

Delavan-Darien School District Student-Parent Handbook

Updated Summer 2011

Delavan-Darien High School
Phoenix Middle School
Darien Elementary School
Turtle Creek Elementary School
Wileman Elementary School

Delavan-Darien School District 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 to the Delavan-Darien School District

Dear parents,

This student-parent handbook has been developed to explain the services offered and procedures followed in our district's five schools. We ask you read through it carefully, and if you have any questions, please contact your building principal.

This book is reflective of district board policies. Official board policies are available for review at the School Administration Center, 324 Beloit St., Delavan, from 8 a.m. until 3:30 p.m. during school days.

We hope you will visit your child's or childrens' schools and get to know the teachers, the principal(s) and other school personnel. Learning is a process that takes teamwork to accomplish. Our staff members look forward to working with all students and parents to make their educational experiences successful.

The final pages of this document can be printed or torn off and kept for easy access. It contains a school calendar indicating the days off, and space for you to keep track of important information, such as the phone extension and e-mail address of your student's teacher, your student's student ID number, PowerSchool login information and more.

The faculty, administration and the Board of Education extend a warm welcome to all students and their parents.

Thank you for being a part of the Delavan-Darien School District.

Please save this handbook for future reference.

Table of Contents

Need to Know

How to use this Handbook	5
Helping your child succeed	5
Contact Us	6
School Hours.....	7
School Calendars	7
School Newsletters	7
Find us Online	7

General Information

Registration.....	8
School Supplies	8
Fees	8
Dress Code	9
Clothing for Seasonal Weather.....	9
School Closing	10
Video Recordings and Photos	10
Attendance Boundaries.....	10
Swing/Shared Attendance Areas	10
Change of Address or Withdrawal.....	10
District Visitor Policy	11
Identification	11
Telephone System	11
Parent Messages	12
Student Use of School Telephones	12
Parent Communications.....	12
Parent-Teacher Conferences	12
Report cards.....	12
PowerSchool (online student information) ..	12
WKCE Testing.....	13
School Performance Report	13
Directory Data	13
Confidentiality and Mandated Reporting ..	14
School Breakfast/Lunch Program	14
Field Trips.....	14
Conference Schools	14
Tornado Drills/Fire Drills	14
School-Sponsored Student Publications and Websites.....	15
Electronic Equipment.....	15
Survey Requests.....	15

Attendance

Attendance Policy	16
-------------------------	----

Student Health

Health Services	18
Illness During School Hours.....	18
Accident Benefits	18
School Head Lice Procedures.....	18
When to keep your child home.....	19
Administering Medication	20
Access to Patient Health Care Records	23

Dietary Restrictions	23
Student Nutrition and Wellness Guidelines ..	24

Student Transportation

School Bus Safety Rules.....	26
Transportation and Parent Responsibility	27
Alternative Transportation Issues.....	28
Bicycles, Scooters, Skateboards, In-line Skates.....	28

Special Services

Special Student Services.....	29
Students with Disabilities	29
Assistance for Deaf, Hearing Impaired, or Non English-speaking parents/visitors ...	29
Student Assistance Program (S.A.P.)	29

Student Conduct

Code of Student Conduct	30
Student Rights and Responsibilities.....	33
Bullying / Cyber Bullying.....	34
Addressing Bullying/Cyber Bullying	35
Harassment	35
Harassment Complaint Procedures	38
Hazing.....	39
Good Citizenship and High Morality	39
Out of School Suspensions.....	40
Expulsions.....	40
Vandalism.....	41
Tobacco Products.....	41
Possession or Use of Weapons.....	41
Alcohol and Controlled Substances	41
Suspected Drug Use.....	42
Lockers and Searches by School Personnel	42
Use of Police Canine (K-9) Units.....	42
Prohibited items	43
Loitering on School Grounds	43
Public Displays of Affection.....	43
Cheating	43
Video Surveillance.....	43

Notifications

Public Notification of Nondiscrimination Policy.....	45
Title I Notification	46
Asbestos Update	46
Access to Public Records	46
Family Educational Rights and Privacy Act	47
Student Records	48
Student Immunization Requirements	49
Free and Reduced School Meal	

CONTINUED ON NEXT PAGE...

Table of Contents (2/2)

... CONTINUED FROM PREVIOUS PAGE...

Information.....	50
Free and Reduced Meal	
Income Chart.....	51
Notice of Special Education Referral and Evaluation Procedures (English/Spanish)	52
Confidentiality of Personally Identifiable Information Obtained Through Child Find Activities	53

APPENDIX A: DDHS

Daily Schedules.....	58
DDHS Fees	58
Motorized Vehicles	59
Work Permits.....	59
Student Services	59
Library Media Center (LMC)	59
Grade Reporting	60
Course Selection.....	60
Classification and Weighting of Classes	60
Incompletes	60
Wisconsin Student Assessment System.....	61
Academic Awards	61
Honor Roll	61
Youth Options Program.....	61
High School Credit for Youth Options Courses	62
Graduation Information	62
Senior Status Report	63
Graduation Requirements.....	63
Valedictorian and Salutatorian.....	64
Academic Excellence Higher Education Scholarship	64
Local Scholarships and Awards	64
Community Service Program	64
Early Graduation	65
Schedule Changes.....	65
Required Course Re-take Policy	66
Career Connections	66
Quest.....	66
The Comet Code: Student Life at DDHS.....	67
Sports, Clubs and Activities at DDHS	70
Dances	70
Student Representation at Public Events ...	71

Sports.....	71
Athletic Eligibility	71
Athletic Teams.....	71
Clubs and Activities.....	72
Eligibility for Non-athletic Activities	72

APPENDIX B: Phoenix

Phoenix Middle School Philosophy.....	73
How we got our name.....	73
Student IDs.....	73
Gum, Candy, Pop	73
Attendance Procedures at Phoenix	74
Physical Education Uniforms and Fees	74
Noon Activities	74
Make-Up Work	75
Planners	75
Passes.....	75
Elective Policy	76
Report Cards/PowerSchool/Incompletes ..	76
Honor Roll	77
National Junior Honor Society.....	77
Student Council.....	77
Co-Curricular Activities	77
Athletics	78
Progression of Consequences	78
Incentives	79
Everyone Can Be A Star!	80
In-school Suspension	80

APPENDIX C: Elementaries

Attendance Procedures for Elementary Schools.....	81
Instrumental Music Programs	81
Outdoor Play/Recess	81
Parties.....	81
School-Owned 'G'/'PG' Rated Movies.....	81

Quick Reference Page 83

2011-12 All-Schools Calendar 84

Need to Know

How to use this Handbook

This Student-Parent Handbook is intended for all students and parents in the Delavan-Darien School District.

In previous years, the district had separate handbooks for each of the three school levels, elementary, middle and high school. This new, combined handbook was created in an effort to maintain consistency in the information students and parents need to know, and to simplify the learning process for anyone who is a part of the Delavan-Darien School District.

Information is divided into sections. Information in these first sections applies to all students and parents:

- Need to Know
- General Information
- Attendance
- Student Health
- Student Transportation
- Special Services
- Student Conduct
- Notifications

Following these sections, this handbook has three appendices:

- DDHS
- Phoenix Middle School
- Elementaries

Here, you will find information that specifically pertains to students and parents in those grade levels.

If you have any questions, please contact a school's main office, or the Delavan-Darien School Administration Center by calling (262) 728-2642.

Helping your child succeed

1. Participate actively in home-school activities and attend school programs.
2. Show an interest in your child's work.
3. Check with your child regularly regarding notices from school.
4. Respond promptly to requests for parent conferences.
5. Provide your children with a healthful, stable home environment.
6. Provide your children with a good breakfast before sending them to school, or have them participate in the school breakfast program.
7. Make sure they receive proper rest.
8. Cooperate with the school and establish desirable attitudes toward school. Set a good example for children.
9. Share information about your child and family with the school so we may better meet the needs of your child.
10. Please avoid criticism of the school's programs or personnel in front of your child(ren).
11. If you have questions, complaints or suggestions, visit the teacher or principal.

Contact Us

Delavan-Darien School District
324 Beloit St.
Delavan, WI 53115

Phone: (262) 728-2642
Fax: (262) 728-5954 (School Administration Center)

Board of Education

Our Board of Education members, along with meeting minutes and agendas are on our website:
<http://www.ddschools.org/district/schoolboard.cfm>

Delavan-Darien School District Administration

(262) 728-2642
Superintendent ext. 4806
Director of Instruction ext. 4812
Director of Special Education/Pupil Services ext. 4807
Business Administrator ext. 4804

When calling a school dial...

(262) 728-2642

	Ext.		Ext.
Delavan-Darien High School	1	Turtle Creek Elementary School	3
Phoenix Middle School	2	Wileman Elementary School	5
Darien Elementary School	8	School Administration Center	6
		Assistance in Spanish	9

For the full staff directory with names visit: <http://www.ddschools.org/district/schoolboard.cfm>

DDHS

Administration
Principal.....ext. 4401

Associate Principal.....ext. 4473

Associate Principal.....ext. 4451
Athletics/Activities Director

Counselors
Last names A-K.....ext. 4427
Last names L-Zext. 4413
School Psychologist ...ext. 4412

Phoenix Middle School

Administration
Principal.....ext. 4202

Associate Principal.....ext. 4201

Counselors
Guidance.....ext. 4220

School Psychologist ...ext. 4211

Darien Elementary
Administration
Principal.....ext. 4720

Counselors
Guidance.....ext. 4726

School Psychologist ...ext. 4727

Turtle Creek Elementary

Administration
Principal.....ext. 4399

Associate Principal.....ext. 4363

Counselors
Guidance.....ext. 4380

Guidance.....ext. 4370

School Psychologist ...ext. 4350

Wileman Elementary

Administration
Principal.....ext. 4121

Counselors
Guidance.....ext. 4136

School Psychologist ...ext. 4127

School Hours

School	Regular Day	Early Release
DDHS	Grades 9-12: 7:20 a.m. - 2:30 p.m. daily	7:20 a.m. to 10:54 a.m.
Phoenix	Grades 6-8: 7:20 a.m. to 2:36 p.m. daily	7:20 a.m. to 11:10 a.m.
Elementary Schools	Grades 4K-5: 8:15 a.m. to 3:15 p.m. (5K-5 daily) 4K meets Monday/Thursday or Tuesday/Friday and one Wednesday per month	8:15 a.m. to 12:25 p.m. All grades 4K-5
Early Childhood	Classes meet Monday, Tuesday, Thursday, Friday AM Session — 8:15 a.m. to 11 a.m. PM Session — noon to 2:45 p.m.	Classes meet Monday, Tuesday, Thursday, Friday AM Session — 8:15 a.m. to 11 a.m. PM Session — canceled

School Calendars

The District's online school calendars can be found here: <http://www.ddschools.org/districtcalendar.cfm>, or on popout menus of each school page from our main homepage.

If you use Google or Gmail, you can subscribe to any or all of our various school calendars and have our calendar updates appear on your personal calendar in real time.

School events are also noted in monthly school newsletters, also available on our district website, www.ddschools.org, under each school's popout menu.

School Newsletters

School newsletters are produced monthly for each of the district's five schools. Newsletters are available for download from our website, www.ddschools.org. Find them under each school's menu on the left side of our main page. If you would like a paper copy mailed to you or sent home with your child, please contact a building principal or designee. Newsletters contain important information you should know about your child's or children's school and should be viewed regularly.

