

Darlington High School



**Parent-Student
Guidebook**

2024-2025

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Non-Discrimination Policy:

The Darlington Community School District does not discriminate on the basis of: sex, race, religion, national origin (including limited-English proficiency), ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Darlington Schools

District Office

11630 Center Hill Rd
608-776-2006

Darlington High School

11838 Center Hill Rd
608-776-4001

Darlington Elementary/Middle School

11630 Center Hill Rd
608-776-4021

[Darlington Schools Website](#)

[Facebook](#)

Mission

The mission of our school district is to help each and every child realize his or her full potential and become a responsible and productive citizen and life-long learner who is able to use technology effectively and appreciate the multi-cultural society in which we live as they prepare for the challenges of the twenty-first century.

Darlington High School

Mitchell Austin

DHS Principal

Tom Uppena

DHS Counselor

Tanner Havens

Activities Director

Taylor Butson

Admin Assistant

Patti Taylor

Guidance Secretary

Lindsey Crist

Admin Assistant/AD
Secretary

Darlington School District

Cale Jackson

Superintendent

Michael Flanagan

DEMS Principal

Steve Winslow

District Bookkeeper

Lee Black

Director of
Maintenance

Aaron Wolfe

IT Director

Connie Riley

Food Service Manager

Kelly Rose

Director of
Special Ed

Kalee Crist

ESL Director

Sheila Andrews

Admin Assistant

Darlington High School

Teaching Staff

**Amanda Aird
Science**

**Alaina Markam
District Substitute**

**Hayley Rielly
Art**

**Alex Carey
ESL**

**Tom Mathias
Special Education**

**Clarey Knellwolf-Schwartz
Speech/English**

**Kalee Crist
ESL**

**Jared McGranahan
District Substitute**

**Will Schwartz
Math**

**Justin Doyle
Agri/Tech**

**Ryan McGranahan
Social Studies**

**Brad Solberg
PE/Health**

**Tanner Havens
PE/Drivers Ed**

**Brenda Mendez
Spanish**

**Molly Uppena
English**

**Aaron Johnson
Ag/Tech**

**Kent Miehe
Math**

**Brent Whalen
Science**

**Claire Lefeber
Band/Choir**

**Michelle Ortega
Spanish**

**Cristina Wolfe
Science**

**Troy Lobdell
Agriculture**

**Patrick Reichling
Social Studies**

**Sophia Winter
ESL**

**Carly Lund
Special Education**

**Carmen Rielly
English**

**Joel Zink
Business Ed**

Darlington High School

Support Staff

**Julie Fitzsimons
LMC/Social Media**

**Tim McDermott
Cleaner**

**Cathy McConnell
Paraprofessional**

**Wanda Runde
Cleaner**

**Courtney Moncrief
Paraprofessional**

**Tyler Thompson
Custodian**

**Tracy King
Kitchen**

**Duane White
Custodian**

**Linda Paulson
Kitchen**

**Michelle Wisniewski
Paraprofessional**

**Jen Tuescher
Kitchen**

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. We encourage parents and students to be familiar with the contents of this guidebook but ask everyone to understand that not every situation can be covered. Again, a reminder this document is a guidebook 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 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.

Good discipline originates in the home because the parent is a child’s first teacher. 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 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 a safe school environment.
- I wish each of you the best for a successful year and believe your attitude can determine your altitude.

A school is a community that 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 the employment market. Plan to be successful.

DARLINGTON COMMUNITY SCHOOLS

2024 - 2025 SCHOOL CALENDAR

This calendar is subject to change pending updates made by the School Board or due to emergencies

6/11/2024

JULY							AUGUST							SEPTEMBER							T C P
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	
	1	2	3	4	5	6					1	2	3	1	H	3	4	5	6	7	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
28	29	30	31				25	W	W	W	W	30	31	29	30						
OCTOBER							NOVEMBER							DECEMBER							
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	
		1	2	3	4	5						1	2	1	2	3	4	5	6	7	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	10	11	12	13	PT	PT	16	15	16	17	18	19	20	21	
20	21	22	23	24	B	26	17	18	19	20	21	22	23	22	B	B	H	B	B	28	
27	28	29	30	31			24	25	26	EB	H	B	30	29	B	B					
JANUARY							FEBRUARY							MARCH							
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	
			B	2	3	4							1							1	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	
26	27	28	29	30	31		23	24	25	PT	B	I		23	24	25	26	27	28	29	
														30	31						
APRIL							MAY							JUNE							
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
13	14	15	16	B	H	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
20	B	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
27	28	29	30				25	H	27	28	29	30	31	29	30						

X	Quarter Begins
X	Quarter Ends
EB	1:30 Release
B	Break/No School
H	Holiday/No School

W	Workday/Inservice
FRIDAYS	
T	Team Collaboration
C	Curriculum Initiatives
P	Instructional Planning

FRIDAYS = 1:30 Release
 June 4 - Release at 11:20
 May 23 - HS Graduation
Parent/Teacher Conferences
 Nov 14 = 4:00-8:00 PM (Reg Schedule)
 Nov 15 = 8:00 AM - Noon (No School)
 Feb 26 = 2:00-8:00 PM (1:30 Release)

DHS Schedules

We recognize these as our main schedules, but we do implement schedule changes for the various events going on throughout the school year. Those changes will be communicated to students.

