period the student is still failing any course they become ineligible until they are passing all courses.*

## **School Attendance**

Regular school attendance is vital in student achievement. Therefore, a student must be in attendance 5A-8th period to participate in event or practice unless there is medical documentation or prior approval from building principal or designee.

## **TRANSPORTATION OF SQUADS**

All athletes are required to ride the bus to and from away athletic contests. If an athlete misses the bus and finds other transportation to the event, he/she will not be allowed to dress or participate in the contest. An athlete may return home from an athletic event with his/her parent/guardian providing the parent or guardian receives prior approval from the coach or makes a personal request at the contest.

Athletes will not be allowed to return home with their friends or parents of a friend. They will only be released to their own parents/guardians. Athletes are encouraged to return home on the bus with their team at all times unless special circumstances warrant other arrangements.

## Rules and Regulations

All students participating in activities are expected to follow the same rules and regulations. Since there are many differences in the nature of the activities offered, the same disciplinary measures would not be appropriate to all activities. For this reason, this code will deal with athletics while other activity-specific codes will be utilized for other extra-curricular activities. Students that participate in both areas should understand that in the event of a violation, they would be subject to discipline in both areas.

### Major Violations

1. Rules and Regulations
  1. Alcohol – use, possession, buying, and/or selling of alcoholic beverages is prohibited
  2. Drugs – use, possession, buying and/or selling of illegal drugs is prohibited as is the use, possession, buying and/or selling of unauthorized prescription medication
  3. Tobacco/Nicotine Products – use, possession, buying, and/or selling of tobacco/nicotine products is prohibited. This also includes electronic cigarettes
  4. Theft – theft in or out of school will not be tolerated
  5. Assault – physical or verbal assault to school personnel
  
2. Penalties
  - a. First Violation – Suspension for 20% of the regularly scheduled contests. The participant **must** attend all practices during the suspension.
  - b. Second Violation - Suspension for 50% of the regularly scheduled contests. The participant **must** attend all practices during the suspension.
  - c. Third Violation - Suspension for one-calendar year from the date of the suspension. The participant **will not** be allowed to practice during the suspension.
  - d. Fourth Violation – Suspension for remainder of high school career.

In the first and second violation, if the participant chooses not to practice, the suspension will carry over to the next season. If the suspension cannot be completed in the current activity, it will carry over to the next activity that the student participates in. In order for the penalty to be counted, the participant must finish the season in good standing.



## **Minor Violations**

### **1. Rules and Regulations**

Conduct – conduct unbecoming a participant may include one or more of the following

- a. Flagrant misbehavior in class and/or activity
- b. Disorderly conduct as defined by state law in or out of school
- c. Vandalism in or out of school
- d. Flagrant disrespect of school personnel in or out of school

### **2. Penalties**

- a. First violation – Coach's discretion
- b. Second violation – suspension from one (1) regularly scheduled contest
- c. Third violation – suspension from two (2) regularly scheduled contests
- d. Additional violations – each additional violation will result in an additional suspension of two (2) contests

Any participant who is suspended for a code violation will forfeit their eligibility to be named to the All-Conference team during the athletic season in which the suspension is served.

## **Reporting Violations**

Student-athletes that violate the above rules will be subject to disciplinary action as outlined in this document.

Athletes that are suspected to have violated these rules should be brought to the attention of the Activities Director in one of the following ways:

1. Signed statement from an individual describing the incident.
2. Police report of the incident.

## **PROCEDURE FOR APPEAL FOR DISCIPLINARY ACTION**

The steps outlined below constitute the procedures to be followed should a disciplined athlete and/or his/her parents or guardians decide to appeal a disciplinary action.