Find us Online

The Delavan-Darien School District uses several websites to keep its students, parents, staff and community members informed. Check out the following for more information:

www.ddschools.org — Main website for the school district. Has staff directories, school calendars, lunch menus, staff bios, staff website links, information about our curriculum and extra-curricular program offerings, scholarship information, resources and plenty more for students and parents.

<http://ddschools.wordpress.com> — A news "blog" about the district containing important, up-to-date information about what's happening in our schools.

<http://www.facebook.com/ddschools> — Regular updates about important things going on in our school district.

<http://www.twitter.com/ddschools> — Follow us on Twitter and stay informed with all the latest news.

<http://ddschools.smugmug.com> — Our central photo gallery website.

Others — Icons for all of the websites the district uses are found on the bottom of the district homepage. Also, the district site and blog can be translated into Spanish.

General Information

Registration

Parents with school-age children who are new to the community and those moving within the school district boundaries are encouraged to register at their child(ren)'s new school as soon as possible.

A birth certificate is required to verify the birth date and legal name of the child(ren). A recent report card from the last school attended is also helpful. Elementary students should also bring proof of residency and updated immunization records to registration.

A 4-year-old and 5-year-old kindergarten pre-registration is held each April for children who will be entering our kindergarten programs in the fall.

Students must be 4 years old on or before September 1 to be eligible for enrollment into 4-year-old kindergarten. There is no early admission option for 4-year-old kindergarten. Students must be 5 years old on or before September 1 to be eligible for enrollment into our 5-year-old kindergarten program. Early admission policy information for 5K can be requested from the building principal.

Parents or guardians with questions about registering their child(ren), or to find your child(ren)'s school, should contact the School Administration Center at (262) 728-2642.

School Supplies

Parents are responsible for providing basic school supplies for their child, such as writing paper, pencils, scissors, glue, etc. A list of required supplies for each grade level can be obtained at each school office, or online at: <http://www.ddschools.org/schoolsupplies.cfm>

Fees

Upon registration, a school fee is assessed to help offset the cost of personal use items, textbook rental and consumable materials (school supplies) provided to the student throughout the year. Fees are assessed as follows:

- Elementary Schools - 4-year-old kindergarten, \$7; kindergarten through grade 5, \$12
- Phoenix Middle School - \$25
- DDHS - \$40

Student fees are payable during registration. Fees are charged and/or refunded on a pro-rated basis for students who do not attend a full school year.

Depending upon the grade level and class there may be additional charges for specific personal use items such as Physical Education uniforms, musical instrument rental, materials for projects, replacement planners, novels and safety goggles.

Both the Phoenix Middle School and Delavan-Darien High School have an annual extra-curricular fee of \$25 charged to students who participate in organized after school student activities including clubs, drama, and athletics. Families with multiple students will be charged no more than \$50 annually in extra-curricular fees.

If fees cannot be paid at the beginning of the year, arrangements should be made with the office staff on an individual basis for a manageable payment plan. If a plan is not developed, students will not be allowed to participate in extra-curricular activities or graduation until fees and fines are paid in full.

Additional school fees may be applicable. See fees in appropriate school appendix. Fees are set by the Delavan-Darien School District Board of Education and are subject to change.

Dress Code

Students are expected to dress appropriately for school and school-sponsored events. Clothing worn by students should be suitable to a modern and clean school in which large numbers of young people are brought together in classroom situations. Clothing should conform with expected standards of the community, and not be an embarrassment or distraction to others. Clothing should be worn as it was intended. In no case will Delavan-Darien schools 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.

School administration reserves the right to ask students to remedy clothing that is considered distracting or inappropriate. If a student fails to comply with the request, parents/guardians will be contacted.

The following are guidelines for students dress and grooming at Delavan-Darien Schools.

- Students must be fully clothed at all times. Bare midriffs, straps less than one and one-half inches in width, or see-through garments without proper undergarments are not permissible. No tank tops, jerseys, mesh garments or any low-cut, provocative shirts may be worn unless a T-shirt is worn underneath.
- Footwear must be worn at all times.
- Swimwear or sleepwear is not permissible.
- Gloves and any form of head wear are not to be worn in the building.
- No undergarments should be visible. Jeans, shirts, slacks, etc., must be worn in an appropriate manner.
- 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.

Clothing for Seasonal Weather

Children should come to school properly dressed for the elements; particularly hats, boots and mittens for cold, wet weather and snow in the wintertime. These items should be properly labeled with the student's name for easy identification.

Outside play on cold weather days is encouraged. Decisions to restrict outdoor recess time will be based on circumstances such as how wet/cold the conditions are, the amount of sunshine, and the length of time the students will be outdoors. The general guideline is that we will not have outdoor play/recess when the temperature (with wind chill calculations) is lower than 0 degrees.

School Closing

School closings due to inclement weather or other reasons will be announced on our website, www.ddschools.org, and through local television and radio stations, including (but not limited to):

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

NBC Milwaukee - Channel 4
ABC Milwaukee - Channel 12

FOX Milwaukee - Channel 6
CBS Milwaukee - Channel 58

(All channels listed are over-the-air numbers. Channel numbers may be different on cable and satellite providers.)

Parents may also be contacted by telephone in the event of a school closing via the district's AlertNow bulk messaging system. The decision to close schools will occur by 6 a.m. that school day. Automated phone calls will be made before 7 a.m.

Video Recordings and Photos

The Delavan-Darien School District may videotape (digitally record) and/or photograph students during athletic events, various performances and ceremonies. We may also photograph students in educational circumstances, settings and situations. These images or recordings may be used by the district for class composites, yearbooks, district-produced newsletters, district-maintained websites (including social networking websites), district publications, television (Charter Cable 98/992, the district's cable access channel), or other public displays, including being sent to area media outlets, to publicize the district, its various programs, and the students involved in those programs. Many photos are also available for purchase online at the district's photo gallery website, <http://ddschools.smugmug.com>. If parents have questions or concerns regarding this photo/video policy, please contact district administration or a school principal.

Parents who object to the use of their child's images must notify the building principal, in writing, prior to September 15 of each school year.

Attendance Boundaries

As a general rule, students will be assigned to attend the elementary school in the area in which they live, not the school where the baby sitter lives. Bus transportation will be considered if the baby sitter lives in the child's assigned attendance area.

Swing/Shared Attendance Areas

The Delavan-Darien School District has identified and adopted swing/shared attendance areas between its three elementary schools. Families moving into these swing/shared attendance areas will be assigned to an elementary school based on class size availability to prevent overcrowding in specific buildings. Final notification of school assignments may not be made until after registration is completed in August. Please contact the School Administration Office for more information on Swing/Shared Attendance Areas.

Change of Address or Withdrawal

If you change your address or telephone number during the school year, the change should be reported to the school office immediately. If you are moving out of the district, the school should be notified in advance so that the proper transfer records can be prepared and your child's supplies can be collected.

District Visitor Policy

Delavan-Darien School Board and administration welcome parents and other interested persons to visit the schools. However in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

A visitor is defined as any person seeking to enter a school building who is not an employee of the school district or a student currently enrolled in that building. Visitors will report to the school office when entering the building during regular school hours in order to receive authorization to visit elsewhere in the building. Upon approval each visitor will need to sign in and wear a name tag or visitor's badge. Additional building procedures for visitors should be followed.

- Parents and community members are invited and urged to visit the schools during Open House days.
- To increase safety and security, and reduce interruptions, all exterior doors to our schools shall remain locked with the exception of doors closest to the main offices.
- We do not encourage non-registered children to visit the school unless accompanied by an adult. Prior arrangements must be made with the principal.
- Outside visits with students during the school day are not allowed except for special circumstances and only with prior administrative approval.

The District Administrator or the principal or a designee in their absence has the authority to determine which visits are to be permitted or to prohibit the entry of any person to a school of this District. Authority is also given to expel any person when the school official has reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the school official is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual. Continued incident disruption of the school environment may result in a person's loss of privilege to visit the school for a duration of time to be determined by the school official.

Identification

Every student at Phoenix Middle School and Delavan-Darien High School is required to have an ID Card. Pictures will be taken during registration and an ID will be issued. Make-up dates for pictures will be announced early in the school year. Replacement ID cards can be purchased for \$5.

In order to safely work together, staff members should know the identity of the students they encounter in the school building. As a result, students are expected to carry their ID card at all times. ID cards are used during the day, in such places as school libraries, for lunch purchases, and for entry into school activities.

Elementary school students do not have ID cards.

Telephone System

The district's central phone number is (262) 728-2642. After dialing that number, callers will get an automated menu of choices to help further direct their call. Listen to the prompts to connect to a desired building. Once the building is reached, another series of menu choices will be given. The caller may choose to leave information regarding an ill child on the attendance line or contact a teacher for an appointment. This type of information may be left on voice mail tied directly to a specific person or location in the district, assuring that your message will be received in the most timely manner possible. To reach a school secretary, you may dial 0 (zero) at any time. Staff extensions may be entered at any time to bypass the automated voice mail directions. A listing of all staff extensions is found on our website: www.ddschools.org.

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A more detailed explanation of the telephone system can be requested from school offices. We look forward to utilizing this technology to improve communication with our parents. Our goal is that you will become comfortable using it and will access the information from our buildings on a regular basis. Please do not hesitate to notify us with your concerns, questions, or comments. Your feedback will be helpful as we work together to best meet your needs.

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 or a message will be left with the student's teacher.

Student Use of School Telephones

Student use of the telephone is restricted to emergency use or to very special occasions. Students are not allowed to call home to get permission to go to a friend's home after school. Matters of that nature are not considered an emergency.

Teachers and students will not be called from class to answer the telephone except in case of an emergency. Telephone messages should be left on voice mail or will be delivered to the classroom as soon as possible.

Parent Communications

School personnel will communicate with parents through newsletters, e-mail, notes, or telephone calls as the need arises. This may include the AlertNow telephone system, which is capable of sending "bulk" messages to groups of parents all at once. Parent phone numbers and e-mail addresses are collected at registration. Again, you are encouraged to contact your child's teacher or principal if you have any questions regarding school.

Parent-Teacher Conferences

Formal parent-teacher conferences are scheduled for all students each fall. Additional parent-teacher conferences may be scheduled by either the parent or the teacher as need arises. These conferences are beneficial because it provides parents and the teacher an opportunity to share information which will be of assistance in working with your children. If you have a question about your child's education program, we invite you to set up a conference with their teacher(s) or the principal.

Report cards

Student report cards are sent out quarterly for all schools. Report cards are mailed to students' home addresses (middle school and high school) or sent home with students (elementary schools) about a week after the quarter ends. Questions about a student's grades, including making up incomplete work, should be directed to his or her teacher.

PowerSchool (online student information)

PowerSchool is a Student Management Software Program. This software allows district staff to keep track of pertinent information that is required by the State of Wisconsin along with allowing staff to manage things like attendance, schedules, grades, health, etc. This software program is used daily by staff and teachers to take attendance, lunch count, look up information such as phone numbers and to complete reports for the State of Wisconsin.

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One of PowerSchool's main attributes is Parent Access for middle school and high school parents. Parent Access provides parents or guardians round-the-clock access to real-time information about their child's attendance and grades. It also provides a means for teachers to communicate with parents or guardians about class events and assignments, and ways they can help their child at home. You can also elect to receive periodic e-mails with attendance and grade updates, if that method is easier for you than going to the site.

Log on at: <http://ps.ddschools.org/public/>
(links can be found under the resources link on our district website, www.ddschools.org.)

WKCE Testing

Annually, 3rd-5th grade elementary students, 6th-8th grade middle school students and 10th grade high school sophomores are given a Wisconsin Knowledge and Concepts Exam (WKCE).

