



DELAVAN-DARIEN HIGH SCHOOL

**STUDENT HANDBOOK
2009-2010**

D-DHS ADMINISTRATION

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This Handbook Belongs to:

Name: _____

Homeroom Teacher: _____

“The highest result of education is tolerance. “

Helen Keller

Front Inside Cover School Time Schedule

Back Outside Cover designed by Josue Hernandez

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**DELAVAN-DARIEN
SCHOOL DISTRICT**

Administration

Superintendent..... Wendy Overturf

Board of Education

President..... Steve Carlson
Board Member..... James Hansen
Board Member..... Richard Heine
Board Member..... Leland Holden
Board Member..... Carol Murphy
Board Member..... Jeffery Scherer
Board Member..... Joey Torkelson

**DELAVAN-DARIEN
HIGH SCHOOL
MISSION STATEMENT**

The Delavan-Darien School District in partnership with families and the community is dedicated to empowering students to achieve success in our ever-changing world.

We will prepare life-long learners and responsible, respectful citizens by embracing our diversity and providing enriched opportunities for learning.

****** WELCOME BACK ******

Dear Students and

Parents/Guardians:

The Administration, Faculty, and Staff would like to welcome each of you to the upcoming school year at Delavan-Darien High School. In an effort to foster communication, we would like to provide you with the 2009-2010 edition of the D-DHS Student Handbook, which establishes guidelines necessary to provide a learning environment that is safe, friendly, and productive for all students and staff.

Students, you must:

- Use the end pages of the passport section for hall passes that must be signed by the staff.

DO NOT LOSE THIS HANDBOOK

- Replacement cost of the handbook is \$5.00 in the Assistant Principals' Office.

REGULAR SCHEDULE

Homeroom	7:20-7:30
Passing	7:30 – 7:34
1st Period	7:34 – 8:19
Passing	8:19 – 8:23
2nd Period	8:23 – 9:08
Passing	9:08-9:12
3rd Period	9:12-9:57
Passing	9:57-10:01
4th Period	10:01-10:46
<u>Early Lunch 10:46-11:16</u> <i>5th Period class 11:16-12:01</i>	
<i>OR</i>	
<i>5th Period class 10:50-11:35</i> <u>Late Lunch 11:35-12:05</u>	
6th Period	12:05-12:50
Passing	12:50-12:54
7th Period	12:54-1:39
Passing	1:39-1:43
8th Period	1:43-2:30

GENERAL INFORMATION

ACADEMIC FEES

- Pupil fees of \$40.00, as approved by the Board of Education are payable during registration. Students enrolling after school begins, will pay fees based upon the following: 1st Grading Period - \$40.00, 2nd Grading Period - \$30.00, 3rd Grading Period - \$25.00, 4th Grading Period - \$20.00, 5th Grading Period \$15.00, and 6th Grading Period - \$10.00. Student fees for withdrawal from school will be refunded using the following: 1st Grading Period - \$30.00, 2nd Grading Period - \$25.00, 3rd Grading Period - \$20.00, 4th Grading Period - \$15.00, 5th Grading Period -\$10.00, and 6th Grading Period - \$0.
- Pupils who are enrolled in music courses are subject to a rental fee per semester for school owned instruments. Fee to be determined by the Music Department.
- Students in Industrial Arts will be charged for actual materials used in projects that become their property. The student should purchase supplemental materials required by teachers.

A yearly \$25.00 user fee, payable before participation, will be charged for all extra-curricular activities with a maximum fee of \$50.00 per family

In cases where student fees and fines are not paid on time, parents are billed at the end of each semester. **Students will not be allowed to participate in extra-curricular activities or graduation until fees and fines are paid in full.**

PHYSICAL EDUCATION UNIFORMS

All students must purchase physical education attire. The items needed will be explained at the beginning of school. Students who have physical education clothing from last year may continue to use those items. School supplies and gym uniforms may be purchased in the Comets Corner before school from 7:00 a.m. to 7:20 a.m.

SCHOOL LUNCH

D-DHS provides a hot lunch program on days when classes are in session. Students may also bring a bag lunch. Students may purchase milk in the cafeteria. **Food may NOT be taken from the cafeteria without permission.** Trays, dishes, silverware, and paper items **must** be returned to the designated area after eating. Students may use their I.D. to debit their lunch account.

OTHER FOOD AND BEVERAGES

Food and drink are not to be consumed or observed in hallways during the school day. Students in violation of this policy may have their consumable items confiscated by a staff member.

MOTORIZED VEHICLES

Students driving cars to school are to park them in the designated spaces provided in the student parking lot. All student drivers must purchase a yearly parking pass, **\$15.00 for the first vehicle, and \$5.00 for each additional vehicle.** Students with delinquent fees or fines will not be issued a parking permit until arrangement for fee payment has been made. Each parking pass must be placed in the rear window, lower corner, on the passenger side of the vehicle. Vehicles without parking passes will be ticketed. Students are to pull forward into the parking places, stay within the yellow lines, and pull up to the curb when parking. Students of senior status have preferred parking privileges. The lot closest to Borg Stadium is reserved for these students. There will be **NO STUDENT PARKING** in front of the school building (**the circle area**) in areas marked "Visitor Parking" or in staff parking areas.

Students may remove their cars from the parking only when permission has been granted by the administration. Administrative approval is required if a student requests to go to a vehicle to remove or retrieve an item during the regular school day other than during the lunch periods. The Delavan Police Department has the authority to issue a summons to any vehicle illegally parked on the school campus or to any student driving a vehicle in an unsafe manner. Students must obey the 5-mile per hour speed limit when driving in the parking lot. Students who refuse to abide by these rules will be refused the use of the student parking lot. **Parking in the lot is a privilege not a right.**

VEHICLE SEARCHES: School officials may search a vehicle parked on school premises if they have a reasonable suspicion that the vehicle contains contraband or evidence of a violation.

LOITERING ON SCHOOL GROUNDS

- Loitering is not permitted in the school parking lot or on school grounds. Students must enter the building immediately after parking their vehicle.
- At no time should high school students be on Phoenix Middle School property during the school day without permission.
- Once a student is either dropped off by school bus or private vehicle on school property, their school day has begun. No one is permitted to leave campus without permission of school administration.

SCHOOL CLOSING

For school closings due to inclement weather, listen for an announcement on any of these radio stations before 7 a.m.

**WLKG (96.1 FM) Lake Geneva; WCLO (1230) Janesville
WTMJ (620) Milwaukee; WFAW (940) Fort Atkinson**

TORNADO AND FIRE DRILLS

Tornado and Fire Drill instructions are posted in each room and will be reviewed by the teachers/staff in each room. When an alarm sounds, teachers/staff and students are to implement the directions in an orderly and quiet fashion.

HEALTH SERVICES

The school nurse (**ext 4416**) coordinates and directs the district administrative policies governing medication administration, immunization compliance, communicable disease control, screening services, emergency nursing services, and health room procedures.

The school nurse confers with physicians of students who have health concerns, discusses health concerns with students, makes home visits to students when needed, and arranges homebound instruction for students with prolonged illnesses.

All students entering D-DHS are encouraged to present evidence of a recent physical examination and dental care. Current immunization records are also required.

All student health information is kept confidential in the student health files in the health office.

IMMUNIZATIONS

All students admitted to the Delavan-Darien School District must provide, within 30 days school days, written documentation of immunizations. The district nurse will contact parents of students who are noncompliant with meeting Wisconsin's immunization requirement. The immunization requirement is waived if the parent submits a written waiver to the district nurse indicating that the student cannot receive immunizations for religious, medical, or personal reasons.

ADMINISTERING MEDICATION AT SCHOOL AND SCHOOL SPONSORED ACTIVITIES

1. All medication must be brought to school by a parent/guardian.
2. All over-the-counter medication must be in the original container. Do not put any medication in a baggie.
3. All prescription medication must be in the original prescription bottle with a label applied by the pharmacist. The student's name, medication, dose, time to be administered, and doctor's name must appear on the label.
4. A **Parent and Physician Permission for Prescription Medication** form, signed by the parent and physician, must be in place before any prescription medication will be administered. It is the parent's responsibility to have the form signed by the physician.
5. A **Parent/Guardian Permission for Non-Prescription** form, signed by the parent, must be in place before any over-the-counter medication will be administered.
6. Medications will be kept in a locked cabinet in the health office. Medications requiring refrigeration will be kept in a refrigerator in the health office.
7. Only the school nurse, or school staff who have volunteered and are trained by the school nurse, may give injections. Injectable medications require the **Parent and Physician Permission for Prescription Medication** to be completed.

8. The health office does **NOT** supply peroxide, first aid ointment, contact solution, lip balm, or pain medication. If this is something that your child may need, you must take it to the health room along with the appropriate signed permission form.
9. Any changes in medications, including dose or time to be administered, must be written on a new medication permission form with the appropriate signatures.

ACCESS TO PATIENT HEALTH CARE RECORDS
(Section 146.83, Wisconsin Statutes)

Wisconsin law requires a health care provider to provide each patient with a statement of access rights to patient health care records. The statement must be provided either upon admission to an in-patient health care facility or upon the first provision of services by the health care provider. The law provides that if the patient or other person submits a statement consenting to the disclosure of information from patient health care records, the patient or person may:

After providing reasonable notice, inspect the health care records of a health care provider relating to that patient at any time during regular business hours.

After payment of reasonable costs, receive a copy of the patient's health care records.

After payment of reasonable costs, receive a copy of the health care provider's X-ray reports or have the X-ray referred to another health care provider of the patient's choice.

The statement consenting to the disclosure of information from patient health care records must be written and include all of the following: the name of the patient whose record is being disclosed; the type of information to be disclosed; the types of health care providers making the disclosure; the purpose of the disclosure; the party to whom disclosure may be made; the signature of the patient or person authorized by the patient; and if signed by a person authorized by the patient, the relationship of that person to the patient or the authority of the person.

ACCIDENT BENEFITS – FIRST AGENCY, INC.

The purpose of this program is to help to pay the cost of hospital, medical, and dental expenses incurred as a result of an accidental injury sustained by students while participating in school sponsored activities. It is a supplemental insurance. Parents must file a claim with their own insurance company first. Any amounts left unpaid will be considered for payment by Student Assurance Services. Obtain a claim form from the school.