NOTE: The time schedule above includes an 8 hour day with 26 minute RTI period, 43 minute classes, 3 minute passing periods and a 15 minute homeroom period. The homeroom period will be used for such purposes as club meetings, assemblies, Veteran's Day or Awards Day, teacher guidance, supplying students with written information, study and plan time.

REGULAR SCHEDULE	
Teachers & Students Report 7:55	
Teachers & Students in Class 8:00	
Homeroom.....	8:00 - 8:15
Rtl.....	8:18 - 8:44
1st Period.....	8:47 - 9:31
2nd Period.....	9:34 - 10:18
3rd Period.....	10:21 - 11:05
4th Period.....	11:08 - 11:52
5A Class.....	11:55 - 12:39
1st Lunch Shift....11:52 - 12:22	
5B Class.....	12:25 - 1:09
2nd Lunch Shift...12:39 - 1:09	
6th Period.....	1:12 - 1:56
7th Period.....	1:59 - 2:43
8th Period.....	2:46 - 3:30
CURRICULUM DAY SCHEDULE	
Report Bell.....	7:55
Teachers & Students in Class.....	8:00
1st Period.....	8:00 - 8:38
2nd Period.....	8:41 - 9:15
3rd Period.....	9:18 - 9:52
4th Period.....	9:55 - 10:29
6th Period.....	10:32 - 11:06
7th Period.....	11:09 - 11:43
5A Class.....	11:46 - 12:18
5B Class.....	12:21 - 12:53
8th Period.....	12:56 - 1:30

DHS Schedules

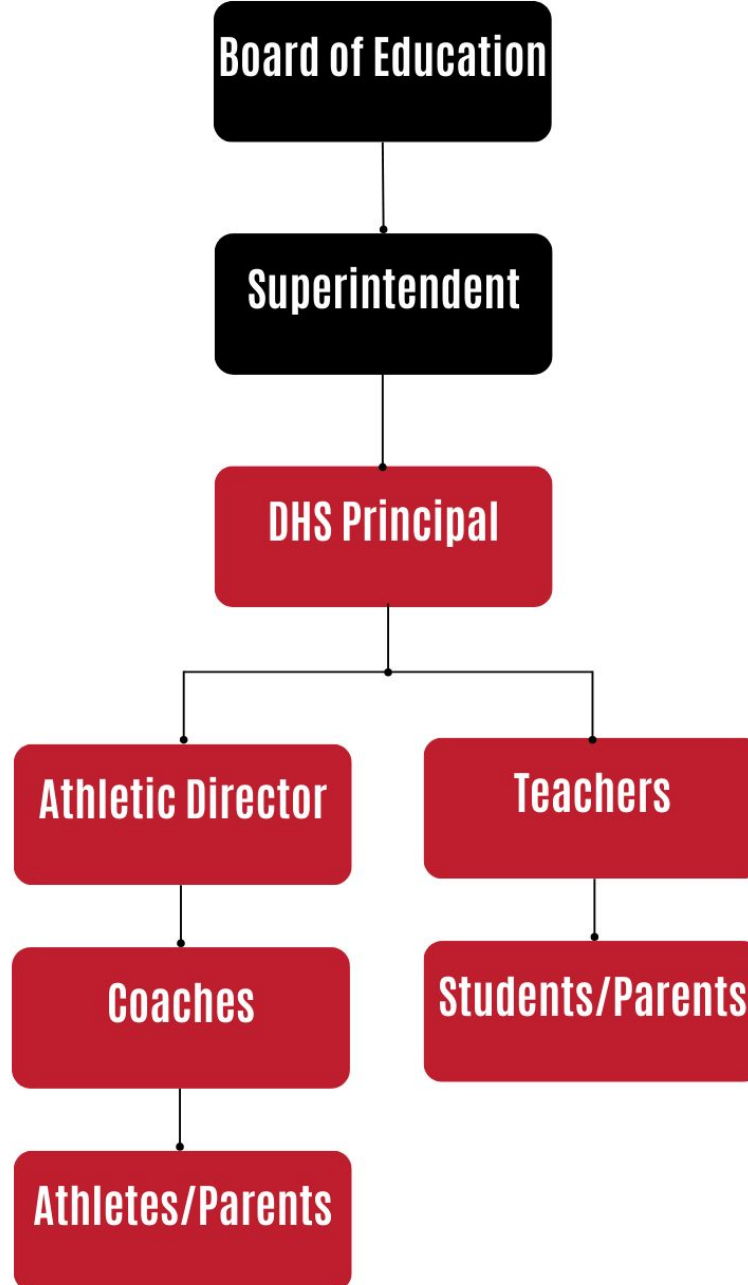
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2-HOUR DELAY SCHEDULE	
Student Report Bell.....	9:55
Tardy Bell (Students & Teacher in Classrooms)....	10:00
1st Period.....	10:00 - 10:35
2nd Period.....	10:38 - 11:13
3rd Period.....	11:16 - 11:51
5A Class.....	11:54 - 12:28
1st Lunch Shift....	11:51 - 12:21
5B Class.....	12:24 - 12:58
2nd Lunch Shift....	12:28 - 12:58
4th Period.....	1:01 - 1:36
6th Period.....	1:39 - 2:14
7th Period.....	2:17 - 2:52
8th Period.....	2:55 - 3:30
VIRTUAL SCHEDULE	
1st Period.....	8:00 - 8:25
2nd Period.....	8:30 - 8:55
3rd Period.....	9:00 - 9:25
4th Period.....	9:30 - 9:55
5th Period.....	10:00 - 10:25
6th Period.....	10:30 - 10:55
7th Period.....	11:00 - 11:25
8th Period.....	11:30 - 11:55
Lunch.....	12:00 - 12:30
Office Hours.....	12:30 - 3:30