All students are assessed in both reading and math. The 4th, 8th, and 10th grade assessments include language arts, science and social studies areas as well.

These test scores are compared with other students throughout Wisconsin and the nation to assure that all of our students are becoming proficient in these subject areas.

As a district, we use many other assessment measures as well to identify the academic strengths, deficiencies and progress of our students. Principals are available to interpret test results or to review students' school records upon request.

School Performance Report

The School Performance Report maintained by the Wisconsin Department of Public Instruction for the Delavan-Darien School District is available for public inspection. A link is found on the district's website under the "About Us" menu at: <http://www.ddschools.org/district/>

Directory Data

The Wisconsin 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, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the pupil.

Such directory data, including photographs and video recordings of students taken while participating in school-related functions, may be released to appropriate persons 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 information by so advising the District Administrator no later than **Sept. 15**, at 324 Beloit Street, Delavan, Wisconsin, 53115, or by calling 262-728-2642, ext. 4806.

Confidentiality and 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, or a court orders the release of information. For more information about confidentiality or mandated reporting guidelines contact a school's guidance or student services office. Further details can be found in the *Student Records* section of this handbook.

School Breakfast/Lunch Program

Nutritional and well-balanced lunches and breakfasts are served at all schools on full school days. Lunch is also served on early release at the district's three elementary schools. No lunch is served on early release days at Phoenix Middle School and Delavan-Darien High School.

Information concerning the menus for these meals is printed in the monthly newsletter and on the district's website, www.ddschools.org. Applications for free or reduced price meals are available at registration or in the school office.

Student meals are a parent responsibility. Money for the breakfast and lunch programs is handled through a computerized debit system. Meal money is deposited in student accounts and used as needed. Middle and high school students will use their student ID card to purchase meals with funds debited from their account. Parents are expected to keep a positive balance in all meal accounts at all times. In the event of graduation or withdrawal, positive lunch balances shall be refunded to parents upon request.

Students may also bring "bagged" lunches from home. Milk is available for separate purchase. All meals are expected to be eaten in the cafeteria with trays and utensils returned to the designated area after eating.

The District has a policy for children unable to pay the full price of meals served under the National School Lunch Program and School Breakfast Program. Applications for free and reduced meals are accepted throughout the school year. If a household member becomes unemployed or if the household size changes you may wish to (re)apply. Applications are available in school buildings or by contacting the Administrative Assistant to the Director of Pupil Services at 728-2642 ext. 4805.

Field Trips

As a part of class work, students are sometimes provided the opportunity to visit places they are studying. Permission slips will be sent home with students, giving full details of the field trip. Families may be asked to pay admission fees for students attending field trips.

Conference Schools

Middle and high school students often travel to other schools or locations for events, such as sports or forensics meets. A map of other schools in the Southern Lakes Conference and surrounding area can be found in the Delavan-Darien High School menu, or the parents resources section of our district homepage, www.ddschools.org.

Tornado Drills/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.

School-Sponsored Student Publications and Websites

Some school publications and websites, including but not limited to blogs, online video and Facebook pages, may be produced and maintained primarily by students. The principal and advisors have the right to review the material to be printed or posted 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' or clubs' staffs are expected to observe the rules of responsible journalism.

Electronic Equipment

It is not recommended for students to bring personal electronics to school due to their expense and potential for distraction from the educational process. Staff members may confiscate these items if they are seen in the classrooms, study halls, or other educational areas during the school day. The Delavan-Darien School District is not responsible for lost, stolen or damaged items.

Elementary school students are not allowed to be in possession of electronic paging or two-way communication devices unless authorized by building principal for medical, school educational, vocational or other purposes as he/she deems necessary. Elementary students may not bring other personal electronic devices to schools, such as personal stereos, iPods, MP3 Players, radios, electronic games and cell phones (unless authorized by principal). The school reserves the right to confiscate these items. Parents will need to make arrangements to pick up the items from the school office.

Delavan-Darien High School and Phoenix Middle School policies allows students to bring cell phones to school, but they must be out of view and turned off according to building procedures. Students may not use them from arrival until the end of the school day. After school at DDHS, students may use their cell phones in the hallways and common areas of school. At Phoenix, students can use their phones outside after school. Cell phone use is never allowed in more private areas, for example, the school 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. Students who do not follow school policies may have their device confiscated and face other discipline consequences.

Survey Requests

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the district to notify parents and obtain consent or allow parents to opt their child(ren) out of participating in certain school activities. These activities include student surveys, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Surveys are approved by school administration before they are administered to students. The intent of the collected data and level of security of the results are explained prior to approval and distribution. The surveys would be available for inspection by parents during the distribution and data collection time frame. If you would like your child to be excluded from participation in these surveys, please contact your building principal in writing annually by Sept. 15.

There are currently no scheduled activities requiring parental notice and consent or opt-out for the upcoming school year. For surveys and activities scheduled after the school year starts, the Delavan-Darien School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Attendance

Attendance Policy

The following is a summary of the district's attendance policy. For further details about the district's official attendance policy, refer to District Policy No. 431, which is available for inspection at the School Administration Center.

Attendance

The Delavan-Darien School District requires enrolled students to attend school regularly in accordance with the laws of the State of Wisconsin. The District's educational program is based on the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Regular attendance is a responsibility that should be shared by parents/guardians, students and the school.

The principal of each school, or a designee, shall determine daily which students enrolled in the school are absent from school and whether that absence is excused, unexcused or truant.

Leaving During the School Day

If your child must be picked up during the school day, please notify the teacher or the school's main office or attendance office with a written note that morning. Children may not be released early without proper notification. Please pick up your child in the school office, not from the classroom.

Student Attendance

If a child is to be absent for a day or a known number of days, parents are asked to call the student's school before 8:45 a.m. (10 a.m. for DDHS) on the day that their son/daughter is to be absent and give the reason for the absence OR a note signed by a parent will be required when the student returns to school explaining the reason for the absence. The attendance secretary processes the request. Please report the child's name, grade, teacher and reason for the absence with the secretary or on the main office or attendance office voicemail if the office is not open.

To report a student absence call:

- Attendance secretaries: Dial 728-2642. For DDHS, extension 4406; Phoenix, extension 4204; Darien, extension 4722; Turtle Creek, extension 4300; Wileman, extension 4122.
- Attendance voicemail: 728-2642. For DDHS, extension 4926; Phoenix, extension 4983; Darien, extension 4921; Turtle Creek, extension 4397; Wileman, extension 4123. Messages to the attendance voicemail are accepted 24 hours a day.

If a child is absent and the school has not been notified, a member of the office staff will attempt to contact the child's parents/guardians.

Excused Absences

Each excused absence shall be explained by verbal communication and/or in writing. The excuse shall be submitted to the main office or attendance office and be maintained in the student's school record. Students are expected to make up coursework missed during the absence.

The following are considered excused absences:

- Personal illness. Medical verification may be required after three consecutive days or five days in a semester
- Family emergencies or crises
- Attendance at a funeral
- Religious holidays or religious instruction
- Medical and legal appointments. Verification of appointment may be required
- Severe inclement weather when district schools are not officially closed

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- Attendance at special events of educational value, approved by the principal or designee. A written excuse from the parent or guardian is required before the absence.
- Home and in-school suspensions are excused absences. Parents need not report student suspensions.

A child may not be excused for more than 10 days in a school year, per state statute 118.15(3).

Unexcused Absences

Absences that exceed the number of days permitted by State Statutes, despite parent approval, are unexcused absences. An exception to this rule is a documented medical excuse. Planned absences not approved by the district are unexcused absences, even if the absence (had it been explained to the school) may have qualified as an excused absence.

Truant Absences

A truant absence is any absence of part or all of one or more days from school during which the main office, attendance office, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on or the purpose of defeating the intent of Wisconsin statutes.

Habitual truant means a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester under Wisconsin statutes. Legal consequences, including involvement of law enforcement, may be applicable for habitual truants. Please be aware that the parent/guardian may be responsible to the court if truancy papers are filed.

Planned Absences

The School District of Delavan-Darien encourages the planning of family vacations and trips during non-school days. Ten (10) planned-absence days are allowed each school year in accordance with state statutes. Such absences require written notice prior to the absence. Planned absence days cannot be claimed after an absence has occurred. Trips with parents that are requested and approved in advance are counted as planned absence days. Missing any part of a school day counts as one used planned absence day.

It is extremely important that your child be given the proper time for instruction in the curricular areas to ensure their success. In the rare case when your child must be out of school, please contact the school's main office or attendance office and the teacher as soon as possible to make arrangements for work to be completed.

Classroom Visits

Parents/guardians and persons authorized by parents/guardians are welcome to visit classrooms in the district. This is arranged by contacting the building principal in advance of the visit to ensure that the visit time and date is during a time when classroom instruction will not be disrupted. We do not encourage non-enrolled children to visit the school unless accompanied by an adult (example: a school tour for a new student), and with approval from the school principal. Student visitors are not allowed unless approved by the building principal.

Lunch

All schools have a closed campus for all students. Students may be outside during lunch periods in designated areas.

After-school activities and evening performances

If a student is truant or absent during part or all of the school day, he or she may not be allowed to participate in district-sponsored after school or evening activities.

Student Health

Health Services

The district nurse (office is at DDHS, 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 the Delavan-Darien School District 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.

Illness During School Hours

If a student becomes ill during the school day and needs to leave school, a parent or emergency contact will be notified to pick up the student and see that he or she is taken home.

It is very important that the school district has a telephone number or numbers where parents can be reached in case an illness or emergency situation arises involving your child(ren). In addition to themselves, it is requested that parents list a nearby relative, friend or neighbor and their telephone number as an emergency contact in case we can't find you and your child must go home.

Students must sign out with the attendance secretary if they leave school early due to illness.

Accident Benefits

The Delavan-Darien School District has supplemental accident insurance for enrolled students participating in school activities with the exception of interscholastic athletics. Additional coverage may be purchased for student athletes at their own expense.

Limited coverage is available to help assist with the payment of injury related medical expenses that are not covered by the individual's insurance. Parents must first use their own insurance and then amounts left unpaid will be considered for payment. Covered charges must be incurred within one year from the date of injury provided the first treatment occurs within 60 days from the injury. Coverage is for injury due to accidents only.

Timely reporting of accidents, injuries and claims are required to take advantage of this coverage. Accidents must be reported immediately to the staff member in charge of the activity. A written accident report should be completed by the supervising staff member or injured adult. Questions about this program should be referred to the school nurse at extension 4416.

School Head Lice Procedures

If a staff member suspects a student may have lice, he/she may request that the student be checked for the presence of lice by the nurse or health aide. If live lice are found, the student's parents will be contacted and the student will be sent home for treatment. Upon returning to school, the student's head will be checked for the presence of live lice. If no live lice are found, the student will be allowed back in school. However, if live lice are found, the student will be sent home and the absence will be unexcused. This student will be checked again in one week after lice are originally found for signs of any new infestation.

When to keep your child home

One of the problems most often confronting parents of school-age children occurs when a child complains of not feeling well on a school day. A decision must be made as to whether the child stays home or goes to school. How do you make the right decision?

The following are guidelines to assist you in making the decision as to when your child should stay home from school.