Students are reminded that they are to report **all** accidents to the teacher in charge of the activity in which they were participating at the time of their injury. Teachers should report an accident to the school nurse as soon as possible after its occurrence so that the claim may be properly processed. Questions about this program should be referred to the school nurse, extension 4416.

ASSISTANCE FOR DEAF AND HARD OF HEARING

Individuals requesting a sign language interpreter should contact the building principal's secretary two weeks prior to the event for which the assistance is requested. Every effort will be made to provide this service for students and parents.

VISITORS TO SCHOOL

No visitors to school allowed except for special circumstances and only with administrative approval.

PARENT MESSAGES

Parents who wish to contact their children during the school day are asked not to call them **except in cases of emergency**. Students will not be called out of class to answer the phone or to receive a message. Messages for students **from parents or guardians** will be given at the end of the school day. Students will be called to come to the main office over the PA system.

IDENTIFICATION

Every student is required to have an I.D. Pictures will be taken during registration and an I.D. issued. Make-up dates for pictures will be announced early in the school year. Replacement I.D. cards can be purchased in the assistant principals' office for \$5.00.

In order to operate a large school, it is essential that staff members know the identity of the students they encounter in the school building. As a result, students **must** carry their I.D. card at all times. I.D. cards are used in the LMC, for lunch purchases, and for entry into school activities.

WORK PERMITS

To obtain a work permit, report with social security card, a written statement from parents and employer plus \$5.00 to the Assistant Principals' office. **Student work permits can be pulled for continued attendance and/or disciplinary problems.**

LIBRARY MATERIALS CENTER (LMC)

The LMC, as in any library, is a quiet area. Talking is not permitted unless permission is given by the LMC supervisor or you are seated in the area designated for discussion.

Students have access to research computers to be used in conjunction with work assigned in classes. Students must sign in at the circulation desk prior to logging onto the computers.

Up to 5 books may be checked out for three weeks and should be returned or renewed by the end of the three weeks. A fine of 10 cents per day will be charged for all overdue books. Reference books may be checked out for overnight use at the end of the school day. A fine will be charged for overdue Reference books. Any student with an overdue book or fine will not be allowed to check out any other books until the book is returned or the fine is paid. Students must use their student I.D. to check out books.

In addition to books and computers, the LMC has a copier for student use. This is limited to school use only and there is a charge of 10 cents per copy.

Students are not permitted to bring:

- food or drink of any kind
- personally owned electronic devices
- image or sound recording

- personally owned software programs
- CD's, DVD's, and MP3 devices

Students may not attach or load anything into computers or printers, or in any other way alter the equipment configuration. Students found to be damaging equipment will be held financially responsible for the cost of repair, and may face disciplinary action.

AUDIO-VISUAL CENTER

The AV Center is located in the LMC and is a resource area for students to view video tapes or other media materials that were presented in class that they missed because of absence.

COMPUTER NETWORK USE

The Delavan-Darien School District offers students access to school computer networks and the Internet. The Internet gives students access to educational resources around the world. Many classes incorporate the Internet as a primary research resource.

Students and parents/guardians are advised that a student's use of a school computer network –including which computers they use, which Internet sites they visit, what E-mail they send and receive and what material they save on the network – shall be monitored and sometimes accessed. Students should not expect privacy in any work they do, any communication they make or any material they save.

Students are responsible for good behavior while using school computer networks just as they are in a classroom or school hallway. In general, school rules for behavior and communications apply to computer use as well.

The use of school computer networks is a privilege, not a right. Failure to abide by the rules governing student computer use may result in a forfeiture of that privilege. The rules listed below provide specific examples of inappropriate and prohibited conduct, but these examples are not intended to be comprehensive.

1. All use of a school computer network must support learning appropriate for school.
2. No student may use a school computer network unless a supervising adult is in the same room.
3. **No student without an active user account may use a school computer network and no student may log onto the system using someone else's account, even with his/her permission.**
4. A student should primarily use E-mail as part of curricular-based classroom activities under the supervision of a staff member or volunteer.
5. No student may agree to meet with someone he/she has "met" online without parent/guardian approval.
6. No student may share personal information about himself/herself or others on the Internet, including personal passwords, full names, addresses, phone numbers, social security numbers or credit card information.
7. **Students will not participate in Cyberbullying, intimidation, threats or any other action that can be perceived as threatening to others. Students on the receiving end of treatment like this should report it immediately.**
8. **No student may access or attempt to access any material stored in another user's**

designated network storage space. No student may access or attempt to access material that is not available using his/her system name and password. No student may access or attempt to access unauthorized areas of the system. No student may access or attempt to access any other user's password.

9. No student may use a school computer network in such a way as to disrupt or threaten to disrupt the ability of others to use the system. Disruption may but need not include damage to equipment or stored data.
10. No student may use a school computer network to send threatening, hateful, harassing, insulting, defamatory or offensive communication.
11. No student may use a school computer network to obtain or transmit any material that advocates illegal acts or is defamatory, inaccurate, obscene, child pornography, harmful to minors or otherwise inappropriate.
12. **No student may waste limited network resources, including bandwidth and storage space.**
13. **No student may download software programs from the Internet or from personal USB devices.**
14. No student may use a school computer network for illegal or commercial purpose.

Students suspected of inappropriate or prohibited computer use shall be investigated. Students found to have violated the rules above or other school rules governing behavior or communication may lose computer privileges, even if this leaves them unable to complete required assignments. They might also be subject to other discipline including suspension and/or expulsion and/or criminal prosecution. Decisions about punishment, and whether to involve the police, shall be made by the building and district administrators.

Although there is a national consensus among educators that the benefits of Internet access outweigh the risks, parents/guardians need to know that because anyone can publish on the Internet, many Internet sites contain material that is illegal, defamatory, inaccurate, offensive, obscene, child pornography, harmful to minors or otherwise inappropriate. Although it is impossible to eliminate the risk that students might be exposed to such material, the district attempts to reduce a student's risk of exposure to such material by enforcing rules #2 and #11 above, electronically monitoring student computer network use so that students can be held accountable for Internet sites they have visited and filtering Internet traffic coming into its networks to restrict access to inappropriate sites.

Despite these risk-reducing policies, determined students might still be able to access inappropriate sites and the Delavan-Darien School District does not guarantee that such access will be impossible on a school computer network. Ultimately, students are responsible for where they choose to go on the Internet. Parents/guardians who are concerned about risk to their child because of Internet access should contact their child's principal or the District Technology Coordinator.

VIDEO SURVEILLANCE

The maintenance of the health, welfare, and safety of students and staff while on district property, and the protection of district property are important functions of the Board of Education. The School District of Delavan-Darien has determined that in order to enhance the ability to protect the health, welfare, and safety of the district's students and staff, surveillance technology will be utilized by district administration.

DIRECTORY DATA

The legislature created section 118.125(2)(j) which provides that "directory data" may be disclosed to any person, if the school has given public notice of the categories of information which it has designated as directory data with respect to each pupil and has allowed a reasonable time thereafter for the parent, legal guardian, or guardian ad litem if any pupil to inform the school that all or any part of the directory data may not be released without prior consent of the parent, legal guardian or guardian ad litem. "Directory data" is defined in the state statutes, section 118.125(1)(b) to mean those pupil records which include the pupil's name, address, telephone listing, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received.

Information such as the student's name, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs and awards received shall be considered public information and may be released to appropriate person and media. Districts are required by law to provide military recruiters or institutions of higher education access to secondary students' names, addresses, and telephone listings unless access to such information has been restricted. Parents or adult students may refuse the release, in writing, of their own initiation by so advising the District Administrator at 324 Beloit Street, Delavan, Wisconsin, 53115, 262-728-2642.

ACADEMICS

STUDENT SERVICES

Counselor assignments:		Phone extension:
Ms. Becker	Students with last names A-G	4427
Mrs. Hollinger	Students with last names H-O	4414
Mr. Westergaard	Students with last names P-Z	4413
Ms. Burgstede	School Psychologist	4412

The purpose of Student Services is to maximize the potential of all students through fostering academic achievement, career exploration, and personal/social development. **Appointments to see your counselor are to be made before or after school and during lunch.**

ACT National Test Dates

<i>Test Date</i>	<i>Registration Deadline</i>	<i>Late Fee Required</i>
September 12, 2009	August 7, 2009	August 8-21, 2009
October 24, 2009	September 18, 2009	September 19-October 2, 2009
December 12, 2009	November 6, 2009	November 7-20, 2009
February 6, 2010	January 5, 2010	January 6-15, 2010
April 10, 2010	March 5, 2010	March 6-19, 2010
June 12, 2010	May 7, 2010	May 8-21, 2010

SAT National Test Dates for Reasoning and Subject Tests

<i>Test Date</i>	<i>Registration Deadline</i>	<i>Late Registration Deadline</i>
October 10, 2009	September 9, 2009	September 23, 2009
November 7, 2009	October 1, 2009	October 15, 2009
December 5, 2009	October 30, 2009	November 12, 2009
January 23, 2010	December 15, 2009	December 30, 2010
March 13, 2010*	February 4, 2010	February 18, 2010
May 1, 2010	March 25, 2010	April 8, 2010
June 5, 2010	April 29, 2010	May 13, 2010

*On this date, only the SAT Reasoning Test is offered

PSAT

Test Date
Wednesday, October 14, 2009

Advanced Placement Exam Schedule

Test Date	Subject	Time
May 3, 2010	Government & Politics: US	A.M.
May 4, 2010	Spanish Language	A.M.
	Statistics	P.M.
May 5, 2010	Calculus AB	A.M.
May 6, 2010	English Literature	A.M.
May 7, 2010	United States History	A.M.
	European History	P.M.
	Studio Art (portfolio due)	P.M.
May 10, 2010	Biology	A.M.
	Music Theory	A.M.
May 11, 2010	Chemistry	A.M.
	Psychology	P.M.