DARLINGTON HIGH SCHOOL CHAIN OF COMMUNICATION



Effective communication in a school setting is crucial for resolving any confusion or issues that arise. Students are encouraged to approach their teacher or coach directly to discuss and address any concerns. This initial step fosters self-advocacy and helps build problem-solving skills. In cases where parents feel the need to intervene, it is important that they first reach out to the teacher or coach involved. This approach ensures that the individuals most familiar with the situation have the opportunity to resolve the matter before it escalates to higher authorities. Establishing and adhering to this communication process promotes a collaborative and respectful school environment, where issues are addressed efficiently and effectively.



DARLINGTON HIGH SCHOOL

Overview

EXCUSED VS UNEXCUSED

- 10 Parent Excused Days per year
- 5 per semester
- If a parent doesn't call in it is marked as unexcused
- Miss 4 periods in a day = 1 full day missed
- Missing 3 periods in a day = .5 day missed
- A student is marked tardy until 9 AM and then marked absent

Excused

ATTENDANCE LETTERS

- **Day 5**
 - Parent excused 1st letter
- **Day 7**
 - Parent excused 2nd letter
- **Day 10**
 - Parent excused 3rd letter

1st Unexcused

FOLLOW UP

- Parent Phone Call
- Student Conversation

2nd, 3rd, & 4th Unexcused

FOLLOW UP

- **2nd Unexcused**
 - Parent meeting
- **3rd / 4th Unexcused**
 - Law Enforcement Notified
 - Student may be issued a citation

5th Unexcused

HABITUAL TRUANT

- School sends notice of Habitual Truancy to parent/guardian
- School sends notice of Habitual Truancy to Lafayette County

TRUANCY PROCEDURAL CHART

*BUILDING PRINCIPAL WILL USE DISCRETION ON ANY VARIATION

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.

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 office who serves as the attendance officer, or their 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 an 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.) A note from the professional appointment must have the time of the appointment, check-in & dismissed. Administration will provide ample time for a student's return to school. Any time exceeding the allotted time will be considered unexcused.
- 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.
- 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.

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 that 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.

1. 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.

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

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 1 for the high school or for Spanish 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.

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.

When returning 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. The office will provide the appropriate pass.

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. Students are to contact their teachers immediately upon return to determine what is required to be made up and the timeline for completion. The student assumes the entire responsibility for getting their 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 of 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”).

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 missed class work.

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 may not be given for such work. Students are responsible to learn and master information and material presented during their unexcused absence.

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

Policy 700.2 (d) Revised: July 15, 2013

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. Suspensión*
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 Hunting Reminder)

* 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)

Darlington City Ordinances pertaining to school attendance:

Parents and students still need to be aware that the city ordinances and the state statutes, as it pertains to school attendance, remain 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.

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: (State Statute 118.16) Truancy means any absence for 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.

-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 the student, parent/guardian or both.

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.

-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 TARDINESS

Tardiness: All students are to be in the assigned area by 8:00 am. The 7:55 am bell is the signal to proceed to your assigned area.

Any student not in their 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. A student will receive a detention for every 4 tardies they earn. These detentions may be assigned by the classroom teacher of the class where the tardy occurred or by the principal or his/her designee.