Illness	Home or School?	Why?
Chicken Pox	Home	Children with chicken pox must stay home from school until all spots are dried and crusted, usually 5-6 days.
Cold w/mild symptoms (stuffy nose, sneezing, mild cough)	School	Your child may attend school if he/she is able to participate in school activities.
Conjunctivitis (pink eye)	Home	Your child may return to school 24 hours after treatment is started.
Cough	Home	If the cough is persistent and irritating, it is disruptive to learning.
Diarrhea	Home	Students should be kept home for 24 hours after the last episode of diarrhea without the use of medication.
Fever	Home	Students should stay home if temperature is 100 degrees or more. Keep home until fever-free for 24 hours without the use of medicine.
Fifth Disease	School	By the time the rash appears, children are no longer contagious and do not need to stay home.
Head Lice	Home	Students may return after their hair has been treated and clothes changed.
Impetigo	Home	Students may return to school 24 hours after treatment starts. Sores should be covered at school.

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Ringworm	School	Students may come to school as long as area is being treated and is covered.
Strep Throat	Home	Students may return to school 24 hours after treatment has started and temperature is less than 100 degrees.
Vomiting	Home	Students should be kept home for 24 hours after the last episode of vomiting without the use of medicine.

NOTE: A child who is well enough to attend school should also be well enough to participate in recess. If your child cannot go outside for recess, a doctor's excuse must be at school.

Any teacher, secretary, principal, or nurse can send a student home if they believe the student is ill or has a communicable disease, such as lice, impetigo, or chickenpox.

Administering Medication

1. The Delavan-Darien School District believes that medications should be administered to students at home whenever possible. If it is necessary for a student to take medication at school, it must be done in accordance with District guidelines. The school nurse and other assigned persons designated by the nurse or school principal may administer medications to students under established guidelines. Before any prescription medication may be administered to a student in the Delavan-Darien School District, school personnel must receive written parental consent and written instructions and consent from the student's physician. Non-prescription medication may be administered with written parental consent.
2. All written instructions and consent forms shall be filed in the school health office. The school nurse shall be responsible for reviewing the written medication instructions periodically, maintaining complete and accurate medication records, and storing all medication in a locked cabinet/drawer. Medication that requires refrigeration shall be stored in a refrigerator away from food.

3. Definitions

Administer - the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion or other means, to the human body.

Medication error - Medication errors include: administering the wrong medication or dose of medication, administering the medication at the wrong time, administering a medication to by the wrong route (orally instead of injection) or failing to administer the medication.

Student - Any person who is enrolled in the Delavan-Darien School District in an approved instructional or co-curricular activity.

School - A pupil is in school when in attendance at an approved instructional or co-curricular activity, whether held on or off school premises.

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School nurse - A registered nurse licensed under 441.06 or in a party state, as defined in s.441.50(2) (j), who also meets the qualifications for school nurses prescribed by the department by rule.

4. Training Requirements

All school personnel designated to administer medications and/or nonprescription drug products will receive the required DPI approved training from the school nurse. This training will be documented. School personnel who may be trained to administer nonprescription drug products or prescription drugs include school nurse, classroom teacher, educational support professionals, and volunteers.

5. Procedure for Administering Medication to Students**Prescription Medications**

a. Prescription medications shall not be administered to a student until the following steps are completed:

1. The parent provides school personnel a completed parent consent form.
2. School personnel receive a completed physician order form for administering medication.
3. School personnel receive the medication in the original labeled container

b. Prescription medications to be administered to students must be in the original container from the pharmacy. Legible information printed on the label must include:

1. student's full name
2. name of medication and dosage
3. directions pertaining to the administration of the medication including time
4. physician's name (prescriber)
5. effective date of medication

c. Prescription medication will be stored according to manufacturer's guidelines. Prescription medication will be stored in a locked cabinet/drawer that is not accessible to students. Medication that requires refrigeration will be stored in a refrigerator away from food.

d. Only school district employees who are designated in writing by the principal or nurse and have had the DPI approved training will administer medications.

e. The length of time for which a prescription medication is to be administered will be specified in the written instructions from the prescribing physician. The maximum length of any written instruction will be until the end of the current school year. Any time there is a change in dosage, number of doses, time of administration or change in medication, a new written statement from the physician and parent is necessary.

f. When a prescription medication needs to be refilled, school personnel will send a letter or call the parent to notify them that a refill is needed.

g. With medications that are to be given at a specific time during the day, there is a leeway of 60 minutes before and 60 minutes after this specific time within which the medication can be given. If the medication is not taken by the student during this time frame, school personnel must contact the parent to inform them that the medication was not given.

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- h. Prescription medications must be given per the physician's order. If a student refuses the medication, the parent must be informed.
- i. It is the responsibility of school personnel administering the medication to witness the student take the medication.
- j. Missing Medications — If school personnel identify that medication is missing, the principal and nurse will be notified. The school staff member will document on the medication administration record the date, time, amount and name of medication missing. The principal or nurse will contact the parent to inform them of the missing medication. If the medication is a controlled substance, the police liaison officer will be notified.
- k. Medication Errors — When a medication error occurs, it must be documented on the Medication Error Report and the nurse must be notified.
- l. Change in dose — Whenever there is a change in a dosage of prescription medication, a new consent form is required with the signatures of the physician and parent.
- m. Discontinuing medication — Because both physician and parent signatures are required to administer a prescription medication, if one of the parties pull their consent, the medication can no longer be administered.

Non-prescription Drug Products

Designated personnel will administer non-prescription drug products from the original manufacturer's package with a signed parental consent form stating the following: name of the medication, the reason for the medication, and the dosage and the time to be administered in a legible format. The package should be labeled with the student's name.

School personnel may administer a nonprescription drug product to a student in a dosage other than the recommended therapeutic dose only if the request to do so is accompanied by the written approval of the student's health care practitioner.

6. Adverse Side Effects

All school personnel who observe adverse side effects to a medication or have concerns with behavioral or physical changes of a student should report these concerns to the nurse. The school nurse will then contact the physician and parent regarding this concern.

7. Documentation

Accurate and confidential written records shall be established and maintained for each student receiving medication.

- a. During the school year, medication administration records and permission forms of students taking medication will be kept in a medication logbook.
- b. At the end of the school year, medication logs will be placed in student's health file.

8. Disposing of Medication

Before the end of each school year, school staff will send a letter home to parents indicating they are responsible for picking up the remaining medications at schools. Except for inhalers, medications cannot be sent home with the student. Medications that are not picked up by the parent within the stated time will be disposed per DPI guidelines. Two persons need to sign a statement indicating the medication and amount that was destroyed.

9. Review of Medication Instructions

The school registered nurse will periodically review district medication administration procedures.

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10. Emergency Glucagon Administration

Except for glucagon administered in accordance with written instructions and consent outlined above, any school bus driver, employee or volunteer may administer glucagon to any student who the school bus driver, employee or volunteer knows is diabetic and who appears to be experiencing a severe low blood sugar event with altered consciousness if, as soon as practicable, the school bus driver, employee or volunteer reports the event by dialing 911 or, in an area in which 911 is not available, the telephone number for an emergency medical service provider.

11. Liability Exemptions

A district designee is immune from civil liability for his/her acts or omissions in administering a prescription drug or nonprescription drug product to a student under state law unless the act is in violation of the training requirement or the act or omission constitutes a high degree of negligence.

Any school administrator or principal who authorizes a bus driver, employee or volunteer to administer a prescription drug or nonprescription drug product to a student under state law is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required training to administer a prescription drug or nonprescription drug product to a student.

Legal Reference: Wisconsin Act 160
Wisconsin Statute 118.29 (1-6)

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.

Dietary Restrictions

Parents or guardians of students who have special dietary restrictions (food allergies, restrictions on diet, etc.) should report all concerns to the district nurse, 728-2642 ext. 4416. Information may be shared with district food service personnel.

Student Nutrition and Wellness Guidelines

Research proves that good nutrition and increased physical activity results in better attendance, increased student achievement, and decreased behavioral problems. Nutrition and physical activity influences a child's development, health status, well being and potential for learning. The Delavan-Darien School District encourages all members of the school community to help create an environment for students which supports healthy, lifelong eating habits and provides physical activities which promote fitness and general well being. Decisions made district wide regarding food, beverages, and physical activity need to reflect and encourage healthy lifestyle practices.

Efforts to promote good nutrition and physical activity are the shared responsibility of every employee of the Delavan-Darien School District.

In order to create and maintain an environment that supports and teaches healthy eating habits as well as physical activity, the food service department, the health curriculum and the physical education curriculum will work from the following guidelines:

Food Service

The food service department will provide healthy meals as part of the educational learning environment.

- Offer meals through the National School Breakfast and Lunch Programs that meet and follow all U.S. Government Nutritional Standards.
- Control the frequency of sales of foods with minimal nutritional value during school meal service hours.
- Provide a positive environment in school cafeterias by giving an adequate amount of time for students to eat school meals and schedule lunch periods in a reasonable manner.

Nutrition

Staff in the Delavan-Darien School District will help students develop the knowledge, attitudes, skills, and behavior for life long healthy eating habits. When appropriate, staff will integrate nutrition concepts into other curricular areas.

- K-12 science and health teachers will develop age appropriate nutrition lesson plans. When appropriate, staff will integrate nutrition concepts into other curricular areas.

Physical Activity

The Delavan-Darien School District is committed to providing opportunities for physical activity both during and after the school day. The physical education staff will teach children the importance of physical exercise and will expose students to a wide range of physical activities so that students develop the knowledge and skills to be physically active for life.

- The Delavan-Darien School District will meet or exceed the requirements for physical education in the State of Wisconsin (Wisconsin State Statute 121.02 states: Physical education 3 days per week for grade 5K-6 students of which two are to be taught by a certified PE teacher and the third could be under the direction of a PE teacher; grades 7-8 weekly throughout the year taught by a certified physical educator; grades 9-12 one and a half credits over three years by a certified PE teacher.)
- Outside of the school day, the district will continue to provide additional opportunities for physical development and fitness through co-curricular and intramural sports. The district will work cooperatively with community organizations to provide additional programming.

- Staff members will not excessively prohibit or deny student participation in lunchtime recess as a consequence for inappropriate behavior or poor academic performance. Each building nutrition/wellness committee will determine their own specific recess policy, not to exceed taking away more than 50 percent of scheduled recesses.

Vending and Fundraising:

The Delavan-Darien School District will encourage the sale and distribution of foods high in nutritional value for all school functions, fundraisers and other activities.

- Vending machines and fundraising activities will be monitored to support a healthy environment.
- Fundraising projects must be approved according to district policy.
- Items being sold should not interfere or compete with the National School Lunch or Breakfast program.

Classroom Parties and Incentives:**Classroom Special Occasions:**

Staff in the Delavan-Darien School District will be encouraged to give suggestions to students and parents for HEALTHY snacks for classroom celebrations and other events.

Food and Non-Food Classroom Incentives (Rewards):

Staff in the Delavan-Darien School District will be encouraged to consider non-food items as a student incentive. The district nutrition/wellness committee will provide copies of suggested snacks, rewards, and party ideas.

Student Transportation

School Bus Safety Rules

The Delavan-Darien School District provides safe, efficient transportation for students attending public and private schools. In order to protect the safety and welfare of the children 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 child'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.

The first documented infraction of the following bus rules usually results in a warning. The second through third infractions result in three to five days of suspended bus riding privileges. The fourth infraction will result in a three to five day suspension of bus riding privileges and a meeting with the school district's business manager, the Director of Pupil Services and the appropriate Building Administrator. The fifth infraction will result in an immediate and indefinite suspension of bus riding privileges. The school district may choose to skip steps in the previous set of established consequences based on the severity of the infraction.

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 **(262) 728-2166**. You should ask to speak to the bus terminal manager, regarding these special issues or circumstances.