STUDENT RECORDS

A permanent record of each student's achievement is maintained in the student services office. The following information may be included: courses, grades, attendance, grade point average, rank in class, testing results, and directory information such as name, address, phone number, dates of attendance, birth date, birthplace, and graduation date. Pupil records are released by the school only with student's written permission, if, age 18, or with the parents written permission if the student is under the age of 18. (s.118.125)

CONFIDENTIALITY & MANDATED REPORTING

One of the primary goals of school personnel is to help students achieve their potential. In order to facilitate that development, school personnel assist students in a number of ways to resolve blocks and/or obstacles in their development. In order to reach this goal, it is sometimes necessary to explore personal information with the student. One element of this collaborative relationship that makes this possible is the student's trust that what is shared with a school employee remains confidential. However, students must accept that there are certain circumstances where school employees, as mandated reporters, may be required to share this information. These situations may include, but are not limited to: the student is a danger to self or others, a court ordered release of information or the student is under the age of eighteen. For more information about confidentiality or mandated reporting guidelines contact the Student Services office.

REPORT CARDS AND PROGRESS REPORTS

Each school semester is divided into three reporting periods of six weeks each. At the beginning of each semester, teachers will explain their grading policies to students. Final report cards are mailed to parents. Parents may request a progress report on their student any time during the semester by calling or e-mailing the student's teacher. Some teachers also have student grades posted on a secure web site. Watch for information from the teachers using this program.

COURSE SELECTION

It is vital that students and their parents coordinate their efforts when selecting courses for each school year. Student individual learning plans and individual planning conferences should be used by students and parents to guide them in their course selection. *Course registrations should be considered final, not tentative.* Many problems can be and are incurred when requests for program changes are made later in the year. Course description books are available to all students and parents. Additional information can be found in the Student Services office. **THE MINIMUM LOAD AT DELAVAN-DARIEN HIGH SCHOOL IS 6 CREDITS PER YEAR. Students are encouraged to take more than the minimum.**

CLASSIFICATION AND WEIGHTING OF COURSES

Two classifications of courses are offered to students:

REGULAR - Intended for students whose achievement scores and past academic record indicate they are average or above-average students. About 90 percent of the students are enrolled in regular courses. Regular courses satisfy the prerequisites for the accelerated courses at the junior-senior level; they may be considered as college preparatory courses as well as being appropriate for those students who do not plan to take additional education beyond high school.

ACCELERATED - Intended for students who wish to assume an advanced level of difficulty, a more rapid pace, a keener competition and more intellectually demanding course than is regular classes. Accelerated courses are taught only at the junior and senior levels. About ten percent of the students enroll in such courses.

In order to arrive at a fair method of marking and a determination of grade-point average and class rank that will reflect the relative difficulty of the curriculum pursued, the following grade-weighting system is used:

	REGULAR	ACCELERATED
A+	4.3	5.3
A	4.0	5.0
A-	3.7	4.7
B+	3.3	4.3
B	3.0	4.0
B-	2.7	3.7
C+	2.3	3.3
C	2.0	3.0
C-	1.7	2.7
D+	1.3	1.3
D	1.0	1.0
D-	0.7	0.7
F	0.0	0.0

Grade-point average and class rank are determined from this table. All courses for which students receive letter grades of A, B, C, D, or F are included in rank-in-class and honor roll computation.

INCOMPLETES

Students who fail a course because of a major requirement (i.e. Geography Location test, US History Government test, term paper, etc), but who have passed all other requirements may be given an incomplete until the major requirement is fulfilled. Incompletes will only be allowed for two weeks (first semester only) unless there is a medical or extenuating circumstance. All incompletes remaining after the two-week deadline will be changed to a failing grade "F". If there are some other extenuating circumstances that require an incomplete to remain after the two week deadline, you must have administrative approval.

CONDUCT CODE AND CRITERIA

Criteria	5	4	3	2	1
Attendance	No tardies No unexcused absences	Rarely tardy No unexcused absences	Sometimes tardy No unexcused absences	Often tardy Unexcused absences	Habitually truant
Respect	Always respectful to self, other, & property	Always respectful to self, others, & property	Occasionally needs reminders to be respectful to self, others, & property	Often needs reminders to be respectful to self, others, & property	Routinely demonstrates disrespect to self, others, & property
Behavior	Works well independently	Works independently	Occasionally needs behavior reminders	Frequently needs behavior reminders	Outside intervention needed to control behavior
Integrity	Truthful & honest in all aspects	Truthful & honest in all aspects	Takes responsibility for mistakes made	Does not take responsibility for mistakes made	Regularly dishonest, cheats, etc.
Responsibility	Brings materials to class	Usually brings materials to class	Needs reminders to bring materials to class	Infrequently brings materials to class	Does not bring materials to class
Attitude	Is a positive influence in class	Often a positive influence in class	Sometimes a positive influence in class	Often a negative influence in class	Is a negative influence in class

The above guidelines are used to determine where the students fit in terms of a conduct grade. The teacher may need to look at more than one aspect or component of behavior - a student need not meet all criteria to earn a given conduct grade.

WISCONSIN STUDENT ASSESSMENT SYSTEMS PARENT REQUESTS FOR EXEMPTION

The district will annually notify the parent or guardian of each tenth grade student enrolled in the school district that he/she may request the school board to excuse a student from taking the state required tenth grade examinations.

Upon written request of the student's parent or guardian, the school board will excuse the student from taking such examinations.

GRADE CLASSIFICATION

To encourage students to make normal progress toward graduation, credit requirements have been established for grade classification. The following credits must be earned to be classified at the stated grade level: Sophomore - 6 credits; Junior - 12 credits; Senior 18 credits. Please see your counselor with any questions concerning grade point average, class rank, and grade level classification.

HOMEWORK POLICY

Homework is an integral part of course work at Delavan-Darien High School. Its purpose is to strengthen skills, promote self-discipline, and develop independent study habits. Students should complete it properly, turn it in on time, and understand that it plays a significant role in determining the final grade of a course.

ACADEMIC AWARDS

Academic awards are given for exceptional academic achievement during a student's four years of high school. To earn an award a student must accumulate 6,12,18 or 24 points by having a GPA of 3.0 – 3.74 (2 points per semester), or 3.75 or higher (4 points per semester), and/or by participating in academically based organizations such as National Honor Society, Forensics, and

Destination Imagination. Eligibility for an Academic Award will be determined at the end of the first semester of each school year. Second semester points will be added to the next year's total. Awards given are as follows:

- 6 points = Academic Excellence T-Shirt
- 12 points = Academic Letter & Certificate
- 18 points = Academic Pin
- 24+ points = Academic Plaque

HONOR ROLL

Students who receive the following grade point averages are eligible for honor roll: **Honors: GPA of 3.00 to 3.74 and High Honors: GPA of 3.75 or higher.** Honor roll eligibility is determined at the close of each semester during the school year.

EXAM SCHEDULE

Semester exam schedules will be printed and distributed to all students prior to the first scheduled exam day.

YOUTH OPTIONS PROGRAM

High School students in the district may participate in the Youth Options Program in accordance with state law requirements and established procedures. The Youth Options Program provides eligible students an opportunity to take courses at technical colleges and institutions of higher education while in high school. Students interested in participating shall inform the District of their intention to take postsecondary courses under this program, prior to enrollment in the course(s) and within the designated timelines of **March 1st for a fall semester course and October 1st for a spring semester course.**

The Board shall determine whether a course taken through the Youth Options Program is comparable to a course offered in the District, whether it satisfies graduation requirements and what, if any, high school credits will be awarded to the student.

Courses taken as part of the Youth Options Program shall be paid for as follows:

1. The District shall pay for no more than the equivalent of 18 postsecondary semester credits per student.
2. If the course is taken for high school credit and the course is not comparable to a course offered in the District, the Board shall pay as required by law.
3. If the student is attending an institution of higher education of a technical college and the course is taken for high school credit and is comparable to a course offered in the District, the student shall pay as required by law.
4. If the course is taken for postsecondary credit only, the student shall pay the costs associated with the course as required by law.
5. If the student attending courses at a technical college under this program is a child with a disability, the Board shall also pay the costs of any special services required for the student as determined jointly by the District and technical college. The District may refuse to permit a child with a disability to attend a technical college under this program if it determines that the cost to the District would impose an undue financial burden on the District.
6. The District will pay only for the courses that are successfully completed. If a student receives a failing grade in a course or fails to complete the course, the student's parent/guardian or the student, if an adult, is responsible for reimbursing the District for payment of the tuition and fees paid by the District. If this reimbursement is not made, the student on whose behalf the payment was made is ineligible for any further participation in the Youth Options Program.

The Board is not responsible for transporting students to or from postsecondary courses under this program.

The high school principal and/or designee shall administer the Youth Options Program in the District.

All 9th, 10th and 11th grade students enrolled in the District shall be informed of the Youth Options Program annually.

GUIDELINES FOR AWARDING HIGH SCHOOL CREDIT FOR YOUTH OPTIONS PROGRAM COURSES

1. The high school principal and superintendent will recommend to the Board the amount of high school credit to be given for a Youth Options Program course prior to the student's enrollment in the course. The high school principal and superintendent shall use the same criteria for evaluating Youth Options Program courses taken for high school credit as the District does in approving courses offered in the District for credit towards graduation.
2. High school credit will be awarded for courses taken through the Youth Options Program if they meet any of the District's graduation requirements and any of the following conditions apply:
 - a. Regular credit will be awarded for those courses taken that are complementary to, consistent with, or expand on a course of study or sequence of courses offered at the high school.
 - b. Regular credit will be awarded for those courses that expand the opportunity for a student to move to another level of academic or vocational course study.
 - c. Regular credit will be awarded for those courses that meet or exceed the same standards for rigor and content as other courses approved by, but not offered by, the District for credit toward graduation.
 - d. Regular credit will be awarded for those courses that support, rather than prevent, a student from completing high school graduation requirements.
3. If a Youth Options Program course is approved for high school credit:
 - a. one half (.5) regular high school credit shall be granted for a one or two credit IHE course
 - b. one (1) regular high school credit shall be granted for a three or more credit IHE course

GRADUATION INFORMATION

The Board of Education has adopted the following policy regarding graduation from Delavan-Darien High School:

Seniors who do not meet the 24-credit graduation requirement or who have not earned passing grades in required courses will not receive a diploma or be permitted to participate in commencement exercises. Parents are advised that the purchase of senior photos, announcements and purchase of cap and gown does not guarantee graduation.

Exceptions to the preceding policy may be made for students who find that their particular situation fits one of the following:

- Transfer student's previous credits and the schools awarding such credits will be appraised in terms of Delavan-Darien High School requirements and course - weighting system.
- Students who complete the competency or senior skills diploma through the Delavan-Darien alternative high school.