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

Leaving School During The Day: We ask that students & parents do their very best to avoid scheduling appointments during school hours. We recognize that there are times when this isn't possible and appointments are scheduled during school hours. In those instances, parents are requested to call the school, send an email or a physical note to the school that clearly states when the student should be released giving the time and purpose for such release. A student must obtain a pass from the office to be released from class to attend their appointment. Before leaving the building and when returning from an appointment, students will be required to check in/out through the office.

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.

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, have 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. The student assumes the entire responsibility for getting their work done in advance of their absence and hands it in to all teachers in the prescribed time **as established by the teacher.** Students who have parent permission to be excused for hunting (parent request days) will have those counted against their semester waiver.

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 FOR HUNTING ABSENCES

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). Absences will count against a student's semester exam waiver.
2. **ADVANCE ARRANGEMENTS** must be made with all teachers for make-up work prior to the absence(s). Failure to make such arrangements could result in the loss of makeup privileges.
3. **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 ***Varsity*** team members and ***Varsity*** 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, ***VARSITY*** 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. Absences will count against a student's semester exam waiver.
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 or designee.

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 or on senior checkout day.

Revised: August 2021, July 15, 2008, Revised: May 19, 2009, Revised: August 4, 2009, Revised: April 2, 2012

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 first or 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 first or second semester.
3. No more than 7 times tardy to school or class in either first or second semester.
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.
6. A grade of C- or higher (71 or higher on the 100 point scale) in the course at the time of the first or second semester final exams/assessments.
7. All outstanding fees paid in full on or before the Friday preceding semester exams or the student will lose their semester exam waiver. The high school principal or designee will have discretion regarding the payment due date.

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). The student only has to show up for the particular class period in which the exam is given and must stay until the class period is dismissed.
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 or on 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.
- An absence that is closely related to a school event.

*Building principal reserves the right to use discretion in deciding if something is closely related to a school activity and when considering situations that reach beyond the scope of events listed here

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 trancies, 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.

GENERAL STUDENT CONDUCT GUIDELINES

The fact that a particular act or type of conduct is not specifically mentioned below does not mean that it is acceptable. Courtesy, common sense, and mature judgment should provide the overall guide.

1. Students are to obey the instructions/requests 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.
13. HAZING: 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]
14. 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]

15. 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**

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:

Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)

Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)

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, vapor products such as electronic cigarettes, other drugs or paraphernalia 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, watches, 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, watches or any communication devices may not be used. All cell phones or other communication devices **must be off during the school day and stored in the student's locker.** Any violation of this procedure will be met with the following consequences:
 - a. **1st Violation** - turned into the office, parent notification, returned at the end of the day, meeting with principal
 - b. **2nd Violation** - turned into the office, detention, parents notification, phone check at DHS Office daily for two weeks
 - c. **3rd Violation** - turned into the office, detention, parents notification, phone check at DHS Office daily for one month
 - d. **Repeated violations** will result in requiring the phone to be housed in the office during the school day indefinitely.

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 have 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. 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.
22. Care of books – Students will be issued textbooks and all books will be identified by the book number and the student's name. It's the responsibility of the student to return the book in good condition with allowances made for general wear and depreciation. 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. The official report cards and/or transcripts will not be released until all fines, fees, and project costs are paid.
23. 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.
24. 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.
25. There will be periodic assembly programs held during the school year. Rules of common courtesy are to be followed at all such programs.
26. **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 damaged. Disciplinary action will be taken if improper materials are stored in school lockers.
27. 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. 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.

1. 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.

1. 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 their Redbird Time classroom. Loitering or running is not permitted in the building. Students are expected to remain in their Redbird Time classroom for the entire RtI 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 halls, these machines can be turned off for a period of 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.

SCHOOL DRESS CODE

Darlington Community Schools respect students' rights to express themselves in the way they dress. All students who attend Darlington Community Schools are expected to dress appropriately for an educational environment. Student attire should facilitate participation in learning as well as the health and safety of students. This policy is intended to provide guidance for students, staff, and parents.

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt—or the equivalent—and shoes.
- Shirts and dresses must have fabric in the front and on the sides. Midriffs must be covered and tube tops are not allowed.
- Clothing must cover undergarments, bra straps excluded.
- Private parts must be covered at all times.
- Fabric covering all private parts must not be see-through.
- Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Shoes must be worn at all times and should be safe for the school environment.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Head coverings including hats, hoodies, bandanas, beanies, and caps are not allowed unless permitted for religious, medical, or other reasons by the school administration.
- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.
- Coats and backpacks are to be left in lockers unless approved due to special circumstances. Blankets are not allowed.

The administration of each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or if the student refuses to change into appropriate clothing.