BUS RULES:

- 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 passenger safety. 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 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.** Anything brought aboard the bus must fit into and kept in the student's backpack or enclosed bag. This includes articles such as class projects, balls etc. Musical instruments and other equipment must be held on the passenger's lap or capable of being stored under the seat in order to be allowed on the bus. No pets, insects, bugs, or critters of any kind. Music devices, skateboards, glass containers and other sharp objects are not allowed on the bus. Any exceptions to the above list will require prior approval from the building principal.

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- 7. Tobacco, alcohol, or other harmful substances are not allowed on the bus.**
- 8. Do not eat food or candy, or chew gum on the bus.** Eating and drinking are allowed *only* on field trip or extra-curricular activities. No glass containers are allowed.
- 9. Do not throw anything on the bus, or out the window.**
- 10. Destruction to any part of 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 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 the bus windows may be opened.**
- 13. On field trips or extra-curricular activities, all bus rules still apply.** Chaperone and coaches are to sit among the students and assist the driver in maintaining order and discipline.
- 14. Students who ride the bus to games or events must return to Delavan-Darien Schools on the bus.** They must ride the same bus they signed up for or purchased a ticket for. Students who are participating in an athletic event must ride the bus home with the team after the game UNLESS a written note from a parent has been approved and signed by the principal ahead of time.
- 15. Cleated or spiked shoes are not to be worn on the bus.**

Please remember, the school bus driver has the responsibility to transport passengers safely. These bus rules are designed to allow all children to be transported in a safe and orderly manner.

Transportation and Parent Responsibility

The School District accepts responsibility of students from the time students get on the school buses to the time they get off at the end of their school day. For students who walk to school, we accept responsibility once the child is on our school grounds and until the child leaves our school grounds at the end of the day. Supervision and responsibility of students from leaving home and walking to the bus stop or to school is the parent's responsibility. Once students get off the bus or leave the school grounds, getting home safely is also the parent's responsibility. Parents need to plan for these transition times and assure that their child is safe.

Our early childhood (EC) children, as well as our 4- and 5-year-old kindergarten students, require special supervision going to and from the scheduled bus stop locations. Each of these students needs to have a parent or responsible older sibling walk them to the bus stop each morning and meet them at the bus stop each afternoon to assure that they get to school and home again safely. If it is determined that any of these younger students do not have a responsible person to meet them at the bus stop, they may be returned to the school. A parent will be contacted and required to pick them up from school immediately and the situation will be handled following the bus infraction procedure previously outlined where the privilege of riding the bus may be withdrawn.

Our early childhood (EC) children as well as our 4- and 5-year-old kindergarten students require special supervision going to and from school if they are within walking distance of school. Each early childhood and 4- or 5-year-old kindergarten student needs to have a parent or responsible older sibling pick them up from school or walk them to school each morning and meet them at

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the building each afternoon to assure that they get to school and home again safely. Any of these younger students who do not have a responsible person to meet them at the end of the day will be retained at the school where a parent will be contacted and required to pick them up from school immediately. The situation will be handled with an initial warning with follow-up concerns being handled in conjunction with the Walworth County Department of Human Services.

All young children need practice in learning how to cross streets and walk to school or a bus stop. **Please spend some time with your child prior to the first day of school reviewing safety rules and the following procedures:**

1. Pupils who have to cross the road to be picked up should look carefully in all directions from which traffic may come before crossing.
2. Pupils who have to walk some distance to meet a bus should walk on the side of the road facing the traffic. While waiting for the bus, they should not stand or play on the roadway.
3. While being transported to and from school, pupils must know they are under the authority of the school bus driver. Refusal to obey rules will be reported to school officials and may lead to suspension of bus privileges.
4. Pupils must be on time for the bus both in the morning and afternoon.
5. Pupils must not make an attempt to get on or off the bus while it is in motion. If necessary, the pupils must occupy seats assigned by school officials or the bus driver.
6. Pupils must not leave the bus on the way to or from school without the written request of pupil's parent.
7. Pupils should be courteous at all times to the driver, to fellow pupils, and to all persons along the route.
8. Someone must meet the bus for drop off of early childhood as well as 4 and 5 year-old kindergarten students as previously described.

Parents must write a note to the classroom teacher if a child is to change his/her regular way of leaving school or destination. We cannot accept verbal directions from primary age pupils.

Alternative Transportation Issues

There may be occasions where district employees may transport individual students or small groups of students in their privately owned vehicles. This may occur if a student: misses a bus, is ill and a parent can't transport them home, is attending a special activity within the district, etc.

If this does not meet with your approval, please contact your school principal by September 15.

Bicycles, Scooters, Skateboards, In-line Skates

To provide for the safety of all students, bikes, scooters, skateboards and in-line skates are not to be ridden or used on school property during the school day, unless part of an authorized activity. Students who ride their bikes, to school must park them in the bike racks provided. Foldable scooters, in-line skates and skateboards need to fit and be kept in the student locker or cubby. If your child rides a bicycle, scooter, in-line skates or skateboard, please thoroughly discuss the safety rules and procedures they are to follow. Bike locks are also recommended for security purposes. The school district does not assume liability for lost or stolen personal items of this nature.

Special Services

Special Student Services

The Director of Pupil Services is responsible for assisting in meeting the educational needs of students when those needs are not being met through the facilities and programs of the regular classroom. These students include those with cognitive, health, physical, learning, emotional, speech and language, or other disabilities. If you have questions about these programs, please contact your child's principal or call the Director of Pupil Services at 728-2642, ext. 4807.

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.

The Delavan-Darien School District 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 or 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

Assistance for Deaf, Hearing Impaired, or Non English-speaking parents/visitors

Deaf or hearing impaired visitors to our school district who would like an interpreter at any of the school sponsored programs or activities, should contact a school principal or the Administrative Assistant to the Director of Pupil Services at the School Administration Center, 728-2642 ext 4805, a week to ten days in advance so that the necessary arrangements may be made.

Non-English speaking parents or visitors to our school district who would like an interpreter at any of the school sponsored programs or activities, should contact a school principal or designee a week to ten days in advance so that the necessary arrangements may be made.

We will do our best to accommodate all requests, but cannot guarantee an interpreter if less than a weeks notice is given.

Student Assistance Program (S.A.P.)

The Student Assistance Program (S.A.P.) provides help to students coming from homes affected by significant family change, or the abuse of alcohol or chemicals. Topics vary by the needs and interests of the students. Past groups have dealt with family change, divorce, death, anger management, and AODA issues. If you do not wish your child to participate in such a group, please inform the principal, in writing by September 15 of each school year. Referrals are made by students, parents and teachers. Contact school counselors for more information.

Student Conduct

Code of Student Conduct

The Delavan-Darien School District is committed to maintaining a favorable academic atmosphere for students and staff. Staff members are expected to create a positive and effective learning climate for students and to maintain proper order in all academic settings. Students are expected to behave in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in all learning activities. Students are also expected to abide by all rules of behavior established by the board, administration and their classroom teachers whether on school property or during off-campus, school-related activities so that they do not interfere with the educational process or deny other students the right to pursue an education.

Students participating in educational programs in classrooms, related school settings, programs, activities or transportation are expected to demonstrate behaviors that maintain good decorum and contribute to a favorable academic atmosphere. Standards of conduct expected of students are:

- Students will dress according to board policy guidelines identified for students at each of the elementary, middle and high school levels;
- Students will show respect for the on-going instructional program;
- Students will show respect toward teachers, all school authority, volunteers, visitors and students;
- Students shall be responsible to respect the rights of fellow students, school personnel, and others and ensure an atmosphere free from all forms of discrimination, harassment, bullying and cyber bullying;
- Students will show respect for the physical well being of teachers, all school authority, volunteers, visitors and students;
- Students will observe and follow alcohol, tobacco and drug policies;
- Students will observe and follow the weapons policy at all times.

Sound disciplinary measures shall be maintained in the Delavan-Darien School District. A positive approach in the disciplinary measures shall be used, taking into account the dignity of the student, the seriousness of the infraction and the need for positive motivation of students.

Student behavior that is dangerous, disruptive or unruly or that interferes with the ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below:

A student may be removed from class for behavior that:

1. Is disruptive, dangerous or unruly.
2. Otherwise interferes with the ability of the teacher to teach effectively.
3. Is incompatible with effective teaching and learning in the class.
4. Exhibits behavior that may result in a suspension and/or expulsion

Behavior that is disruptive, dangerous or unruly, for the purpose of this code, by way of example, includes but is not limited to:

1. Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching or grabbing.

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2. Inappropriate verbal conduct intended or likely to upset, distract or annoy others, such as name-calling, teasing or use of profanity.
3. Behavior that may constitute sexual or other harassment.
4. Throwing any object, particularly those likely to cause injury or damage.
5. Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including, without limitation, inciting others to walk out.
6. Damaging or destroying the property of the school, a staff member or another student.
7. Loud, obnoxious or outrageous behavior.
8. Bullying, cyber bullying, hazing, harassment (verbal and/or physical).

Behavior that interferes with the ability to teach effectively, for the purposes of this code, by way of example, include but is not limited to:

1. Open defiance of the teacher, manifest in words, gestures or overt behavior.
2. Open disrespect of the teacher, manifest in words, gestures, or other overt behavior.
3. Copying or cheating.
4. Repeated interruptions.
5. Refusal to follow a teacher's reasonable request/instructions.
6. Other behavior likely or intended to sabotage or undermine the instruction.

Procedure for Removal from Class

1. Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior might lead to removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:
 - a. Instruct the student to go to the office for the period of removal. In such a case, the teacher shall call the office to inform staff of the student's removal or;
 - b. Obtain temporary supervision for the class and escort the student to the office or;
 - c. Seek assistance from the office or other available staff. When assistance arrives, the teacher or the other adult shall accompany the student to the office;
 - In all cases, the teacher shall inform the building administrator or designee of the reason(s) for the student's removal from class.
2. When the student arrives at the office, the building administrator or designee may give the student an opportunity to briefly explain the situation. If the building administrator or designee is not immediately available, the student shall wait quietly in the office until someone can speak with him/her. If the student is disruptive in the office, the student's parent(s)/guardian(s) or the police may be contacted to remove the student from the building.
3. Within 24 hours, the teacher shall submit to the building administrator or designee a concise written explanation of the basis for the removal. Such information may be submitted on a disciplinary referral form.
4. Within 24 hours, the student's parent(s)/guardian(s) shall be notified by the classroom teacher.
5. Short-Term Placement – In most cases, the student shall remain in the office or another location within the school chosen by the building administrator or designee, for at least the duration of

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the class or activity from which he/she was removed, or longer at the discretion of the building administrator or designee. Prior to allowing the student to resume his/her normal schedule, the building administrator or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the student in the office or other specified area, or may consider a different option.

6. Long-Term Placement – Long-term removal is an extremely serious step, which should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and his or her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long term removal should not ordinarily be considered or implemented except after consultation, including a thorough consider of alternatives between the teacher(s) and the building principal or designee. For the same reasons, long-term removal should not ordinarily be considered on the basis of a single incident.

Long-term removal may include one of the following:

- a. Place the student in an alternative education program as defined by law;
- b. Place the student in another class in the school, or in another appropriate place in the school;
- c. Place the student in another instructional setting;
- d. Return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed.

Removal of Student with Disabilities

Some different rules and considerations apply for students identified as requiring special education services under the Individuals with Disabilities Education Improvement Act (IDEIA) or Section 504 of the Rehabilitation Act of 1973. In particular, placement for such students is a decision of the student's individualized education program (IEP) team, subject to stringent procedural safeguards and cannot be made unilaterally by teachers or the administration. In addition, most students covered by IDEIA should have a behavioral plan, which will address: (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students; and, (b) alternative consequences or procedures for addressing behavioral issues.