- Seniors who meet graduation requirements and have not met financial obligations **will not take part in graduation exercises unless such financial obligations are satisfied.**
- Serious discipline matters as interpreted by the administration could affect the privilege of participating in the graduation exercise. This includes any problem before or during the evening of graduation.

SENIOR STATUS REPORT

The school will assist the student whenever possible and will inform parents concerning the graduation status of their child as early as possible.

1. Counselors will check seniors' credits and inform the individual students and principal on instances where the minimum requirements for graduation are not being met.
2. It is the responsibility of the counselors to notify the principal, who will advise the parents by letter of their son's or daughter's credit deficiency and inability to graduate. The principal's letter will be sent as soon as it is apparent that graduation is not possible.
3. It is the student's responsibility to know their credit status by checking with his/her counselor.
4. Insofar as possible, where a student's potential academic failure exists, thus placing in question graduation, advance parental notice by letter will be made prior to the last four weeks of the school year.

GRADUATION REQUIREMENTS

In order to graduate from Delavan-Darien High School, a student must have accumulated a minimum of 24 credits. These credits must include the following:

1. A minimum of 4 credits in English distributed as follows: English 9, English 10, and a minimum of 2 credits of English during the junior and senior years (1/2 credit of these 2 credits must be in a composition course)
2. A minimum of 3 credits in social studies as follows: World Geography, 1 credit; U.S. History, 1 credit; European History to 1500 or Modern European History 1500 to present, 1/2 credit; American Political Systems, 1/2 credit or AP Government & Politics, 1 credit
3. A minimum of 2 credits in science as follows: 1 year of Biological Sciences and 1 year of the Physical Sciences. The Biological Science requirement may be fulfilled by enrolling in Biology or Animal Science and Soil Science. The Physical Science requirement may be fulfilled by enrollment in General Science, Earth Science, Chemistry I, or Physics
4. A minimum of 2 credits in mathematics in separate courses
5. A minimum of 1½ credits total over 4 years in Physical Education. Must take both semesters in 9th and 10th grades
6. A minimum of ½ credit (may be completed in grades 7-12) in Health.

The following will be required starting with the class of 2009:

1. Fine Arts – **Successfully complete** 1 course over four years in Art, Foreign Language or Music;
2. Vocational Education - **Successfully complete** 1 course over four years in Business Education, Technology Education, Agriculture or Career Connections

ADDITIONAL GRADUATION REQUIREMENTS

To qualify for graduation a student shall earn the Board required number of high school credits and earn at least 2 diploma points by meeting the requirements listed below.

- **Wisconsin Knowledge and Concepts Examination (WKCE) grade 10**

.5-diploma point may be earned in each content area (math, science, reading, language arts, and social studies) in which the student scores at the proficient or advanced level. Students who score at the basic level will receive .25 points for each content area.

If a student does not earn the required 2-diploma points through the subtests on the WKCE or HSGT, points may be earned from the following sources:

- **Grade Point Average**

.25-diploma point may be earned per year when the student has a GPA of 2.0 or greater with all courses counted. (Maximum 1 point)

- **Additional credits Beyond Board Requirement**

.5-diploma point may be earned for every 2 credits earned beyond the number required by the Board. (Maximum 1 points)

- **Attendance**

.25-diploma point may be earned for each semester the student has 95% or better attendance rate. (Maximum 2 points)

- **ACT**

1-diploma may be earned for a composite score of 22 or higher; or .25-diploma point for each subtest score of 22 or higher. (Maximum 1 point)

- **SAT**

.5-diploma point for each subject test score of 510 or higher. (Maximum 1 point)

- **PSAT**

.25-diploma point for each subtest verbal, math, and writing score of 60 or higher. (Maximum .75 point)

Diploma Review Team shall be convened by the principal to examine the school records of any student who does not achieve the required 2-diploma points. This team may award diploma points for extenuating circumstances and/or special consideration not reflected in the Diploma Points criteria detailed above.

COMMUNITY SERVICE PROGRAM (S.E.R.V.E.)

All Delavan-Darien students *may* complete a minimum of 40 hours of pre-approved community service (unpaid helpful acts that benefit another person) through the high school SERVE program in order to qualify for a diploma and transcript endorsement. This program may be completed anytime during the four years of high school, including the summer before ninth grade. Forms explaining the program endorsement procedures are available in the main office and should be completed prior to the service project. The form must be filled out and turned in to the main office in the year the service occurred.

Students are reminded that several scholarships require documented community service and it is a determining factor in several others. No more than 20 hours for any single project may be counted in a single year.

EARLY GRADUATION

While it is anticipated that most students will graduate four years after beginning their high school education, it is recognized that graduation in less than four years may occasionally be appropriate. Students desiring early graduation from high school must meet the following requirements:

- A. Complete all required courses and enough electives to equal or surpass the minimum number of credits required for graduation.
- B. Complete the early graduation application process prior to the first day of school of their final year.
- C. If the student is a minor, a written approval from the parent or guardian must accompany the application.
- D. Consult with his/her counselor to verify that graduation requirements can be met by the anticipated date of early graduation.
- E. Must complete a minimum of six semesters of high school work.

EARLY GRADUATION PROCEDURES/POLICIES

- A. Students who request to graduate one year early must be approved by the board. Students who request to graduate one semester early may be approved by the principal in consultations with the student's counselor.
- B. Early graduates will receive their final ranking and be eligible for valedictorian and salutatorian awards, scholarships and other monetary awards with the students with which they entered high school.
- C. Early graduates are eligible for academic honors for which they qualify.
- D. No formal diploma will be issued or commencement exercises held in January. Early graduates will be permitted to return for the traditional commencement activities if they so desire.
- E. In unusual circumstances the high school principal may review unique problems not covered in these procedures and decide to accept or reject requests on their individual merits.

ADD/DROP POLICY AND CHANGES IN LEVEL OR PLACEMENT

The following guidelines have been established to govern schedule changes:

- a. Students must understand their responsibility and commitment to their schedule. Course changes must be limited since classes are formed, schedules created, and staff hired and assigned on the basis of their course selections.
- b. Course additions may be made **PRIOR** to the start of a semester only if the added class will fit into open time that already exists in the student's schedule. Students may receive their first semester schedule during the summer registration time period and the second semester schedule in mid-December. Any student interested in requesting a schedule change must make an appointment to meet with his/her school counselor before the start of the semester.
- c. Schedule changes prior to the start of each semester will be limited to absolutely necessary changes due to:
 - A. Work-study job changes.
 - B. Needs for graduation.
 - C. Balancing classes.
 - D. An individual educational accommodation.
 - E. Administrative directive.

- d. Withdrawal from a course after the start of the semester will be honored under the following criteria:
 - A. The student is misplaced.
 - B. Administrative directive with or without a failing semester grade.
 - C. Undesirable conduct, which will result in a failing semester grade for that course plus disciplinary action.
- e. A low or failing grade will not be considered as justification for withdrawal from course.

Changes in level or placement will be considered if the student meets the above guidelines. After that, changes will be considered at the semester time. **Abuse of these policies may result in an administrative fee for schedule changes. Appeals:** An appeals process is established to provide for any exception to these guidelines. This process will include a written request by Student Services, parents, and teachers involved in the schedule change request to the principal who will make a final determination and develop the parameters for any changes.

REQUIRED COURSE RE-TAKE POLICY

After a student has failed to pass a required course at least twice, the student's counselor may explore different options to completing that requirement. These options may include, but are not restricted to re-taking the course, a qualified technical college course, a qualified correspondence or web-based course, or an independent study course arranged with a high school instructor.

DRIVER EDUCATION

Driver Education is offered in conjunction with CESA. Please see Mr. Wallace for more information.

CAREER CONNECTIONS

This program is to help students bridge the transition from the world of school to the world of work and to help make the student's present and future employment both rewarding and satisfying to the employer and to the employee. For further information contact Student Services.

QUEST

Quest, a program of independent study for credit, is open to all students who wish to pursue an academic interest in which no formal classes are offered. In the past, students have studied a wide variety of Quest topics that have included the following: criminal investigations, electronic music, D-Day, computer machine language, sign language, civil rights, and the history of western art. The possibilities are restricted only by the student's imagination and initiative.

After outlining the general nature of the Quest project, the student works independently for one semester, meeting weekly with a sponsoring teacher to receive guidance. One half credit is earned if it is successfully completed. The principal coordinates this program.

Interested students may pick up Quest application forms in the Student Services office. The forms should be completed and returned to the principal before the end of the first week of the semester the Quest is being attempted.

PHYSICAL EDUCATION POLICIES

Physical Education at D-DHS requires a uniform. It is a blue and gold reversible shirt, D-DHS shorts, gym shoes, and sweat socks. The uniform may be purchased from Comets Corner. Prices for shirts and shorts will be posted in Comets Corner at the beginning of each school year. Uniforms should be kept in good repair and washed every two weeks. Students should bring sweat suits or old jeans for outdoor activities on cool days. These may be stored in gym lockers.

Medical excuses from parents are honored for one day only. After that, a written medical excuse from the doctor is required. The excuse is taken to the P.E. instructor and an alternative assignment will be given. If certain activities are restricted by doctor's written recommendations, alternative assignments must be completed to receive credit.

STUDENTS WITH DISABILITIES

The Individuals with Disabilities Education Act (IDEA) and Wisconsin's Chapter 115 requires that students with educational disabilities in need of special education services be provided with a free, appropriate public education.

Delavan-Darien High School provides a number of special programs for students with disabilities. If parents suspect that their child might have a disability and is in need of special education services, they should contact their child's counselor of the building school psychologist.

Wisconsin Chapter 115 defines "child with a disability" as a child who, by reason of any of the following, needs special education and related services:

1. Cognitive disabilities
2. Hearing impairments
3. Speech or language impairments
4. Visual impairments
5. Significant developmental delay
6. Specific learning disability
7. Emotional behavioral disability
8. Other health impairment
9. Traumatic brain injury
10. Orthopedic impairment
11. Autism

ATTENDANCE

Regular school attendance is important to a student's success in school. Students are expected to arrive on time, to attend every class, and to make up missed schoolwork due to absences. It is impossible for students to succeed in high school without maintaining regular attendance. Your attendance in school becomes part of your permanent school record.