CARD PLAYING

Playing cards and other such games is only permitted during school hours at lunch and/or during library study hall on Fridays. These games can be played during lunch, in the cafeteria or in the library on Fridays or on the last day before a break if the weekday is not a Friday. Teachers may also allow students to play cards as part of a classroom presentation. 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. Parents/Guardians will be notified of the students choice to be recognized as an adult, with parents/guardians needing written permission to then access student records, call the student in, dismiss the student for any purpose or excuse them for any reason.**

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 surface 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 14, #27 Parent/Student Handbook reference to vehicle searches.)

Darlington School District Snowmobile Guidelines

1. Drive must have passed the Wisconsin Snowmobile Safety Course and provided a copy of the certificate to the high school principal.
2. The snowmobile must have a current Wisconsin Public Registration Sticker.
3. Snowmobiles must be parked in the designated parking area during the school day.
4. Any student caught crossing the parking lot, traveling in restricted areas will automatically lose their school snowmobile driving privileges.
5. All snowmobiles must use the entrance at the Northeast corner of the school district property, near County Shop Road. Students are required to ride single file from the entrance onto the school property to the designated parking area.
6. Snowmobiles may not exceed 10 MPH entering, while on or exiting school property.
7. All gear (boots, gloves, helmet, bibs, and jacket) must be kept in the designated area until the student is dismissed for the day.
8. Students must enter the designated entrance (near the weight room) and then walk to the Ag shop to store their gear.
9. Students are not allowed to walk through the gym with their gear.
10. Any misconduct or horseplay while on school property will result in the loss of privileges for the individual student and/or the entire group.
11. Local trails must be opened in order for students to ride their snowmobiles to school (Prairieview Riders).
12. The Darlington Community School District reserves the right to limit access based on current snow/ground conditions.

Darlington School District UTV/ATV Guidelines

1. Drivers must follow all local and state laws regarding the usage of UTV's & ATV's on public roads and trails.
2. Driver must be 16 years-old and have passed the Wisconsin UTV/ATV Safety Course and provided a copy of the certificate to the high school principal.
3. The UTV/ATV must have a current Wisconsin Public Registration Sticker.
4. UTV's/ATV's must be parked in a designated vehicle parking stall during the school day.
5. Any student caught traveling in restricted areas (grass areas, athletic fields, etc.) or not following the flow of traffic while on school district property will automatically lose their school UTV/ATV driving privileges.
6. All UTV's/ATV's must use the normal vehicle entrances when entering or leaving school property.
7. UTV's/ATV's may not exceed 10 MPH entering, while on or exiting school property.
8. All gear (boots, gloves, helmet, and jacket) must be kept in the designated area or on the UTV/ATV until the student is dismissed for the day.
9. Any misconduct or horseplay while on school property will result in the loss of privileges for the individual student and/or the entire group.
10. The Darlington Community School District reserves the right to limit access to UTV's & ATV's at any time.

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.

Students wanting to bring a guest to a high school dance or prom, from another school, must have the Dance/Prom Permission form filled out and returned to the high school office at least two days prior to the event. The link to print the document is included. The form can also be found in the high school office approximately two weeks prior to the event.

[DHS Dance Permission Form.pdf](#)

Technology Policy K-12 Students

Administration, Monitoring, and Privacy Rights

The school provides internet and computers to help you learn. You can only use them for schoolwork and research. The school can check your activity on district devices and/or on any devices connected to the school network. You should have no expectation of privacy when using school technology.

Description of Security Measures

The internet has a lot of content, good and bad. It's impossible for the school to check everything, so we do a few things to keep you safe:

- **Filtering Technology:** We utilize advanced filtering software to block access to websites containing obscene content, child pornography, and material deemed harmful to minors as defined by the Children's Internet Protection Act. This acts as a first line of defense, safeguarding you from inappropriate content.
- **Active Supervision:** District staff are committed to actively supervising your online activity. This ensures responsible use of technology resources and reinforces safe online behavior.
- **Comprehensive Education:** Throughout the school year, curriculum will be integrated that addresses online safety. This includes responsible social media interaction, cyberbullying awareness, and strategies for responding to online threats.

Respectful Online Conduct

The school district takes a strong stance against using its technology for any purpose that violates our existing anti-discrimination and anti-harassment policies. This includes online behavior that is discriminatory and harassing, also known as cyberbullying.

Cyberbullying is a serious issue. It involves using technology to deliberately, repeatedly, and unfairly target someone with harmful messages or images. This can have lasting consequences for the victim.

The school district's technology resources are for educational purposes and should be used with respect for others. This means not using them to defame someone or share sensitive personal information without their consent.

Remember: When you're online, you're still representing yourself and our school community. Treat others with kindness and respect, both online and offline.