### **All disciplinary action is in effect during the appeal process.**

1. Upon receipt of the Activities Directors or designees written notification to the athlete's parent/guardian of the disciplinary action taken, the appellant has 7 days to submit a written appeal request. This must be submitted to the Activities Director.
2. Upon receipt of a written appeal request, the Activities Director or designee within 3 days must send to the appellant written reasons for the disciplinary action.
3. Upon receipt of the written reasons the appellant may (1) drop the appeal or (2) request a hearing before the Appeal Committee. Requests for hearings must be in writing and received by the Activities Director within 3 days of receipt of the written reasons.
4. Upon receipt of the hearing request, the Activities Director or designee will set a Hearing time and date within 10 days of receipt of the Hearing request. The Appeal Committee will be composed of: (1) the Principal, (2) the Athletic Coach assigned to Appeals Committee for the year, (3) the Activities Advisor assigned to the Appeals Committee for the year. The appellant may elect either an open or closed hearing. Within 7 days of the conclusion of the hearing, the Activities Director or designee will cause the decision to be sent to the appellant.
5. Should the appellant be dissatisfied with the hearing decision the appellant may request a meeting with the Superintendent to review the hearing decision. The request for the Superintendent review must be sent to the Superintendent within 7 days following the receipt of the hearing decision. Within 7 days of the conclusion of this meeting the Superintendent will cause the decision to be sent to the appellant.
6. Should the appellant be dissatisfied with the Superintendent decision, the appellant may request a meeting with the Board of Education to review the Superintendent decision. Procedures for Board review will be those of the Appeal Hearing. The request for Board review must be sent to the Superintendent within 7 days of receipt of the Superintendent decision. Board decisions will be final.

NOTE: These procedures have been set forth to give athletes and their parents or guardians recourse to set right disciplinary action which may be felt to be unfair. Timelines are short in order to bring about quick redress if upon review the discipline proves to be unfair. School officials, athletes, and parents are

encouraged to deal with one another informally and without rancor to bring about conditions and relationships which will be in the best interest of the athlete, teammates, the sport in which he/she is engaged, and the integrity of the District.

Should the athlete and his/her parents or guardians, or their counsel, feel that the situation requires greater formality, the District will attempt within reasonable bounds to comply with their requests and modify these procedures accordingly.

## **DARLINGTON COMMUNITY SCHOOL DISTRICT**

### **2017-2018 ATHLETIC CODE ACKNOWLEDGEMENT CARD (ACA)**

#### **INTRODUCTION**

Training rules are set forth to help bring about self-discipline. An individual performs at maximum capacity only after body and mind have been conditioned through a regular routine of training and self-discipline. The following rules pertaining to training and self-discipline are in effect for all students in the Darlington School district who participate as athlete, cheerleaders, and team managers. Once a student has filed a properly signed ACA Card, that filing will serve the student for a **twelve (12) month** period following the date of filing.

#### **CODE OF CONDUCT**

A student engaged in Interscholastic Athletics at Darlington High School is expected to govern his/her behavior so that he/she WILL NOT participate in activities nor will he/she willfully maintain his/her presence at activities, nor will he/she individually act in a way which breaks any of the following training rules:

#### **Major Violations**

1. Rules and Regulations
  1. Alcohol – use, possession, buying, and/or selling of alcoholic beverages is prohibited
  2. Drugs – use, possession, buying and/or selling of illegal drugs is prohibited as is the use, possession, buying and/or selling of unauthorized prescription medication
  3. Tobacco/Nicotine Products – use, possession, buying, and/or selling of tobacco/nicotine products is prohibited. This also includes electronic cigarettes
  4. Theft – theft in or out of school will not be tolerated
  5. Assault – physical or verbal assault to school personnel

#### **Minor Violations**

1. Rules and Regulations
  - Conduct – conduct unbecoming a participant may include one or more of the following
    - a. Flagrant misbehavior in class and/or activity
    - b. Disorderly conduct as defined by state law in or out of school
    - c. Vandalism in or out of school
    - d. Flagrant disrespect of school personnel in or out of school

As a student participant and as parent(s) or guardian(s) of the student, we acknowledge that the Athletic Code (including Disciplinary Action and Appeal Procedures) as well as the WIAA Rules of Eligibility as set forth by the Darlington Community School District and the WIAA have been given to us for our study.