School Hours: 7:20 a.m. – 2:30 p.m.

REPORTING AN ABSENCE

- **Attendance secretary: 728-2642 extension 4406, 7:00a.m.-3:30p.m.**
- **Attendance mailbox: 728-2642 extension 4926, messages accepted 24 hours a day.**

Parents are asked to call the school before 10:00 A.M. on the day that their son/daughter is to be absent and give the reason for the absence **OR** a note will be *required* when the student returns to school explaining the reason for the absence.

Homework requests may be made after a student is absent three days. The attendance secretary processes the request.

STUDENT ATTENDANCE

For Student Achievement to be attained, it is critical for students to attend school on a regular basis. The School District of Delavan-Darien would like you to be aware of our attendance policy and the implications on your students' achievement should they NOT attend school on a regular basis.

- Under Wisconsin State Statute each student is allowed to have 10 Parent Excused Days. These days are counted as excused when a parent/guardian contacts the school to inform that their child will not be in attendance that day.
- Under Wisconsin State Statute, students may not be absent without an acceptable excuse for part or all of one or more school days during which the school has not been notified of the legal cause of each absence by the parent/guardian of the absent student. Students absent without an acceptable excuse for part of or all of 5 or more days on which school is held during a semester will be considered a habitual truant.
- When a parent/guardian removes a child for an extensive period of time, for example, 49 school days, this should be treated as a withdrawal. If a parent removes a child for 14 days to go on a family vacation, this is a vacation and parents need to be advised that this falls within their parent excused absences and they may incur truancy if they have exceeded the limit for parent excused absences.

- The School District of Delavan-Darien will file truancy on a student who has exceeded the ten parent excused days. Please be aware that the parent/guardian will be responsible to the court if truancy papers are filed.

WISCONSIN STATE LAW ON SCHOOL ATTENDANCE

In accordance with Wisconsin compulsory attendance laws, all children between the ages of six and eighteen shall attend school regularly during the full period and hours in which the school is in session until the end of the school term, grading period, or semester of the school year in which the child become 18 years of age, or until the child has graduated from high school. §118.16(1)(a)

In compliance with the law, the School District of Delavan-Darien School Board will excuse from compulsory attendance any child who qualifies in one of the areas below:

Absence Excused by Parent (PEX): Ten days of parent excused absences (partial or full days) are allowed for the year per state statute. After 10 days, absences will be considered unexcused.

Absence Excused by School (ABE): Each of these absences requires the verification of a parent/guardian or written documentation from a medical or other appropriate professional.

- Medical, dental, chiropractic, optometric, or other valid professional appointments (requires written verification from medical professional)
- Illness verified through written documentation of a medical professional
- Death in the immediate family or funeral for close relatives
- Religious holidays or religious instruction
- Court appearance or other legal procedure which requires the attendance of the student (requires written verification from the court system)
- Quarantine as imposed by a public health officer
- Attendance at special events of educational value as approved by the school administration
- Special circumstances that show good cause, which are approved by the school administration
- School ordered suspension
- Removal from school by an officer of the court

Habitual Truancy State Statute Definition and Procedures: “Habitual Truant” §118.16(1)(a) means a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester. When a student is identified as a habitual truant, the school shall notify the parent or guardian by registered or certified mail. Prior to issuance of a citation the following will occur:

- a. A statement of the parent’s/ guardian’s responsibility under §118.15(1)(a) to cause a child to attend school regularly.

- b. A statement that the parent/guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children-at-risk.
- c. A request that the parent/guardian meet with appropriate school personnel to discuss the child's truancy.
- d. A statement of the penalties under §118.15(5) that may be imposed on the parent/guardian if he/she fails to cause the child to attend school regularly.
- e. A citation may occur only after the above have been attempted.

LOCAL TRUANCY ORDINANCE

The City of Delavan has adopted Municipal Truancy Ordinances in accordance with Wisconsin State Statute 118.163

Truancy for the School District of Delavan-Darien includes any unexcused absences, unexcused tardies, or class cuts as defined by attendance policies.

Concerns with "Truancy" will be handled in a step by step fashion:

Step 1- -Written notification to parents and request for a conference

-Letter includes possible consequences under WI State Law

-School consequences

Step 2- -Written notification to parents and request for a conference

-Letter includes possible consequences under WI State Law

-Personal meeting with student involved—effort made to resolve the truancy concern and review of the potential consequences of continued truant behavior

Step 3- -Ask for police intervention and the issuance of a citation

*****Exception to this three step procedure...**

Extreme or unique circumstances may be handled with a citation immediately, such as when a law enforcement officer finds a student(s) in the community during school hours and the student(s) is (are) "Truant" from school. (A non-truant student will be accompanied by a parent or will have a dismissal pass from the school in his/her possession. An officer may contact the attendance office if there is any question about the student's attendance status.) Parents/guardians and other adults may be given a citation for contributing to truancy by a Law Enforcement Officer.

TRUANCIES

If a student does not attend a class during the day, it is considered a truancy and an unexcused absence. First infraction will result in a warning being given. Students who continue to be truant will be subject to disciplinary measures including but not limited to restricted lunch, placement in SDS, suspension, loss of the privilege to park in the school lot, loss of the privilege to attend or participate in co-curricular activities, the removal of a student's work permit, or truancy citation.

Class Tardiness—

*** Students are expected to be in their assigned rooms by the end of the tone that marks the beginning of each class period. Students who are not in compliance will be considered tardy.**

- Noted by the teacher involved—in class consequences may be given by the teacher—such consequences will be fully supported by the administration;
- Tardiness to class, as with tardiness to school or from lunch, may result in SDS placement;

Teachers detaining students should give them a pass to the next area.

LUNCH

The school has a closed open campus at lunch for all students.

STUDENTS LEAVING THE SCHOOL BUILDING

- A student *must* sign out and receive a pass in the attendance office. Students not signing out when leaving the building will be considered truant. Students leaving grounds without permission may be issued a citation.
- When a student becomes ill in school, he/she is to report to the nurse's office or one of the other offices. If the nurse is in, she/he will call home, if the nurse is not in, the secretary in that office will call home. Students are not to call home, that is the school's responsibility. The nurse or the secretary in the office will issue a pass to the student. The student is to sign out in the attendance office located in the front, main office.
- One student is not allowed to transport another student home.
- Failure to clear an absence and/or no acceptable reason for an absence will result in the student being considered truant.
- Unexcused absences may result in being placed in SDS for all or part of a school day, restricted lunch, truancy referral(s) and/or parent conferences.
- If tardy to school *during or after* homeroom, or from lunch, report directly to the Attendance Office to sign in.
- Students who are excessively tardy to homeroom during a semester of school may be placed in SDS.
- Students enrolled in Career Connections must show their pass and sign out/in when they leave for work or return.

PLANNED ABSENCE

A planned absence form may be obtained from the attendance office. This requires a phone call and note from a parent or guardian.

1. Student who must leave for an appointment that cannot be scheduled for non-school time must have their parent call the school office in *advance* for a planned absence. Students leaving school must sign out in the Attendance Office and must sign in when returning.
2. Planned absences of one day or more will require the completion of a planned absence form, which **MUST** be turned into the main office *before* leaving.
3. Planned absences *must be arranged in advance of the absence* or the absence will be considered unexcused.
4. It is the student's responsibility to set assignments and/or make arrangements with his/her teachers prior to the time he/she will be gone.

ATTENDANCE INFORMATION – FREQUENTLY ASKED QUESTIONS

1. **When I am absent what should I do?** Your parent/guardian must call 728-2642 extension 4926, or **728-2642 extension 4406** any time within 24 hours and leave a message with your name, grade, who is calling and the reason that the you is missing. If you wish to speak to the attendance secretary, use extension 4406 between 7:00 a.m. and 3:30 p.m. This will give us the information we need to determine if the absence is excused or not. State law gives this responsibility to the school. Absences not cleared within five school days will not be excused.
2. **What do I do if we are going on a planned vacation or a college trip, etc.?** The student is to bring a note and make a phone call to the attendance office at least one week ahead of time. It will be attached to a prearranged absence form that teachers will fill out indicating if the student is caught up, can afford to miss class, and/or work assigned. It must be turned in to the attendance office prior to the student leaving for it to be excused. It is the student's responsibility to get all signatures and assignments.
3. **What should I do if I am ill?** Students must go to the nurse's office or one of the other offices if nurse is not available. The student will then call for permission to go home. He/she must then present the pass at the attendance window and sign out.
4. **What do I do if I have an appointment during the day?** The student brings a note or a phone call is made from the parent with students name, where he/she is going, and the time that he/she will leave. The student brings the note to the attendance window before the school day begins to receive a permission slip. At the appointed time, the student shows the permission slip to his/her teacher and signs out at the attendance window. Absences such as doctor appointments, dentist appointments, or professional visits, should be verified by bringing back an office document or getting the student's pass signed or stamped and returning it to attendance office upon re-entry to school. Upon return the student must sign in at the attendance window. Each student gets 10 parental excuses per year per state statute; appointments verified will get marked as a professional visit. If no verification is brought back, it will then be recorded as a parent excused absence.
5. **What will happen if I am out of school for an extended time or on a regular basis?** It has been Delavan-Darien's policy to ask for a professional verification after three consecutive days of absence or if a student is missing on a regular basis due to an ongoing medical/or other condition. With professional verification, work can be made up.
6. **How does Delavan-Darien's attendance system work?** The teacher in the room takes student attendance each period. Parent phone calls resulting in an excused absence or prearranged absence/field trip/school sponsored activity are entered in the computer. Two times a day morning and evening phone calls will be generated letting you know if your student has missed any periods. The next day a student who was marked absent who did not have a prearranged or parent excused absence receives an absence slip in homeroom. He/she has the school day to talk to the teacher

involved if an error occurred have the teacher sign the absence slip and then return to the attendance office. If there was no error or student does not return absent slip, the student will be marked truant for that period or school day. If parent/guardian has forgotten to call in, he/she will have 24 hours to call or submit a note to the attendance office or the absent will remain as truant.