Acceptable Use

Here are some guidelines for acceptable use of district technology:

- **Don't visit bad websites:** This includes 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 pornographic material.
- **Be honest online:** Don't steal, cheat (plagiarism), or do anything illegal.
- **Respect copyright:** Don't copy or install software or media on school devices without permission. Only use programs approved by the school. Play fair online: follow copyright rules and don't share stuff without the owner's okay.
- **Don't mess with the tech:** Don't break, damage, or try to hack into school devices or networks.
- **Play by the software rules:** Only use approved programs and follow the rules for using them.

- **Don't mess with security:** Don't try to bypass firewalls or other protections.
- **Keep information private:** Don't share personal details about others.
- **Use school tech for school stuff:** Don't use it for personal business or entertainment.
- **Don't access accounts of other students or staff.**
- The possession of pagers or two-way communication devices shall be governed by the rules and regulations of the Student Handbook.

Using Electronic Devices at School

This section applies to both school-owned devices and your personal electronics you bring to school.

School-Owned Devices:

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.

Personal Devices:

Generally, you cannot use personal devices during school hours or activities. They should be turned off during those times. This includes phones, laptops, tablets, and other gadgets.

Teachers can allow you to use your device for educational purposes if needed (e.g., headphones for listening activities, a camera for a project).

Connecting personal devices to school equipment or the network is also only allowed with teacher permission.

Important:

Never use any electronic device, school-owned or personal, to record images in private areas like locker rooms and bathrooms. (This is also a state law.)

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
- 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
 - Fees will be based on the nature and extent of the damage, but these are general fee guidelines:
 - Broken Chromebook screen - \$50
 - Broken Chromebook keyboard - \$25
 - Replacement charger - \$20
 - Replacement Chromebook - up to \$300

- 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 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.

DETENTION PROCEDURES

1. A detention period will be held from 3:30-4:15 p.m. on Monday, Tuesday, Wednesday, Thursday, Friday from 1:30-2:15 pm or Monday, Tuesday, Wednesday, Thursday, or Friday before school from 7:10-7:55 am, 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/Vaping use or possession of paraphernalia
 - 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 may:
 - i. Have the detention doubled
 - ii. The clock will begin again
 - iii. Not be allowed to participate in any after school activity until the detention(s) are made up
 - iv. Be assigned an in-school suspension
 - C. Detentions may accumulate to a maximum of three (3) during any week. Any detentions beyond this maximum could result in an in-school or out of school 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, Vaping Products or Drugs.
 - Penalty = suspension from school for a minimum of 1 to 5 days or possible expulsion pending board approval. 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.
 - Referral to appropriate authorities for possible disorderly conduct citation.
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. Referral to appropriate authorities for possible citation.
 - 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. Any student who is under (out of school) suspension restrictions, 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.

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.

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 bussed 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, drugs or vaping products & paraphernalia 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 aisles.
8. Refrain from loud talking, laughing, or other behavior that can distract the bus driver.
9. 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

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	\$4.65
Students 7-12 (Lunch)	\$3.05
Student 7-12 (Breakfast)	\$1.90
Students K-6	\$2.75
Milk	\$.35

****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 the 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 halls, 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

Courses may only be dropped up until the end of the second week of each semester. However, extenuating circumstances occasionally arise to justify additional 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.

STUDY HALL GUIDELINES

Study hall should be used to the academic advantage of the student. Sufficient materials should be brought by students to their study hall to keep them occupied and engaged for the entire period. 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 requesting his/her release. 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 only permitted in the library study hall weekly on Friday's or on the last scheduled day of attendance on a short week.
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, with permission from the study hall teacher. 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.
10. Students taking an Edmentum Course(s) may be assigned a study hall to complete their coursework. Students enrolled in Edmentum Courses are not allowed to go to the library during their assigned study hall. They must remain in such a study hall until all coursework has been confirmed complete by the guidance counselor or building principal.

STUDY HALL EXPECTATIONS

1. High school students will present an appropriate pass. On each pass should be the student's name, teacher's signature, and student's purpose. Students will also be asked to sign in on a daily sign in log.
2. Students who are on the weekly "Concern List" may not come to the LMC without a signature from the teacher who put them on the list.
3. The library is a comfortable place to work and read, so respect your fellow students by refraining from loud or inappropriate behavior. The library staff may ask students to leave who do not follow that rule.
4. Collaboration rooms are available for group work. Any writing done on the white boards should be erased before leaving. If any chairs are moved, students should replace them before leaving.
5. Food may be eaten in the café area.
6. Only 4 students to each table and 6 students at the back seating area.
7. Students should clean up their work areas before leaving.
8. Please no shoes on the furniture. We want to keep the library looking as nice as possible for as long as possible.
9. The library may be closed from time to time to study halls. Announcements will be made in advance, so students and staff are aware.
10. The library has a color printer that is available for students to use for school purposes. Please ask the library staff if you need any help

LIBRARY/MEDIA CENTER PROCEDURES/GUIDELINES

The mission of the DHS Library/Media program is to empower, inspire, and support learners in the art of inquiry and discovery, as they become critical thinkers, skillful researchers, and responsible , ethical users, producers, and managers of ideas and information. The program must provide an environment that promotes student success in today's knowledge and technology-driven society; foster independent, enthusiastic and lifelong learners and readers; and promote cohesiveness with the district's curriculum goals, objectives, and values in a cheerful, pleasant atmosphere.