We accept these conditions covered by the documents. We acknowledge that we will make a good faith effort to insure that these conditions are complied with. We understand the nature of discipline to be applied for violations and we understand the appeal process.

In addition, we recognize and accept our joint responsibility for equipment use. We understand that use of such equipment will be only for practice and contests. We understand that we are expected to see to it that all such equipment issued is returned in good condition at the end of the given season or when called for or be responsible for payment if lost or damaged.

**PARENT(S) or GUARDIANS SIGNATURE**

**PARTICIPANT SIGNATURE**

\_\_\_\_\_

\_\_\_\_\_

**Date Signed** \_\_\_\_\_

**Date Signed** \_\_\_\_\_

### **CO-CURRICULAR ACTIVITIES**

The following school activities are to be considered co-curricular functions:

- |                                     |                      |
|-------------------------------------|----------------------|
| 1. Athletics                        | 10. Class Committees |
| 2. School Publications              | 11. FFA              |
| 3. Cheerleading/Pom Pon             | 12. Attendance at:   |
| 4. Organizational Clubs (see below) | a. school dances     |
| 5. Redbird Advisory Committee (RAC) | b. class activities  |
| 6. Solo and Ensemble Contests       | c. float building    |
| 7. Forensics**                      | d. parades           |
| 8. Pep Band                         | e. drama productions |
| 9. Drama Productions**              | f. athletic events   |

\*\* - Requires a passing grade in all subjects to participate.

## **ORGANIZATIONS AND CLUBS**

1. Pep Club
2. FFA
3. Redbird Advisory Committee (RAC)
4. LEAD
5. Letter Club
6. Pekatonika Staff
7. Spanish Club
8. National Honor Society

## **MAJOR SOCIAL ACTIVITIES**

1. Homecoming
2. Cabaret
3. Prom (Formal)

## **SOCIAL FUNCTIONS**

1. All school functions will end no later than 11:30 p.m. unless special arrangements are made. The only exceptions to this rule are the Homecoming Dance and the Junior Prom.
2. Students may bring a friend from outside the school to a function but courtesy would dictate that the student introduces the friend to the chaperone in charge and the visitor name is to be registered in the office prior to the event.
3. A student leaving a school function will not be permitted to return unless an understanding has been made previously with the chaperone in charge.
4. All social function arrangements must be made through the head advisor of the sponsoring group and with the approval of the Principal. Details such as equipment needs, ticket sellers, chaperones, and clean-up details must be cleared in the principal's office the day before the function.

## **FIELD TRIPS**

Field trips will be sponsored at various times during the school year because of the educational and learning value they provide. When a field trip is approved, student participants must complete and have on file the appropriate parent permission document. Only activities receiving advance approval from the principal are recognized school activities.

## **FIRE DRILLS**

Fire drills will be held periodically during the year. Become familiar with evacuation signs and procedures for each room. When the alarm is sounded, the following procedures should be carried out immediately:

1. Stand and walk orderly toward the proper exit.
2. The last one out of the room should close windows and doors, turn off lights.
3. Be orderly at all times. Keep noise to a minimum.
4. Stay with your group. In case of a real fire, your teacher will need to take roll call.
5. Leave coats, books, etc., in the building. Do not attempt to go to your locker or carry possessions outside.
6. If an assigned exit is blocked, proceed in an orderly fashion to the nearest exit.
7. Do not return to the building until you have been informed to do so by the office.
8. Each student must leave the building. If you are not in your classroom when the alarm sounds, go out the nearest exit and join your group after you are outside the building.
9. The dangers in a school fire can be kept to a minimum if students learn proper procedures during fire drills. We expect good conduct and cooperation during all fire drills.