USE OF STUDY HALL TIME

Any student who has no class scheduled for a period is assigned to a study hall. Students are to be in study hall and seated for the purpose of taking attendance the same as classroom attendance policy. Study hall supervisors will maintain a quiet, educational atmosphere. Students are to bring study materials to study hall each day. Students are to remain in assigned seats unless they ask and receive permission to move. No student may leave the study hall without a pass from the study hall supervisor. If a student desires to report to a classroom to meet with a teacher, he/she must follow the sign-in procedures. If a student is marked absent for failing to follow the procedures correctly, it will be treated a truancy.

HALL PASSES

Any student who is in the hall during class time must carry a hall pass issued by the office **OR** through the use of a signed pass in his/her hand-book/planner. Hall passes are to be issued **ONLY** when absolutely necessary. Students in the halls during class time must be prepared to show the hall pass/signed passport to any staff member upon request.

No student should be in the hall after the ***4 minute passing time*** unless he/she has a signed hall pass. Students must plan their school day in such a manner as to remain in the classroom or designated student area for the entire length of the class. Once a student is in the hall without a pass he/she may be assigned to SDS until his/her next class or until the administrator determines when the student may return to class.

Students will not be allowed to leave class if they have used all of their allotted passes. The hall privilege will be revoked for students who abuse that privilege, are tardy to class, or have excessive discipline referrals.

RIGHTS, RESPONSIBILITIES, AND REGULATIONS

STUDENTS RESPONSIBILITIES AND RIGHTS

Student rights should be recognized and respected. *Every right carries with it certain responsibilities. Students have the right to quality education and the responsibility to put forth their best efforts during the educational process. Students have the responsibility to respect the rights of other students and all persons involved in the education process.*

The School District of Delavan-Darien does not discriminate against pupils on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its education program or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, or handicap.

Delavan-Darien High School does not condone any form of discrimination or harassment based on the protected categories listed above and will take necessary and appropriate action to deal with offenders of this policy.

Harassment includes but is not limited to:

Physical Harassment

- Whoever with intent to harass or intimidate—strikes, shoves, kicks, or engages in other physical contact or attempts or threatens to do the same
- Engages in a course of conduct or repeatedly commits acts which harass or intimidate

Verbal Harassment—Spoken privately or in front of others

- Comments about body parts
- Suggestions or threats
- Name calling
- Sexual, racial, degrading jokes, clothing, etc.
- Using sexual orientation as an insult
- Spreading rumors
- Bullying

Non-verbal Harassment

- Staring or pointing at a person
- Making obscene gestures
- Displaying obscene material in any form
- Grabbing yourself
- Leaving harassing messages
- Bullying

Consequences

- Expectation: Respect the rights of others to work and learn in a safe environment; accept responsibility for your behaviors
- Harassment: Consequences may include but are not limited to: suspended from school, reported to law enforcement officials and referred to the school board for expulsion

Police will be involved in cases of harassment

Any person who believes he or she has been harassed based on the protected categories in violation of this policy should report the incident(s) to the building administration or a Student Services counselor. All reports, formal or informal, will require investigation and/or follow-up to the Title IX Coordinator under this policy.

The district encourages informal resolution of complaints under this policy. If any person believes that the Delavan-Darien School District or any part of the school organization has failed to follow the law and rules of §118.13, Wis. Statutes, or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to Vikee Loudon, the Title IX Coordinator at the following address: School Administration Center, 324 Beloit Road, P.O. Box 326, Delavan, WI 53115 (414) 728-2642.

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap should be directed to: Dan Weast, Section 504 Coordinator, School Administration Center, 324 Beloit Road, P.O. Box 326, Delavan, WI 53115, (414) 728-2642.

CODE OF CONDUCT

A student may be removed from class for conduct or behavior which:

- violates the School District of Delavan-Darien's policies regarding suspensions or expulsion;
- violates the behavioral rules and expectations set forth in the Student Handbook;
- is disruptive, dangerous or unruly;
- which otherwise interferes with the ability of the teacher to teach effectively;
- which is incompatible with effective teaching and learning in the class.

A teacher employed by the Delavan-Darien School District may temporarily remove a pupil from their class if the pupil violates the terms of the Code of Student Conduct (the "Code".) In addition, long term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under the Code does not prohibit the District from pursuing or implementing other disciplinary measures including, but not limited to; detentions, suspension or expulsion, for the conduct for which the student was removed. Parents will be notified of the removal and students are responsible to complete all work missed during the removal.

STUDENTS WITH DISABILITIES

Removal Applicable to Students Identified as Disabled under Individuals with Disabilities Education Improvement Act (IDEIA)

Some different rules considerations apply for students identified as requiring special educational services under IDEIA of 2004 or Section 504 of the Rehabilitation Act of 1973. In particular, placement and identification for such students is a decision of the student's Individual Education Plan (IEP) Team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. In addition, many students covered by

the IDEIA may have a plan, which will address (a) whether and to what extent the student should be expected to conform to behavioral requirements applicable to nondisabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues and this Code, at least annually, setting forth the consensus of the IEP Team regarding behavioral expectations and consequences.

- Notwithstanding these issues, under IDEIA, school personnel may remove a child with a disability for up to 10 days regardless of whether or not the conduct was a manifestation of the child's disability. School districts have the authority to remove a student with a disability for 10 school days if the student violates a code of student conduct.
- For the reasons noted above, no change in placement for more than 10 school days may be made for a student with disabilities outside the IEP Team process. This 10-day limit applies to out of school suspensions as well as days of removal.
- The IDEIA also permits school personnel to remove a student with a disability to an interim alternative educational setting (IAES) for not more than 45 days, without regard to whether or not the behavior is determined to be a manifestation of the child's disability, if the student, while at school, on school premises, or at a school function: (1) carries or possesses a weapon; (2) knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance; or (3) has inflicted "serious bodily injury" upon another person.

DETENTION

Teachers may assign a detention to be served in their room before school, after school or during lunch. If the detention is not served, further consequences will be given by the administration.

SUPERVISED DIRECTED STUDY (SDS)

A student may be placed in SDS for reasons related to an attendance and/or discipline problem. These include, but are not limited to, truancy, tardiness, class cutting, or violations of the Code of Conduct

GUIDELINES FOR THE SDS ROOM

- SDS placement is considered an excused absence.
- Students are **expected** to remain quiet; do homework, and have no communication with other students (verbal or nonverbal).
- Lunch will be eaten in the SDS room under supervision.
- Students will follow the SDS supervisor's instructions.
- Hall passports will be given at the discretion of the SDS supervisor—the pass will be given for those times when the halls are clear—not during passing time.
- Failure to follow the rules will result in referral to the Assistant Principal.

OUT OF SCHOOL SUSPENSION (§120.13(1)(b))

According to state law, students may be suspended for not more than five school days if it is decided that they are guilty of violating a school rule (generally a major infraction), or that while they were at school, or under the supervision of a school authority they endangered the property, health, or safety of others. Students

will not be in school or be on school grounds or be allowed to attend any school related activities while suspended. Students will be informed of the reason for a suspension, parent/guardian will be called, and a notice sent home.

The length of suspension is determined by the administration. A parent may be required to attend a conference with an administrator prior to the students readmittance.

Offenses that result in disciplinary action:

Students are expected to follow all D-DHS rules and regulations, school board policies, local ordinances, and Wisconsin State Statutes.

MISCONDUCT	DEFINITION	ACTION
Alcohol/drugs	Possession, use or sale of alcohol, drugs, look-alike including paraphernalia, on school property or at school event.	Suspension/ police citation/ recommendation for expulsion
Cheating/plagiarism	Deliberate attempt to deceive the instructor by passing off someone else's work as one's own.	Zero on work/ parental conference/departmental guidelines
Disrespectful	To insult, use derogatory names or obscenities verbally or in writing to any member of school staff	Suspension/ parental conference/ police citation
Dress Code	No wearing of hats, caps, scarves, bandanas, headbands, chains, spikes, halter tops, clothing advertising alcohol, drugs, vulgarity, sexual innuendo, no bare midriffs, and any clothing that signals gang membership. Coats and jackets should be kept in student's locker	Intervention/ parental conference/ suspension/ recommendation for expulsion

Electronic communication devices/ cell phones	Electronic communication devices must be turned off and stowed away for the duration of the school day	Confiscation of equipment/ suspension 1 st offense – AP Office return at end of day 2 nd offense – AP Office , parent must see AP for return 3 rd offense – Kept in AP Office until end of semester, returned to parent
Failure to serve detentions	Not attending on assigned dates	Re-assign date, or possible further consequences
Failure to serve in-school suspension	Not attending on assigned dates	Re-assign date, or possible further consequences
False Alarms Incendiary devices	Setting off false fire alarms or falsely reporting a bomb threat	Suspension/ police citation/ recommendation for expulsion
Fight	Inflicting bodily harm on any student on school property	Suspension/ parental conference/ police citation/ recommendation for expulsion
Hallway	Inappropriate or disruptive action including language and displays of affection	Intervention/ suspension
Harassment	Harassing, intimidating, or threatening, verbally or by gesture, the safety or welfare of another student on school property	Suspension/ parental conference/ police citation/ recommendation for expulsion
Property theft/ Vandalism	Taking of, or willful damage, to school staff, or student property	Suspension/ police citation/ recommendation for expulsion
Tobacco	Use of tobacco products on school property or at a school sponsored event including both smoking and chewing tobacco	Suspension/ police citation
Weapons	Possession or use of dangerous weapons or dangerous instruments including dangerous weapons other than firearms.	Suspension/ police citation/ recommendation for expulsion

It is understood that these rules are not all inclusive. **The administration shall take such action as is necessary and not forbidden by law to insure the discipline and orderly conduct of the school.** Law enforcement agencies may be notified of suspendable violations of school rules.

EXPULSION (§120.13(1)(c))

Continued violation of school rules, or offenses involving drugs, alcohol, weapon(s), or those that result in the endangerment of the health, safety, or welfare of staff, students, or visitors may result in expulsion. According to Wisconsin law, a student may be expelled from school by the school board for serious breaches of discipline while at school or under the supervision of a school staff member. Recommendation for expulsion by the administration will result in a formal hearing by the Board of Education to determine disposition of the case. All legal requirements for expulsion shall be followed as provided by statute. A manifestation determination review will be conducted when a student with a disability engages in behavior which results in a recommendation for expulsion by the administration, as required by the Individual with Disabilities Education Improvement Act of 2004 (IDEIA). The length of the expulsion shall be determined by the Board of Education. Law enforcement may be notified of violations of school rules that result in expulsion.