Notwithstanding these issues, students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

Code of Conduct violations are documented in the student management system (PowerSchool).

Student Rights and Responsibilities

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 Delavan-Darien School District 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 schools do 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:

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.

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
- Displaying obscene material in any form
- Leaving harassing messages
- Making obscene gestures
- Grabbing oneself
- 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.

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 Kori Pehkonen, the Title IX Coordinator at the following address: School Administration Center, 324 Beloit Street, Delavan, WI 53115 (262) 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: Susan Probst, Section 504 Coordinator, School Administration Center, 324 Beloit Street, Delavan, WI 53115, (262) 728-2642.

Bullying / Cyber Bullying

1. School District of Delavan-Darien strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying and cyber bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying and cyber bullying so that there is no disruption to the learning environment and learning process.
2. Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying behavior is typically repeated over time and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, color, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic or family status.
3. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail message, instant messages, text messages, digital pictures or images, or website postings (including blogs).
4. Bullying and cyber bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.
5. All school staff members and school officials who observe or become aware of acts of bullying or cyber bullying are required to report these acts to the building principal or his/her designee.
6. Any other person, including a student who is either a victim of the bullying (cyber bullying) or is aware of the bullying (cyber bullying) or any other concerned individual is encouraged to report the conduct to the building principal or his/her designee.
7. Reports of bullying and cyber bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. The recipient of the report will make a written record of the report, including all pertinent details.
8. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.
9. The person assigned by the district to conduct an investigation of the bullying or cyber bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.
10. Parents and/or guardians of each pupil involved in the bullying or cyber bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.
11. If it is determined that students participated in bullying or cyber bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

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12. The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.
13. Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying (cyber bullying) policy.
14. An annual summary report shall be prepared and presented to the school board that includes trends in bullying and cyber bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

For more information see:

School Board Policy 443.7, Wisconsin Statutes, Section 118.46, Cross Reference: Acceptable Use Policy

Addressing Bullying/Cyber Bullying

To address bullying/cyber bullying, our schools:

- a. Encourage those who are either victims or any persons aware of such acts to report personally to school administrators or counselors.
- b. Require that reports of bullying and cyber bullying may be made verbally or in writing and may be made confidentially. These reports will be taken seriously and will create a clear accounting of the incident for documentation purposes.
- c. Prohibit individuals engaging in retaliatory behavior against persons making such reports. Those in violation will be subject to disciplinary action.
- d. Will conduct an investigation of the bullying or cyber bullying report which includes an interview with the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.
- e. Will notify the parents and/or guardians of each pupil involved in the bullying or cyber bullying prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Harassment

1. School District of Delavan-Darien does not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discharge of habitual offenders. It is the policy of the School District to maintain and ensure a working and learning environment free of any form of harassment or intimidation toward and between students, employees, school board members, volunteers, and job applicants
2. Harassment is defined as any gesture or written, verbal, graphic or physical act (including electronically transmitted acts via the Internet, cell phone, personal digital assistant (PDA) or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as age, citizenship, sex, race, color, national origin, ancestry, religion or creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.
3. All employees and volunteers who work for the district are required to be familiar with, and comply with, the policy of the district prohibiting harassment (sex, race, color, national origin,

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- ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap). This policy prohibits any district employee, school board member, student, volunteer, or applicant, male or female, from sexually, racially or ethnically, etc. harassing another employee, school board member, student, or volunteer.
4. It is the policy of the district that a sexual relationship between staff and students is not acceptable in any form or under any circumstances, because it interferes with the educational process and involves elements of coercion by reason of the relative status of a staff member to a student.
 5. Sexual relationships between staff members, where one staff member has supervisory responsibilities over the other, are discouraged as a matter of district policy. Such relationships have an inherent possibility of being construed as sexual harassment because the consensual aspect of the relationship may be the result of implicit or explicit duress caused by the uncertainty regarding the consequences of non-compliance.
 6. Sexual harassment is defined to include unwelcome sexual advances, physical contact of a sexual nature or verbal or physical conduct of a sexual nature, unwelcome requests for sexual favors, conduct directed at a person of the same or opposite gender as the harasser when:
 - a. Submission to or acquiescence in such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's status.
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions, such as promotion, transfer, compensation, etc., affecting such individual, or grading, evaluating, or promotion decisions affecting such student.
 - c. Such conduct has the purpose or effect of substantially interfering with an individual's work, including school work, performance, or creating an intimidating, hostile, or offensive working or academic environment, even if it leads to no tangible employee or academic consequences.
 - d. Such conduct has the effect of causing harm to the professional atmosphere of the school or violates community standards or ethics.
 7. Sexual harassment may include, but is not limited to, deliberate and repeated displays of sexually explicit gestures, verbal comments, or graphic or written materials.
 8. Racial or ethnic harassment is defined as racially or ethnically offensive verbal comments, gestures, graphic or written materials designed to denigrate, humiliate or belittle a racial or ethnic group.
 9. It is possible for sexual, racial, and ethnic harassment to occur at four levels: among peers or co-workers, between supervisors and subordinates, between district employees and students, or imposed by non-employees or employees. Those who experience sexual, racial, or ethnic harassment from co-workers or others should make it clear that such behavior is offensive to them and they may file a written complaint or complain orally and informally to the Title IX coordinator or another person designated by the District Administrator. In fulfilling an obligation to maintain a positive and productive work and school environment, the district will make every attempt to halt any harassment of which it becomes aware of by calling attention to this policy or by more disciplinary action, if necessary.
 10. A form of sexual harassment which may be more difficult for employees or students to cope with occurs when supervisors or teachers offer or threaten to use the power of their position to control, influence or affect the career, salary, grades or job of another employee, student, or prospective employee in exchange for sexual favors.

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11. Employees who engage in sexual, racial or ethnic harassment are subject to disciplinary action, including suspension, demotion, or discharge. Board members who engage in sexual, racial or ethnic harassment are subject to board action. Volunteers who engage in sexual, racial, or ethnic harassment will be removed from volunteer status. Any applicant who engages in sexual, racial, or ethnic harassment will be disqualified from employment.
12. Any person who believes he or she has been sexually, racially, or ethnically harassed in violation of this policy may file a written complaint with the Title IX coordinator. Students should report alleged violations of this policy to their building principal or a guidance counselor, who will notify the Title IX coordinator. Reports need not be in writing. All reports, formal and informal, will be taken seriously and thoroughly investigated and action shall be taken as appropriate and necessary. There shall be no retaliation against any person who files a complaint under this policy. Any person who engages in retaliatory conduct against a complainant will be subject to disciplinary action.
13. All complaints under this policy shall be filed as soon as possible after the alleged harassment occurs to allow the school district to investigate the incident in a timely manner.
14. It is the intent of the district to create an atmosphere where complaints will be treated fairly and quickly. If an individual is not comfortable making a complaint to an administrator or Title IX coordinator, the complaint may be filed with any other staff member. The staff member will then report the complaint to the Title IX coordinator. Students may also file complaints with any staff member who must then report the complaint to the building principal and Title IX coordinator.
15. The District Administrator shall establish a written procedure for responding to complaints. The procedure shall include a means for an individual to appeal decisions from the Title IX coordinator to the District Administrator or designee and to the School Board.

Legal Reference: Sections 111.31 – 111.395, 118.13, 118.20 Wisconsin Statutes
 PI 9, Wisconsin Administrative Code
 Titles IX and VII
 EEOC Guidelines

Cross Reference: 112.1 – Rule, Harassment Complaint Procedures
 411, Equal Educational Opportunities
 454, Reporting Child Abuse/Neglect
 511, Equal Opportunity Employment

Approved: 2011

Harassment Complaint Procedures

112.1 - Rule

Complaint Procedure: The Title IX coordinator or designee is responsible for implementing and monitoring all laws and policies concerning harassment of any kind. The following procedures shall be used for the prompt and equitable resolution of any grievances alleging noncompliance with the district's equal educational and employment opportunities.

STEP I - Any complaint shall be presented in writing or orally to the Title IX coordinator or another designated by the District Administrator. If a complaint is submitted in writing, it should include the specific nature of the alleged harassment and dates when the alleged harassment occurred and also include the name, address and phone number of the complainant.

STEP II - The Title IX coordinator shall thoroughly investigate all complaints, notify the person who has been accused, and permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within ten (10) working days after receipt of the written complaint, if deemed necessary. The Title IX coordinator shall give a written answer to the complaint within fifteen (15) working days after receipt of the written complaint.

STEP III - If the complainant is not satisfied with the answer of the Title IX coordinator, he or she may submit a written appeal to the District Administrator or designee indicating specifically the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within ten (10) working days after receipt of the Title IX coordinator's answer. The District Administrator or designee shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The District Administrator or designee shall give a written answer to the complainant's appeal within ten (10) working days.

STEP IV - If the complainant is not satisfied with the answer, an appeal to the Board of Education may be filed within ten (10) working days after receipt of the Step III answer. The Board shall, within twenty (20) working days, conduct a hearing at which the complainant shall be given an opportunity to present the complaint. The Board shall give a written answer to the complaint within ten (10) working days following completion of the hearing.

STEP V - If the complainant is not satisfied with the answer from the Board, an appeal may be made to the State Superintendent of Public Instruction or with the Office of Civil Rights.

Approved: 2010

Hazing

The Delavan-Darien School District Board of Education believes that hazing activities of any type are inconsistent with the educational process and a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Under Wisconsin State Statutes hazing is defined as follows:

948.51 Hazing. (1) In this section “forced activity” means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student’s willingness to participate in the activity. (2) No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student. (3) Whoever violates sub. (2) is guilty of: (a) A Class A misdemeanor if the act results in or is likely to result in bodily harm to another. (b) A Class E felony if the act results in great bodily harm or death to another.

Administrators, faculty members, and other employees of the District shall be alert particularly to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the building principal who will then inform the superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy or fail to report hazing incidents may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but not be limited to, suspension and/or expulsion. Disciplinary action for staff members may include, but not be limited to, termination of employment.

Retaliation against anyone reporting or thought to have reported hazing behavior is prohibited. Encouraging others to retaliate is also prohibited. Both actions are subject to disciplinary actions.

This policy will be included in student handbooks and will be reviewed with students at the beginning of each school year. The athletic director will ensure that all coaches discuss this policy with athletes on a yearly basis. The contents of this policy shall also be the subject of discussion at employee staff meetings or in-service programs. All new employees will receive a copy of this policy.

Legal Reference:

PI 9.03, Section 118.13

Wis. Stats. 895.77(2), 947.0125, 947.013, 948.51(2)

Board policy: 443.72

Good Citizenship and High Morality

The behavior and conduct of students attending schools of the district shall reflect those standards of good citizenship, high morality, self discipline and responsibility of one’s own actions which are expected of our democratic society. While the opportunity to earn an education is a right of all people, it is also a privilege with responsibility. The right must be earned by meeting eligibility requirements for given grade levels, and by attaining a standard of achievement which is commensurate with personal abilities and capacity. It is the belief of the Board of Education that should a student fail to perform those duties required of him/her upon attendance at school he/she may be denied the privilege of attending. (School Board Policy)

Out of School Suspensions

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.