## **TORNADO REGULATIONS**

The following reminders should assist drill execution and serve as a guide in case of an actual alert at DHS.

1. The general objective is to keep away from areas with flying glass and possible collapsing walls.
2. Students and staff are to proceed to the designated area as posted for the specific room they occupy at the time of a drill or alert. Direction signs are posted in rooms and are reviewed periodically.
3. Students are to leave books, etc. in rooms. Do not go to lockers.

4. Students are to be seated and be silent during the drill or alert.
5. No one is to leave the building during a drill or alert.
6. Drapes or curtains should be closed in all rooms. Lights turned off.

Your attention to the importance of the drill is critical. Please be sensitive to the importance of preparedness in case of an actual alert. You will be notified via P.A. announcement when to proceed to your designated area and when to return to your rooms.

### **SECURITY PROCEDURES "LOCK DOWN"**

At times it may be necessary to isolate students and staff from potentially hazardous situations such as threats, intruders, acts of disorderly conduct, or other criminal conduct. In this event, here is the procedure:

1. Notify office personnel of the illegal behavior immediately
2. Principal or designee may choose to do the following:
  - a) Observe the illegal behavior
  - b) If the situation seems under control/ calm, attempt to engage the person in conversation to determine their intentions
  - c) Instruct office personnel to call 911 for help if necessary
3. Call 911 for assistance-(other personnel should immediately go to step 4)

Be prepared to give the following information to dispatchers:

- a) An explanation of what is wrong.
  - b) How many offenders are there
  - c) The offender's description & location in the building
  - d) Are there weapons or threats involved
  - e) Do not hang up the phone until the dispatcher says it's okay to do so
4. Simultaneously, Announce via PA as follows:

**"This is (the Principal or designee). Lock down procedures need to be implemented at this time."**

All students and staff need to immediately obey the following guidelines:

- a) Lock your doors and do not answer them
- b) Remove students from door visibility
- c) Be quiet
- d) Disregard phones, dismissal bells, and fire alarms
- e) Make a record of all students present
- f) Do not end security procedures until instructed to by the person who implemented them

**SPECIAL CIRCUMSTANCES -**

Between classes: seek shelter in the closest classroom

Gymnasium: seek shelter in the locker rooms

Lunch: remain in the cafe and shut and lock the doors

Playground: gather the children into a group and go away from the threat

Office Personnel need to turn off the bell dismissal system.



## **WEATHER AND SCHOOL CLOSING**

The District Administrator or designee and the Transportation Contractor will make decisions on the closing and/or reopening of school. Weather reports, county highway official reports, and other reports will be considered in an attempt to gather as much pertinent information as possible. There may be occasions when we will operate for those who can get to school even though buses cannot get to all parts of the district.

If school is to be closed, radio stations will be notified prior to 7:00 a.m. and will be asked to announce this information periodically up to 8:00 a.m. The following stations will be contacted:

Radio:

WEKZ FM93.7 Monroe, WDMP FM99.3 Dodgeville, WPVL FM 107.1-WTOQ  
AM1590 Platteville, KDTH AM370 Dubuque

Television:

WISC-TV CH. 3 Madison, WMTV-TV CH.15 Madison, WKOW-TV CH. 27  
Madison

UNLESS AN ANNOUNCEMENT IS MADE INDICATING THAT SCHOOL WILL BE CLOSED, SCHOOL WILL BE OPEN AND IN OPERATION. LATE STARTING TIMES ARE ALSO POSSIBLE. LISTEN FOR RADIO ANNOUNCEMENTS.

## **THE FLAG**

Darlington Community High School is an institution of a kind that is characteristic only to the United States of America. It recognizes and promotes all those ideals that are engendered in the Constitution of the United States of America and Exhibits in the American way of life.

The pledge to the flag and the national anthem will be presented at appropriate occasions. The flag will be displayed from the school's flag staff at all times, weather permitting, when school is in session. It will be displayed at indoor gatherings of people at programs and athletic contests. Students of the school will give the flag the same symbolic courtesy and attention that they learned in their early school connection with programs and assemblies.