VANDALISM (§943.01)

The word “vandalism” can mean anything from writing names, obscenities, and other words on the walls of the school building to breaking windows, tripping fire alarms, or malicious destruction of school property. Students are responsible for their own acts of destruction. Vandalism may result in the following: suspension, expulsion, legal action. The parents of any student caught vandalizing will be held financially responsible for any damage or defacing to the D-DHS school building, grandstands, or any property contained on the school grounds.

TOBACCO PRODUCTS PROHIBITED (WISCONSIN ACT 209)

The use, distribution, or sale of tobacco products by students shall be prohibited at all times on school premises. “School Premises” include all property owned by, rented by, or under the control of the School District of Delavan-Darien. State law and municipal ordinance prohibits minors from having tobacco products in their possession. (§48.983(2)) Students violating this policy shall be subject to disciplinary action.

POSSESSION OR USE OF WEAPONS

No one shall possess or use a dangerous weapon, look-alike weapon or harmful spray in the school building, on school grounds, in school vehicles, school buses, or at school sponsored activities except as otherwise specifically provided. A dangerous weapon or look-alike weapon means any firearm, whether loaded or

unloaded; any device designed as a weapon and capable of producing death or great bodily harm. (WI Statue: 948.60, 948.605, 948.61)

For the purpose of clarity, the Board defines a dangerous weapon to include, but not limited to, the following: a gun, knife, razor, karate stick, metal knuckles, metal buckles, pepper spray or any other device, which, in the manner it is used or intended to be used, is capable of or likely to result in substantial or great bodily harm or death.

Violation of this policy shall be immediately reported to law enforcement authorities and the student's parents. Students violating this policy shall be subject to disciplinary action, which will include suspension and possibly expulsion.

ALCOHOL (§176.31) AND CONTROLLED SUBSTANCES (§161.41)

Consumption, possession or under the influence of an alcoholic beverage or drugs in or around the school building, or anywhere on school property, or at school sponsored events at home or away, or on school buses, at anytime is prohibited.

Students who violate this rule in regard to drinking intoxicants or using drugs shall be subject to disciplinary action including suspension and possible expulsion. Law enforcement agencies are to be notified of any violations.

The Police School Liaison, or other law enforcement officer, is authorized by the School Board, to require a student to provide one or more samples of his or her breath for the purpose of determining the presence of alcohol on the student's breath whenever the authorized employee, agent or officer has reasonable suspicion that the pupil is under the influence of alcohol, while the pupil is: on the school premises; in a motor vehicle, if a pupil attending the school is in the motor vehicle or while participating in a school-sponsored activity an officer shall use a breath screening device approved by the Department of Transportation.

Students who have tested positive for the presence of alcohol on his or her breath, or who refuse to submit to breath testing, shall be subject to disciplinary action which will include an automatic suspension for not more than five days for any offense and/or possible expulsion for any second or subsequent offense.

The use, possession, sale or distribution of any dangerous drugs, drug paraphernalia, narcotics, illegal chemical or controlled substances (as defined by the laws of the State of Wisconsin) on school premises, or during a school activity is prohibited. Students who violate this rule shall be subject to disciplinary action including suspension and expulsion. Law enforcement agencies will be notified of any violations.

SUSPECTED DRUG USE

Students who are at school and suspected of being under the influence of a controlled substance (other than alcohol) will be searched, both personal items and his/her locker. In addition, parents/guardians will be contacted and will be requested to take the student for a drug test within the next 24 hours. If the drug test is negative, the student may return to school without being penalized. If the drug test is positive, a five day suspension will be given and the parents/guardians and student will attend a

pre-expulsion meeting with the administration. At that meeting a behavior contract will be established which may include random drug testing at any time required by the administration, AODA assessment and counseling all at the parent's/guardian's expense. Further incidents of drug use may result in possible expulsion by the School Board.

If the student/parents/guardians refuse to have a drug test done, or refuses to sign a specific release form for information concerning drug test, it will be assumed that the student is under the influence of a controlled substance and the student will be suspended five days with a pre-expulsion meeting scheduled to develop a behavior plan.

LOCKERS AND SEARCH BY SCHOOL PERSONNEL

School lockers and the parking lots on school property are the property of the School Board and are provided for the convenience of students. Periodic general inspection of lockers and vehicles in the parking lots may be conducted for any reason without notice. Among the reasons are suspicion of concealing drugs, drug paraphernalia, alcohol, material of a disruptive nature, stolen property, weapons or other harmful equipment, or other items which pose a danger to the health, safety, or welfare of staff, students, or visitors. Materials in lockers or on books considered to be vulgar, gang related, or indecent are not acceptable. Students should not put anything in their lockers or carry anything in their possession that they would not want the principal or the police to know about for any reason. Discovery of improper materials may result in suspension, expulsion, and/or notice to appropriate authorities.

Lockers are to be kept neat and clean at all times. It is not recommended that students keep money in their lockers. It is the student's responsibility to clean out the locker at the end of the school year or a \$5.00 fine will be assessed.

Students, not the school, are responsible for their personal property. Do not leave valuable items and money in your locker. Do not share a locker with anyone other than a person assigned by your homeroom teacher. Do not let others know your locker combination. Keep your locker locked between visits to protect your belongings. **Delavan-Darien High School is not responsible for lost or stolen items from either the Physical Education or hall lockers.**

USE OF POLICE CANINE UNITS

In order to maintain a drug-free school D-DHS reserves the right to use specially trained canines, accompanied by law enforcement officials. The canine units would be used to primarily search lockers, vehicles parked on school property and other areas deemed appropriate.

AUDIO AND ELECTRONIC EQUIPMENT

It is not recommended for students to bring personal stereos, boom-boxes, video games or other similar types of equipment to school due to their expense and potential for distraction from the educational process. Staff members will confiscate these items if they are seen in the classrooms, study halls, or other educational areas during the school day. Students may use personal stereos or play hand-held video games during their lunch periods and before and after school. Headsets are not to be worn/carried during the school day with the exception of lunch periods. Classroom instructors can allow their use in their

classroom to fulfill curricular function (i.e. books on tape), but at no time should headphones be visible in the hallways or common areas of the school. **Delavan-Darien High School is not responsible for lost or stolen items from your hall locker or from your person/back pack.**

ELECTRONIC PAGING, COMMUNICATION DEVICES/CELL PHONES/PHOTO DEVICES

D-DHS's policy allows students to carry cell phones during the school day, but they must be out of view and turned off. Students may not use them from arrival until the end of the school day. At 2:30 p.m., students may use their cell phones in the hallways and common areas of school. Cell phone use is never allowed in more private areas for example library, classrooms, or locker rooms. **Cell phone cameras and other video recording devices are not allowed in locker rooms or restrooms by Wisconsin State Law.** Cell phone and pagers may not be on or used during the school day. Students may use them after school. Cell phones and pagers may be kept in lockers, backpacks, pockets, and purses, however these devices should be turned off during the school day and not visible to others. Students who do not follow this policy may have their device confiscated and face other discipline consequences.

COMPUTER AND INTERNET USE

Use of school computers is considered to be a privilege. Any misuse/abuse of a computer or violation of the Internet Use Agreement may result in suspension of computer privileges. In addition, suspension from school or expulsion may result depending upon the severity of the violation/infraction. All students are required to abide by the Internet Use Agreement and the student and parent/guardian must sign the agreement before the student can use any school computers.

PUBLIC DISPLAY OF AFFECTION

Public display of affection beyond hand-holding is **unacceptable**. Students violating this policy will be referred to the administration.

CHEATING

Academic dishonesty, or cheating, is not an acceptable behavior at D-DHS. Academic dishonesty includes cheating on tests, quizzes, assignments, papers, or projects; using information from another source as your own information; or giving information to other students without the teacher's permission.

The following guidelines have been established for students who practice academic dishonesty:

When a student is caught for academic dishonesty three steps will be taken:

1. The student will receive an "F" on the test, paper, etc., which may result in failure of the course.
2. Student will meet with an administrator to discuss the incident. A possible parent/guardian conference may also be held.
3. A notice on the incident will be sent home and kept on file in the office.

PERSONAL APPEARANCE - THE DRESS AND GROOMING POLICY

Students are expected to dress appropriately for school and school sponsored events. The following are guidelines for students dress and grooming at D-DHS.

- Students must be fully clothed at all times. Bare midriffs, thin straps, or see-through garments without proper undergarments are not permissible.
- Footwear must be worn at all times.
- No swimwear or sleepwear is permissible.
- Any form of headwear is not to be worn in the building.
- **No undergarments** should be visible.
- Inappropriate pictures, words, or messages on apparel, on the student, or in the student's possession will not be permitted. This includes clothing advertising drugs, weapons of any kind, alcohol, tobacco, containing profanity, having sexual connotations, or gang related.
- Sunglasses, chains, apparel with spikes, dog collars, or other objects on or with the student determined to be inappropriate by the school administration shall not be permitted in the building.
- Coats must be placed in lockers immediately upon entering the building.
- Clothing, jewelry, tattoos, or other personal items which are associated with any illegal activity, satanic cult, gang activity, or hate group shall not be worn or displayed by any students.

In no case will D-DHS allow dress or grooming that would, in the opinion of the administration, be (a) disruptive or interfere with the learning process, (b) unsafe or harmful, (c) not in keeping with good health standards, (d) the cause of excessive maintenance problems, such as cleats on boots, shoes that scratch floors or trousers with metal inserts that scratch furniture, or (e) considered vulgar or indecent.

TAPING AND PHOTOGRAPHING OF EVENTS

During the school year the School District of Delavan-Darien videotapes students during athletic events, various performances, and ceremonies. We also may photograph students in educational circumstances and situations. These tapes and/or photographs may be shown over Channel 5 (the district's cable TV channel), used in class composites, yearbooks, Web sites, or for newsletters to publicize various programs and the students involved in those programs. If parents have questions or concerns regarding this policy, please contact the administration.

SCHOOL-SPONSORED STUDENT PUBLICATIONS

School publications shall be produced primarily by students. The principal and publication advisors have the right to review the material to be printed prior to publication and may suspend publication of material considered to be obscene, libelous, or likely to cause disruption of the educational process. Members of the publications' staffs are expected to observe the rules of responsible journalism.