HOURS OF OPERATION

The DHS library will be open from 7:30 a.m. to 4:00 p.m. It will be closed over one of the lunch periods to allow staff to have lunch. There may also be days when the library is closed in order to hold large group meetings before, during, or after school.

CIRCULATION POLICY

Students at DHS may check out up to 4 books for four weeks. They may renew a book for an additional four weeks unless a hold has been placed on that book. Students are responsible for all materials checked out on their accounts. 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.

JOHNSON PUBLIC LIBRARY

If you are looking for a book that the DHS library doesn't have, you may request materials from the Johnson Public Library (JPL) with the help of the library media staff. All materials will be checked out to your personal public library account unless other arrangements are made with the library specialist. We encourage anyone who does not have a public library card to apply for one. They are free, and you can also read and listen to audiobooks for free either using the Overdrive or Libby app.

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:

<https://sites.google.com/darlington.k12.wi.us/darlington-high-wi-counseling/home>

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 midpoint 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 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 ½ credits of electives from any combination of the following:
 - A. Vocational Education.
 - B. Foreign Language.
 - C. Fine Arts.
 - D. 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 study hall to assist them with completing assignments and improving academic progress. Students may be restricted from going to the gym during their lunch hour. Instead, remaining in the cafeteria with an opportunity to complete school work to improve their grade.
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 the 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 will be available in Infinite Campus or distributed per parent request.
 - b. Fourth quarter (end of semester two) cards will be available online or can be mailed home for those parents requesting them and 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. Any student receiving a failing grade for either the first or second semester may be required to attend summer school. Summer school will be credit recovery, with either a Pass or Fail grade given. The purpose of summer school is to keep all students on track to graduate with their classmates.
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 F will be given for work not completed. This F 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 (RtI): This is a program designed to assist students who need specific skill development and enhancement in all coursework.
- 2) Concern Students: During the 30 minute RtI period, students who 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 30 minute RtI 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 and/or classroom teacher

Grading Scale		
Letter Grade	Percentage	GPA
A	94 - 100%	4.00
A-	91 - 93%	3.67
B+	88 - 90%	3.33
B	84 - 87%	3.00
B-	81 - 83%	2.67
C+	78 - 80%	2.33
C	74 - 77%	2.00
C-	71 - 73%	1.67
D+	68 - 70%	1.33
D	64 - 67%	1.00
D-	60 - 63%	.67
F	0 -59%	.00

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.

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 the disclosure of directory data.

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 positions 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

Over the course of a school year, students in grades 9-12 will be provided opportunities to showcase their knowledge and skills during DPI required testing. In order to prepare students for testing, as well as Academic & Career Planning, students will be required to work with an online program OnToCollege that helps prepare them for these assessments. The high school guidance counselor and classroom teachers will administer the daily and weekly lessons for OnToCollege.

PSAT	ACT - 11 Grade Students	AP Exams	PreACT 9 -10 Grades	Forward Exam 10 Grade Only
October	February/March	May	March/April	March/April

ANNOUNCEMENTS

General announcements are made during homeroom in the morning and near the end of the day. 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.

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.

The Student Management System is INFINITE CAMPUS. Please contact the main office for login information to have access to your child's progress, announcements, lunch balances and fees due.

If you utilized this system last year, you are all ready 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 Student Assurance. 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

Darlington High School is a closed campus during lunch periods. Students are assigned to a designated lunch period.

After eating, students may spend the remaining time in the cafeteria or in the gym if they are not on the concerns list. During the lunch period, the restroom facilities located in the west corridor are available for student use

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 parents or students throughout the day. Students must keep their accounts up to date and paid on a regular basis. Students may check their balance at any time in the lunch line or by stopping in the office. Parents may view their child's lunch account balance at their leisure at the Infinite Campus log on site. We do have the option to pay for your lunches online. If you are interested in doing this please check with the office for additional details.

Darlington High School has a **closed** campus lunch period. This simply means that classes are held through the lunchtime and students eat in shifts, and cannot leave the campus to eat lunch. 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.

FOOD SERVICES

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit and will provide food service for the purchase and consumption of lunch for all students.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students who are certified by a licensed physician to have a disability which restricts his/her diet. To qualify for such substitutions the parent must provide a **Medical Statement for Special Dietary Needs signed by a state authorized medical authority**. The request must contain the following information:

- A. An explanation of how the student's physical or mental impairment restrict the diet
- B. The food(s) to be avoided
- C. The food(s) to be substituted

On a case-by-case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons", but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For students who need a milk substitute as part of the Wisconsin School Day Milk Program, only a signed request by a parent or guardian outlining the medical reason is required. Children with a signed request meeting this criteria will be provided a 100% juice substitute.