## **PLEDGE OF ALLEGIANCE**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

## **SCHOOL SPIRIT**

School spirit may be divided into three categories:

1. Courtesy - toward teachers, fellow students, and officials of school at 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 SONG**

Cheer, cheer for Darlington High  
Keep high the honors bearing her name.  
Send the good old cheer on high,  
Waving the banners in the sky.  
It makes no difference how hard they fight.  
Darlington High will come out all right,  
While her loyal sons are marching

## **ALMA MATER**

Cheers to thee our Alma Mater  
With its Red and White  
We your loyal sons and daughters  
Ever honor Thee  
Lift the chorus,  
Speed it onward,  
Loud her praises tell.  
Hail to thee, our Alma Mater  
Hail the Redbirds home.

## GENERAL INFORMATION

- To see the counselor - Room 11 - either by appointment or as a walk-in.
- In case of sickness - Report to main office where arrangements can be made to use the sickroom or have your home contacted.
- Lost Articles - Main office.
- To have an announcement read - See the advisor of the activity.
- Fire Drill - An evacuation plan is posted in each room.
- If you are tardy - Report to the main office.
- To use telephone - Telephone for student use is located in the main office. For phone use during the school day, seek permission to use the phone in the office. (no social calls) No student cell phone use will be permitted during the school day.
- Tornado or disaster drill - The location of protected areas is posted in each room. Follow these directions and those of the staff involved ensuring safety.
- To obtain a work permit - Clerk of Courts, Lafayette County Court House.
- To register for the draft - Registration at the Post Office or with the Principal.
- Bad Weather School Closing Announcement - Listen to one of the following:
- Radio:
- WEKZ FM93.7 Monroe, WDMP FM99.3 Dodgeville, WPVL FM107.1-WTOQ AM1590 Platteville, KDTH AM1370 Dubuque
- Television:
- WISC-TV CH. 3 Madison, WMTV-TV CH.15 Madison, WKOW-TV CH. 27 Madison
- To spend club or class money -Activity advisor and Principal must approve all expenditures in advance.
- Lunch Accounts – Accounts may be updated in the main office during homeroom or our lunch period.



## SCHOOL - STUDENT - PARENT AGREEMENT

The Darlington School District envisions the highest level of success for every individual. To accomplish this, parents, teachers and students need to work together. We ask that you recognize this by signing the part of the agreement that pertains to you and returning this page to the homeroom teacher.

### School Checklist:

- We will provide a safe and caring learning environment where your child will begin to be responsible for his/her own behavior and learning.
- We will provide challenging curriculum for your child.
- We will take into account individual strengths in children.
- We will help your child follow the school and classroom rules.
- We will keep you informed of your child's progress.
- We will help you with how you can help your child at home.
- We will provide materials/activities for you to work on with your child at home.

Homeroom Teacher's Name: \_\_\_\_\_

Homeroom Teacher's Signature: \_\_\_\_\_

### Parent/Guardian checklist:

- I will send my child to school on time every day unless he/she is ill.
- I will see that my child has the necessary school supplies.
- I will supervise the completion of homework.
- I will attend the parent/teacher conference in fall and spring for each of my children.
- I will read with my child at home and/or help with homework as needed.
- I will support my child by attendance at special school functions.

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

### Student Checklist:

- I will do my best to attend school each day it is in session unless I am sick, attending a school approved appointment or attending a school sponsored function.
- I will follow all school rules and classroom rules
- I will complete all my school work to the best of my ability
- I will be in my seat and prepared for class at the beginning of each period
- I will be a positive active participant in class activities I will complete assigned work on time
- I will be respectful to all individuals I encounter in the school environment

Your Child's Name: \_\_\_\_\_

Your Child's Signature \_\_\_\_\_