MIXER AND DANCE RULES

At times, D-DHS holds informal dances, usually in the gym or the Commons, following home/Friday sports events. These dances are called mixers and begin after the sports event is ended and last until 11:00 p.m. All D-DHS students are invited to attend. The mixers are sponsored by clubs/organizations, and all money collected goes to support these organizations.

- Mixers and dances are to be scheduled through the Activities Office.
- All D-DHS students must have a student I.D. or pass to enter a mixer and dance. Students who forget their I.D. must wait until the end of the line and pay an additional dollar for admittance.
- All mixers will end prior to 11:00 p.m.
- No students will be admitted after 10:00 p.m. unless arranged earlier with the administration.
- All school rules will apply to mixers and dances.
- If a student leaves the building he/she will not be allowed to re-enter.
- Any student wishing to bring a guest to a mixer or dance must secure in advance a pass signed by a building administrator. The pass is to be presented to the faculty member in charge upon entering the building. Guests of students will be subject to the same rules as students.
- Guests may not be younger than high school age or more than one year out of high school. They must show proper identification to show proof of their age when they enter the dance.
- **Formal dances such as the prom and homecoming** will require appropriate dress—dress clothes will be acceptable, **no** t-shirts, jeans, shorts, or other very informal clothes will be allowed.

STUDENT REPRESENTATION AT PUBLIC EVENTS

Students who are selected for Homecoming, Prom and other special events, including graduation activities, must meet the following criteria: no trancies, no more than one “F” for the preceding marking period, and no major discipline incidents that resulted in out of school suspension for the current semester and preceding semester.

Beginning with the Class of 2008, students will only be permitted to reign on one court (either Homecoming or Prom) during their junior and senior years. Students have the option to decline participation on any court.

SPORTS, CLUBS & ACTIVITIES

Sports, clubs, and activities are provided for D-DHS students so that their education may be further enhanced by participation in these activities. On average, students who participate in school activities are more successful than those who do not participate. The district tries to provide a wide range of opportunities to meet the many needs of our student body. It is the goal of the school to get each student involved in a school sponsored activity.

SPORTS

Delavan-Darien High School athletic teams are called the *Comets*. The school colors are inherited from the previously two existing high schools—Delavan and Darien—both of which considered blue and gold their school colors.

ATHLETIC TEAMS

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
FOOTBALL	BOYS BASKETBALL	BASEBALL
BOYS SOCCER	GIRLS BASKETBALL	GIRLS SOFTBALL
GIRLS TENNIS	WRESTLING	GIRLS TRACK
GIRLS SWIMMING	BOYS SWIMMING	BOYS TRACK
GIRLS GOLF	CHEERLEADING	BOYS GOLF
VOLLEYBALL	POM/DANCE	BOYS TENNIS
CHEERLEADING		GIRLS SOCCER
CROSS COUNTRY		
POM/DANCE		

ELIGIBILITY

Students who represent D-DHS on the athletic field must display the highest type of citizenship. Certain academic standards must be maintained in order to be eligible to participate in inter-scholastic competition. A student who has failed or received incompletes in more than one subject during the same grading period shall be ineligible until removing the credit and/or grade deficiencies, but not for less than 15 consecutive scheduled school days and nights. Established exceptions have been made to these rules by the W.I.A.A. in the fall when athletic contests are scheduled prior to the start of classes.

To regain athletic eligibility, after 15 consecutive scheduled school days and nights, a student is to submit a grade report of their current standing in each of their classes to the Athletic Director.

Students that are suspended out of school will *not* participate in any school functions during the suspension.

Students must attend school or a school sponsored activity the entire day that they practice or participate in any athletic contest. Those students who are on work release programs must attend at least one-half of the day. Pre-arranged requests for absence for extenuating circumstances would be subject to approval by the administration and/or the Athletic Director.

CLUBS, ORGANIZATIONS, ACTIVITIES

The following clubs, organizations, and activities are offered to students at D-DHS. Contact the appropriate advisor for further information.

ACADEMIC DECATHLON	Ms. Petermann
ART CLUB.....	Ms Friend
ATHLETIC TRAINER	Mercy Health System
BOWLING CLUB	Mr. Zellmer
DESTINATION IMAGINATION.....	Ms. Gardner
INTERNATIONAL THESPIAN SOCIETY	Ms. Butitta
FALL PLAY	Ms. Butitta
FFA	Mr. Speth
FOREIGN LANGUAGE CLUB	
FORENSICS.....	Ms. Hubbard
FUTURE BUSINESS LEADERS OF AMERICA (FBLA)	Ms. Scott
INTERNATIONAL CLUB.....	Ms. Clothier
INTRAMURALS	Mr. Lauzon, Mr. Wallace
NATIONAL HONOR SOCIETY	Ms. Terrill
PEP CLUB.....	Ms. Damrow
PHOTO CLUB	Ms. Katzenberger
PROM.....	Ms. Cline
ROBOTICS	Ms. Haskins
SENIOR SLIDE SHOW	Ms. Katzenberger
SKI CLUB	Mr. Fell, Ms Robb
SPRING MUSICAL.....	Mr. Larson
STAGE/LIGHTING CREW	Mr. Larson
STUDENT COUNCIL.....	Ms. Zamboracz
TRAP SHOOTING CLUB.....	Mr. Farnsworth
VARSITY CLUB	
VIDEO CLUB	Ms. Newell
YEARBOOK.....	Ms. Peyer

ELIGIBILITY-ACTIVITIES OTHER THAN SPORTS

Students wishing to be eligible to represent D-DHS in any extra-curricular activity must abide by the rules governing the organization. Students that are suspended out of school will *not* participate in any school functions during the suspension. Students participating in extra-curricular activities must be in school or school sponsored activity (i.e. career connections) the entire day of the event or practice. Pre-arranged requests for absence for extenuating circumstances would be subject to approval by the administration.

NATIONAL HONOR SOCIETY

1. Students are eligible for induction at the end of their sophomore and the end of their junior year. Induction banquets take place in the fall. In order to be eligible, students must have at least a 3.5 GPA and show that they have service, character, and leadership. A 5-member faculty selection committee comprised of teachers votes to decide who will/ will not be inducted each year. This committee of teachers is chosen by the principal and the advisor, Mrs. Terrill.

2. In order to remain a member of NHS in good standing and having the privilege to wear the stole on graduation, the NHS member must have demonstrated the 4 tenets of NHS members through the following criteria:

- Maintained the minimum GPA of 3.5
- Participated in at least 10 hours of NHS-directed service projects per school year throughout a student's membership
- Maintained the highest of standards in the tenets of character, leadership, scholarship and service

****If the criteria listed above are not met satisfactorily, the student will not be allowed to wear the stole at graduation to signify NHS membership.****

It is our hope that students may benefit from NHS membership through participating in service projects. They will serve as role models and peer tutors. They will also look for ways to enhance our school and community. NHS is looking to incorporate more service projects into our activities as a way to insure that all members have ample projects to partake in to acquire their minimum number of service hours. If you have an idea of a service project that NHS could help with, contact Sara Terrill using the contact information below.

If you have any questions, don't hesitate to contact Sara Terrill, NHS advisor at: terrill@ddschools.org or you may call her at 728-2642 ext. 4476.

SCHOOL BUS SAFETY

The School District of Delavan-Darien provides safe efficient transportation for students attending public and private schools. In order to protect the safety and welfare of the student while on the bus, parents are asked to review the following bus rules with their children on a periodic basis. Students riding the buses, whether on a daily basis to and from school, or for field trips and sporting events, are expected to know and follow these rules. Basically parents are responsible for the behavior of their child on school buses. If a student's behavior is not acceptable. The privilege of riding the bus may be withdrawn and it will become the responsibility of the parent to transport the child.

1. ***Be on time for the bus.*** Students must board the bus at designated stops or at the school they are attending.
 2. ***The bus driver is in charge.*** School bus passengers shall comply with any lawful order given by the driver in carrying out the driver's responsibility of transporting passengers safely. The school bus driver has a legal responsibility to maintain order on the bus.
 3. ***Respect others on the bus.*** Passengers shall exhibit good conduct and be polite while on the school bus. They will respect the rights, property and safety of other passengers. This means no pushing, shoving, running, hitting, kicking, fighting, or being loud. The same rules of conduct that apply in a classroom apply on the school bus.
 4. ***Profane or abusive language or gestures will not be tolerated.***
 5. ***Passengers must remain in their seat at all times until their destination is reached.*** Passengers shall face forward with feet on the floor. Passengers are not allowed to sit on the floor or stand on the seat. Moving from seat to seat is not allowed without driver permission. The bus driver may assign seats.
 6. ***The aisle on the bus must remain clear at all times.*** Personal items of the passengers must be kept in a bag of some sort. Musical instruments, book bags, and other equipment must be held on the passenger's lap or be capable of being stored under the seat in order to be allowed on the bus. Boombox radios are not allowed on the bus. Glass containers and other sharp objects are not allowed on the bus.
 7. ***Tobacco, alcohol or other harmful substances are not allowed on the bus.***
 8. ***Do not*** eat food, candy or drink beverages on the bus.
 9. ***Do not throw anything on the bus or out the window.***
 10. ***Destruction to the bus is prohibited.*** Passengers causing destruction shall be liable for the cost of all labor and materials to return the destroyed area to a like-new condition, may be charged with vandalism, and may result in automatic suspension of busing privileges.
 11. Students will enter and exit the bus through the front service door only. The rear emergency door of the bus is to be used only in emergencies. Any passengers who use the emergency door for a purpose other than an emergency, will automatically forfeit the right to ride a school bus at any time in the future.
 12. ***The bus driver must give permission before bus windows may be opened.***
 13. The school district is unable to release medical or confidential information to the bus company without specific written authorization from the parent. Therefore, if your child is under continuing doctor's care for a medical condition or other special need that you feel the bus company should be aware of, you will need to contact them. The telephone number at the Dousman Transport is 728-2166.
- FIELD TRIPS AND EXTRA-CURRICULAR TRIPS:**
14. ***All bus rules still apply.*** Chaperons and coaches are to sit among the students and assist the driver in maintaining order and discipline.
 15. ***Students who ride the bus to games or events must return to Delavan on the bus.*** They must ride the same bus they signed up for or purchased a ticket for.
 16. ***Cleated or spiked shoes are not to be worn on the bus.***