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

Offenses that result in disciplinary action:

<u>Misconduct</u>	<u>Definition</u>
Alcohol/drugs/tobacco	Possession, use or sale of alcohol, drugs, tobacco or look-alikes, including paraphernalia, on school property or at school event, and tobacco
Cheating/plagiarism	Deliberate attempt to deceive the instructor by passing off someone else's work as one's own.
Disrespectful	To insult, use derogatory names or obscenities verbally or in writing to any member of school staff
False Alarms/ Incendiary devices	Setting off false fire alarms or falsely reporting a bomb threat
Fight	Inflicting bodily harm on any student on school property
Property theft/ Vandalism	Taking of, or willful damage, to school staff, or student property
Weapons	Possession or use of dangerous weapons or dangerous instruments including dangerous weapons other than firearms.

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.

Expulsions

(§ 120.13(1)(c))

Offenses involving drugs or 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 will result in disciplinary action, which may include: suspension, expulsion or legal action. The parents of any student caught vandalizing will be held financially responsible for any damage or defacing to the District school building, grandstands, or any property contained on the school grounds.

Tobacco Products

(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 Delavan-Darien School District. 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 Statute: 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 and Controlled Substances

Alcohol (§176.31)

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.

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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 Searches by School Personnel

School lockers, cubbies, coat racks 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, coat racks 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 disciplinary action, which may include: 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 or valuable items 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 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. **The Delavan-Darien School District is not responsible for lost or stolen items from either the Physical Education or hall lockers.**

Use of Police Canine (K-9) Units

In order to maintain drug-free schools, the Delavan-Darien School District 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.

Prohibited items

In addition to dangerous weapons, tobacco, alcohol and drugs, the following items are prohibited from school grounds: lighters, matches, look-a-like drugs, explosives, firecrackers, smoke bombs, fireworks, look-a-like weapons, chemical irritants, razors, karate sticks, metal knuckles or any object(s) capable of causing bodily harm by the manner in which it is used.

Loitering on School Grounds

Loitering is not permitted in the school parking lots or on school grounds. Students must enter the building or playground (as allowed by school staff) immediately after leaving their vehicle or bus. At no time should students enrolled at one school be on the property of another district 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 a school campus without permission of school administration.

Public Displays of Affection

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

Cheating

Academic dishonesty, or cheating, is not an acceptable behavior at Delavan-Darien schools. 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.

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 Delavan-Darien School District 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 may be utilized by district administration.

Therefore, video cameras may be used to supplement proactive staff supervision, in accordance with the following guidelines:

- Video monitoring systems may be used on school property or at school sponsored activities.
- Video monitoring shall not be used to monitor areas where the public has a reasonable expectation of privacy. Common areas of the school in which there is no reasonable expectation of privacy include but not limited to hallways, classrooms, athletic areas, parking lots, cafeterias and libraries.

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- Signs shall be posted advising that video monitoring is in place, but that the equipment may or may not be monitored at any time. "WARNING: THIS FACILITY EMPLOYS VIDEO SURVEILLANCE EQUIPMENT FOR SECURITY PURPOSES. THIS EQUIPMENT MAY OR MAY NOT BE MONITORED AT ANYTIME."
- Video monitoring locations will be authorized by the district administrator or designee.
- Video monitoring may be used to detect or deter criminal offenses that occur in view of cameras.
- Video recordings should be viewed on a need-to-know basis only and in such a manner as to avoid public viewing. Monitors should be in controlled access areas.
- Video equipment may only be monitored or viewed by administration and employees specifically designated by administration.
- Only individuals authorized by the district administrator or school principal shall have access to the video information collected.
- Recordings shall not be disclosed except in accordance with Department of Public Instruction publications on Student Records & Confidentiality and Sharing Information Across Systems.
- Video surveillance equipment will not be monitored at all times.
- Students, employees, or others found to have violated board policies, school rules or the law are subject to discipline in accordance with established policies or procedures.
- A video recording of actions by individuals may be used by the administrators as evidence in any disciplinary action brought against any individual arising out of the conduct in or about district property.
- The school district reserves the right to provide copies of video recordings to law enforcement agencies locally. All releases must be approved by the district administrator or designee.
- Parents/guardians and students will be allowed to view video recordings that have become part of the student's behavioral record in accordance with the district's student records policy. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy.
- All recordings shall be disposed of in a secure manner.
- This information will be published in the student handbook.
- This information will be given to all new employees and a yearly reminder sent to all employees.

The Board shall review the effectiveness of the video monitoring on a periodic basis. Wisconsin Statutes, Section 118.125, Section 120.13 (1).

Notifications

Public Notification of Nondiscrimination Policy

It is policy of the Delavan-Darien School District that no person may be denied admission at any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wisconsin Statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin) and Section 504 of the Rehabilitation Act of 1973.

This district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violation of the policy in the Delavan-Darien School District.

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap should be directed to:

Susan Probst
Section 504 Coordinator
School Administration Center
324 Beloit Street
Delavan, WI 53115
(262) 728-2642 (ext – 4807)

Any questions concerning s.118.13, Wisconsin Statutes, or Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to:

Kori Pehkonen
District Title IX Coordinator
Wileman Elementary School
1001 Geneva Street
Delavan, WI 53115
(262) 728-2642 (ext – 4127)

El Distrito Escolar de Delavan-Darien no discrimina a los estudiantes debido a su raza, sexo, origen nacional, ascendencia, creencia, embarazo, estado marital o paternal, orientación sexual, o incapacidad física, mental, emocional o inhabilidad de aprendizaje en sus programas educativos o actividades. La ley federal prohíbe discriminación en el empleo debido a la edad, raza, credo, color, origen nacional, sexo o inhabilidad física.

Según el reglamento escolar, al distrito le gustaría que las quejas se resolvieran de una manera informal.

Si alguna persona cree que el Distrito Escolar de Delavan-Darien o cualquier parte de la organización escolar no ha cumplido con seguir la ley y las reglas de s. 118.13, de los Estatutos de Wisconsin, o en alguna manera discrimina a los estudiantes debido a las características ya mencionadas, él/ella pueden presentar o enviar la queja que se refiere a discriminación debido al sexo a:

Kori Pehkonen
District Title IX Coordinator
Wileman Elementary School
1001 Geneva Street
Delavan, WI 53115
(262) 728-2642 (ext – 4127)

Preguntas relacionadas a la sección 504 del Acto de Rehabilitación de 1973, que prohíbe discriminación debido a inhabilidad física se deben dirigir a:

Susan Probst
Section 504 Coordinator
School Administration Center
324 Beloit Street
Delavan, WI 53115
(262) 728-2642 (ext – 4807)

Title I Notification

The Delavan-Darien School District receives Title I funding for four schools in the District: Darien Elementary School, Turtle Creek Elementary School, Wileman Elementary School, and Phoenix Middle School. The District uses these funds in line with guidelines established by the state and federal governments. Title I requires that parents be actively involved in Title I programming opportunities. Those opportunities will be announced and made available throughout the school year.

Under this programming, the district, upon request, can provide parents the following information:

- 1) The professional qualifications of their child's classroom teachers, including the following: (a) whether the teacher has met state licensing criteria for the grade level(s) taught; (b) whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived; and (c) the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
- 2) The professional qualifications of paraprofessionals providing instructional-related services to their child.

Asbestos Update

The Environmental Protection Agency (EPA) requires annual notification to parents of school-age children about the presence of asbestos-containing building materials in the Delavan-Darien Schools.

In the fall of 1988, the school district completed the development of a Management Plan for dealing with asbestos, as called for by the EPA. This plan requires periodic inspection of asbestos containing materials. These have been completed and are on file along with the detailed management plans in the office of the Business Administrator.

There were no asbestos removal projects in 2010-11 and none are anticipated during the 2011-12 school year.

Access to Public Records

The Delavan-Darien School District has designated the superintendent of schools and building principals as the legal custodians of the public records and property of the Delavan-Darien School District.

The public may obtain information and access to records, make requests for records, or obtain copies of records in the custody of the Delavan-Darien School District at any of the five school buildings or the School Administration Center weekdays between 7:30 a.m. and 3:30 p.m.

The Delavan-Darien School District is authorized by law to impose a fee on the requester, which does not exceed the actual, necessary and direct cost of reproduction and transcription of the records, unless a fee is otherwise specifically established by law. A list of such fees is available at the School Administration Center.

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 S118.125 Wisconsin Statutes Governing pupil records, he/she may bring or send a complaint to our School Administration Center or the Family Policy and Regulations Office of the Department of Education.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel/police liaisons); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The school district has a responsibility to maintain safety and security in and around its schools. As such, police liaisons are a part of the district staff. Investigative reports and other records created and maintained district police liaisons by are not considered "education records" subject to FERPA. Accordingly, schools may disclose information from law enforcement unit records to anyone, including outside law enforcement authorities, without parental consent. See 34 CFR § 99.8.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: **Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-8520**

Student Records

Each school in our district maintains a cumulative record file on students enrolled in that school. These records are maintained as directory information, progress records and behavioral records.

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, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the pupil.

Directory information shall be considered public information and may be released to appropriate persons and media, unless parents or adult students refuse the release, in writing, of their own initiation by Sept. 15.

Progress records include the student's grades, a statement of courses, which the student has taken, and the student's attendance record. Behavioral records include all other student records, which are not progress records (e.g., health records, test scores, disciplinary records, etc.)

A student or the parents or guardian of a minor student, shall, upon written request, inspect and be provided with a copy of the student's progress records within 45 days of the written request. The parents or guardian of a minor student, or an adult student, shall, upon written request, inspect, in the presence of a person qualified to explain and interpret the records, the student's behavioral records, and be able to receive a copy of the behavioral records at their expense within 45 days of the written request.

No personally identifiable student records shall be released without the written consent of an adult student or the parents or guardian of a minor student except to: a) school officials who have a legitimate education interest; b) the judge of any court who, upon request, shall be provided with a copy of all progress records of a pupil who is the subject of any proceeding in the court; c) to any lawfully issued subpoena; d) to the Department of Public Instruction or any public officer for information required under Chapters 115-121; e) to another school district or school upon receipt of a written notice that a specific student has enrolled in that school or district.

Personally identifiable information shall be transferred to a third party only on the condition that such a party will not permit any other party to have access to such information without written consent of the parents or guardian of a minor student or an adult student.

All student records are maintained as follows in the Delavan-Darien School District: Behavioral records are destroyed one year after students graduate or last attend a school in the district unless written permission to retain them is given. Permission forms are available at the School Administration Center, 324 Beloit Street, Delavan. All progress records are maintained for a period of at least five years after a pupil ceases to be enrolled in the district.

Please see more information about student records in the Family Educational Rights and Privacy Act (FERPA) section of this handbook.

Student Immunization Requirements

Immunization of communicable diseases has become a standard requirement for school attendance. Immunizations can be obtained at your Physician's office or from the Walworth County Public Health Department's Immunization Clinic (262-741-3140). The Delavan Clinic schedule is the third Tuesday of the month from 9 a.m. until 11 a.m. at the Luther Memorial Church, 910 E. Geneva St., Delavan.

All students admitted to the Delavan-Darien School District must provide, within 30 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.

Learn more on the district nurse's website: <http://www.ddschools.org/district/nurse.cfm>

STUDENT IMMUNIZATION LAW, AGE/GRADE REQUIREMENTS

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses					
Pre K-4K (ages 2-4)	4 DTP/DTaP/DT	3 Polio	3 Hep B	1 MMR ⁵	1 Var ⁶	
Kindergarten through Grade 2	4 DTP/DTaP/DT/Td ¹	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶	
Grades 3 through 5	4 DTP/DTaP/DT/Td ²	4 Polio ⁴	3 Hep B	2 MMR ⁵	1 Var ⁶	
Grades 6 through 8	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶
Grades 9 through 11	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵	1 Var ⁶
Grade 12	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).