Requests for special dietary meal modifications should be made to:

Cale Jackson, District Administrator
608-776-2006; jacksonc@darlington.k12.wi.us
11630 Center Hill Road Darlington, WI 53530

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the administrative guidelines established by the District Administrator.

The operation and supervision of the food-service program shall be the responsibility of the District Administrator. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food.

A periodic review of the food-service accounts shall be made by the auditor. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

The District Administrator shall establish administrative guidelines for the conduct of the school lunch program that shall include provisions for:

- a. the maintenance of sanitary, neat premises free from fire and health hazards;
- b. the preparation and consumption of food;
- c. the purchase of foods and supplies in accordance with law;
- d. complying with food holds and recalls in accordance with USDA regulations;
- e. the accounting and deposition of food-service funds;
- f. the safekeeping and storage of food and food equipment.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours. The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for American and Smart Snack Rules. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the last lunch period shall also comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules.

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectible are also unallowable.

Negative Account Balances

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions.

Students may be permitted to accumulate negative food service account balance as determined by the District Administrator. A student will be allowed to reach the value of a paid high school meal times five. This is equal to one full week of school meals. The value of a paid high school meal will be reviewed annually. The District Administrator shall determine the manner of determining permissible account balances by grade level. A student shall not be permitted to purchase a la carte items without sufficient account balance. A la carte items are any items sold separately and not attached to a federally reimbursable meal. This includes but is not limited to milk break, extra milk, extra entrees, or other items not part of a complete meal. Likewise, any student that has a negative account balance may not purchase a la carte items or any other item sold individually not part of a federally reimbursable meal with cash unless the student is also able to bring his/her account current.

Approved: November 20, 2023

Revised: January 10, 2024

Revised: February 14, 2024

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 provided they follow WIAA policy and the principal grants permission.

Boys: Baseball, Basketball, Cross Country, Equestrian, Football, Golf, Hockey, Rodeo, Track & Wrestling

Girls: Basketball, Cross Country, Equestrian, Golf, Gymnastics, Rodeo, Softball, Track & Volleyball

Co-Curricular Activities

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

- Athletics
 - School Publications
 - Cheerleading
 - Organizational Clubs
 - Redbird Advisory Committee
 - Class Committees and Activities
 - FFA
 - Solo/Ensemble Competitions
 - Forensics **
 - Drama Productions **
 - Attendance at:
 - School Dances
 - Class Activities
 - Float Building
 - Parades
 - Drama Productions
 - Athletic Events
- * Pep Club
 - * LEAD
 - * Letter Club
 - * Pekatonica Yearbook
 - * Spanish Club
 - * National Honor Society
 - * Homecoming
 - * Cabaret
 - * Prom (Formal)
 - * Pep Band

** Requires a passing grade in all subjects to participate

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 athletics, 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. If this is a fourth quarter or second semester grade there will be an opportunity, pending high school principal approval, to regain their eligibility over the summer by successfully completing a credit recovery course.

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 will remain ineligible until the next weekly grade check. They will remain ineligible until the weekly grade check shows they are passing all courses.

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 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 will regain eligibility after four weeks if they are passing all courses at that time. For those students failing a fourth quarter or second semester course there will be an opportunity, pending high school principal approval, for them to regain eligibility over the summer by successfully completing a credit recovery course.
- 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) 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.

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 guest from outside the school to a function but must have a permission form signed and returned to the office no less than 48 hours in advance of the function. Permission forms are available in the high school office.
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 parental permission document. Only activities receiving advance approval from the principal are recognized school activities.

FIRE DRILLS

1. 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:
2. Stand and walk orderly toward the proper exit.
3. The last one out of the room should close windows and doors, turn off lights.
4. Be orderly at all times. Keep noise to a minimum.
5. Stay with your group. In case of a real fire, your teacher will need to take roll call.
6. Leave coats, books, etc., in the building. Do not attempt to go to your locker or carry possessions outside.
7. If an assigned exit is blocked, proceed in an orderly fashion to the nearest exit.
8. Do not return to the building until you have been informed to do so by the office.
9. 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.
10. 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 "LOCKDOWN"

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). ALICE procedures need to be implemented at this time."

WEATHER AND SCHOOL CLOSING

The District Administrator or designee and the Transportation Contractor will make decisions on the closing and/or reopening of the 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-WTOP AM 1590 Platteville, KDTH AM370 Dubuque

Televisión:

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
Onward to victory

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.

Further Resources

[Athletic Code](#)

[District Policies](#)