2. DTP/DTaP/DT/Td vaccine for students entering grades Pre K and grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).

3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of tetanus-containing vaccine such as Td within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.

4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).

5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).

6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

Free and Reduced School Meal Information

The Delavan-Darien School District, St. Andrew's Catholic Grade School, the Delavan Christian School, and Our Redeemer Lutheran School announce the policy for children unable to pay the full price of meals served under the National School Lunch Program and School Breakfast Program. Each school office and the central office have a copy of the policy, which may be reviewed by any interested party.

The following household size and income criteria will be used for determining eligibility (see next page for chart). Children from families whose annual income is at or below the levels shown are eligible for free and reduced price meals.

Applications will be available at the All School Registration being held at Delavan-Darien High School on Monday, August 8 from 11 a.m. until 6:00 p.m. To apply for free or reduced price meals or free milk, households must fill out the application and return it to the school. Additional copies are available at the principal's office in each school. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by school or other program officials. Applications may be submitted at any time during the year.

To obtain free or reduced price meals or free milk for children for whom households receive FoodShare, FDIPIR, or Wisconsin Works (W-2) cash benefits, an adult member needs only to list the names of the school children, give FoodShare, FDIPIR or W-2 case number for each child, sign his/her name and return the application to the school office.

For the school officials to determine eligibility for free or reduced price meals or free milk of households not receiving FoodShare, FDIPIR or W-2, the household must provide the following information requested on the application: names of all household members, and the social security number of the adult household member who signs the application. In lieu of a social security number, the household may indicate that the signer does not possess a social security number. Also, the income received by each household member must be provided by amount and source (wages, welfare, child support, etc.).

Under the provisions of the free and reduced price meal and free milk policy, the following officials will review applications and determine eligibility. St. Andrew's principal Julie Kadrich; at Our Redeemer, Chairman, Board of Education; at Delavan Christian School, principal Enno Haan; at Delavan-Darien Schools, Business Administrator Carey Bradley. If a parent or guardian is dissatisfied with the ruling of the official, he/she may wish to discuss the decision with the determining official on an informal basis. If the parent/guardian wishes to make a formal appeal, he/she may make a request either orally or in writing to: Julie Kadrich, Principal, St. Andrew's Catholic Grade School, 115 S. Seventh Street, Delavan, WI 53115, telephone (262) 728-6211; Mr. Jim Breytung, Principal, Our Redeemer Lutheran School, 416 W. Geneva Street, Delavan, WI 53115, telephone (262) 728-6589; Mr. Enno Haan, Principal, Delavan Christian School, 820 Oak Street, Delavan, WI 53115, telephone (262) 728-5667; Mrs. Carey Bradley, Business Administrator, Delavan-Darien School District, 324 Beloit Street, Delavan, WI 53115, telephone (262) 728-2642.

If a hearing is needed to appeal the decision, the policy contains an outline of the hearing procedure.

If a household member becomes unemployed or if the household size changes, the family should contact the school. Such changes may make the household eligible for reduced price meals or free meals or free milk if the household income falls at or below the levels shown above, and they may reapply at that time.

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In certain cases, foster children are also eligible for these benefits. If a household has foster children living with them and wishes to apply for free or reduced price meals, the household should complete an application for a family of one or contact the school for more information.

The information provided by the household on the application is confidential. Public Law 103-448 does authorize the release of student free and reduced price school meal eligibility status to persons directly connected with the administration and enforcement of federal or state educational programs. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Any questions regarding the application should be directed to the determining official.

Free and Reduced Meal Income Chart

Please see income eligibility guidelines at right: 

		INCOME ELIGIBILITY GUIDELINES											
		Effective from						to					
		July 1, 2011						June 30, 2012					
HOUSEHOLD SIZE	FEDERAL POVERTY GUIDELINES	REDUCED PRICE MEALS - 185 %						FREE MEALS - 130 %					
		ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY		
		48 CONTIGUOUS STATES, DISTRICT OF COLUMBIA, GUAM, AND TERRITORIES											
1	10,890	20,147	1,679	840	775	388	14,157	1,180	590	545	273		
2	14,710	27,214	2,268	1,134	1,047	524	19,123	1,594	797	736	368		
3	18,530	34,281	2,857	1,429	1,319	660	24,069	2,008	1,004	927	464		
4	22,350	41,348	3,446	1,723	1,591	796	29,055	2,422	1,211	1,118	559		
5	26,170	48,415	4,035	2,018	1,863	932	34,021	2,836	1,418	1,309	655		
6	29,990	55,482	4,624	2,312	2,134	1,067	38,987	3,249	1,625	1,500	750		
7	33,810	62,549	5,213	2,607	2,406	1,203	43,953	3,663	1,831	1,691	846		
8	37,630	69,616	5,802	2,901	2,678	1,339	48,919	4,077	2,039	1,882	941		
For each add'l family member, add		7,067	589	295	272	136	4,966	414	207	191	96		

Notice of Special Education Referral and Evaluation Procedures (English/Spanish)

Upon request, the Delavan-Darien School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Susan Probst, Director of Special Education, Delavan-Darien School District, at 262-728-2642 ext. 4805, or by writing her at 324 Beloit Street, Delavan, WI 53115.

NOTIFICACIÓN ANUAL DE REFERENCIA PARA EDUCACIÓN ESPECIAL Y PROCEDIMIENTOS DE EVALUACIÓN

En respuesta a una petición, se requiere que el Distrito Escolar Delavan-Darien evalúe a un estudiante para determinar su elegibilidad para recibir servicios de educación especial. Una petición para evaluación se conoce como referencia. Cuando el distrito recibe una referencia, el distrito designará a un equipo del Programa de Educación Individual (IEP) para determinar si el estudiante tiene una discapacidad, y si el estudiante necesita servicios de educación especial. El equipo localiza, identifica, y evalúa a todos los niños con discapacidades que han sido inscritos por sus padres en escuelas privadas (incluyendo las escuelas religiosas), escuelas primarias, y escuelas secundarias localizadas en el distrito escolar.

Un médico, enfermera, psicólogo, trabajador social, o administrador de una agencia social que razonablemente cree que un niño que ha sido traído a él o ella para recibir algún servicio es un niño con una discapacidad, tiene la obligación legal de referir al niño, incluyendo a un niño sin hogar, al distrito escolar en el cual reside el niño. Antes de referir al niño, la persona que realiza la referencia debe informar a los padres del niño que se llevará a cabo la referencia.

Otros, incluyendo a los padres, que razonablemente creen que un niño es un niño con una discapacidad, pueden también referir al niño, incluyendo a un niño sin hogar, al distrito escolar en el cual reside el niño.

Las referencias deben ser por escrito y deben incluir la razón por la cual la persona cree que el niño es un niño con una discapacidad. Una referencia puede ser realizada contactando a Susan Probst, Directora de Educación Especial del Distrito Escolar Delavan-Darien al teléfono 262-728-2642 ext. 4805, o escribiéndole a 324 Beloit Street, Delavan, WI 53115.

Confidentiality of Personally Identifiable Information Obtained Through Child Find Activities

Delavan-Darien School District is required to locate, identify, and evaluate all children, with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as *child find*. This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed.

The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records include records maintained in any way including, but not limited to, computer storage media, video and audio-tape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are not pupil records.

The school district maintains several classes of pupil records.

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.
- "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, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the pupil.
- "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

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The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age (“eligible students”) the following rights with respect to education records:

- The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Delavan-Darien School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent. The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses “directory data” without consent, unless the parent notifies the district that it may not be released without prior parental consent.
- The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

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...CONTINUED FROM PREVIOUS PAGE**CONFIDENCIALIDAD DE INFORMACIÓN DE IDENTIFICACIÓN PERSONAL OBTENIDA MEDIANTE ACTIVIDADES DE INTERVENCIÓN TEMPRANA O “CHILD FIND”**

El distrito escolar de Delavan-Darien requiere ubicar, identificar, y evaluar a todos los menores con discapacidades, incluyendo a menores con discapacidades que asisten a escuelas privadas en el distrito escolar, y menores sin hogar. El proceso de ubicar, identificar y evaluar a menores con discapacidades es conocido como intervención temprana o “child find”. Este aviso informa a los padres de los registros que el distrito escolar creará y mantendrá como parte de sus actividades de intervención temprana. Este aviso también informa a los padres de sus derechos sobre cualquier registro creado. El distrito escolar reúne información de identificación personal de cualquier menor que participa en las actividades de intervención temprana. Los padres, maestros, y otros profesionales proporcionan información a la escuela en relación al desempeño académico, conducta y salud del menor. Esta información es usada para determinar si el menor necesita servicios especiales de educación. La información de identificación personal directamente relacionada con el menor y mantenida por la escuela es un registro de alumno. Los registros de alumno incluyen datos mantenidos en cualquier medio incluyendo, entre otros, medios de almacenamiento informáticos, cintas de video y audio, película, microfilm, y microficha. Los registros mantenidos para uso personal por un maestro y que no se encuentran disponibles para otros y los registros disponibles sólo para las personas involucradas en el tratamiento psicológico de un menor no son registros de alumno.

El distrito escolar mantiene diferentes clases de registros de alumno.

- Los “Registros de Progreso” incluyen notas, clases que el menor ha tomado, el registro de asistencia del menor, registros de vacunaciones, registros obligatorios de detección de plomo, y registros de actividades extracurriculares de la escuela. Los registros de progreso deben ser mantenidos por lo menos cinco años después que el menor deje de matricularse.
- Los “Registros de Conducta” incluyen registros como pruebas psicológicas, evaluaciones de personalidad, registros de conversaciones, declaraciones escritas relacionadas específicamente con la conducta del menor, pruebas relacionadas específicamente al logro o medición de la capacidad, registros de salud física aparte de registros de vacunación y detección de plomo, registros de agentes del orden público, y otros registros de estudiante que no sean “registros de progreso.” Los registros de agentes del orden público se mantienen separadamente de otros registros del alumno. Los registros de conducta pueden ser mantenidos por un lapso no mayor de un año después de la graduación del menor o después que el mismo deje de matricularse, a menos que el padre especifique por escrito que los registros pueden ser mantenidos por un periodo de tiempo mayor. El distrito escolar informa a los padres cuando los registros de alumno ya no son necesarios para proporcionar educación especial. A solicitud de los padres del menor, el distrito escolar destruye la información que ya no es necesaria.
- Los “datos de directorio” incluyen el nombre del estudiante, dirección, teléfono listado, fecha y lugar de nacimiento, campo principal de estudios, participación en actividades y deportes oficialmente reconocidos, peso y altura de los miembros de los equipos atléticos, fechas de asistencia, fotografías, grados y premios recibidos, y el nombre de la escuela más reciente a la que haya asistido previamente el estudiante.
- Los “registros de salud física del estudiante” incluyen información básica de salud sobre un alumno, incluyendo los registros de vacunación del alumno, una tarjeta de emergencia médica, un registro de primeros auxilios y medicina administrada al alumno, y una tarjeta de permiso atlético, un registro sobre la capacidad del alumno de participar en un programa de educación, cualquier registro obligatorio de detección de plomo, los resultados de cualquier prueba de detección de rutina, como una prueba de audición, visión o escolio-

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sis, y cualquier seguimiento a dicha prueba, y cualquier otra información básica de salud, como sea determinado por el superintendente del estado. Cualquier registro del alumno relacionado con la salud física del mismo que no sea un registro de salud física del alumno es tratado como un registro de cuidado de salud del paciente según las secciones 146.81 a 146.84, de los Estatutos de Wisconsin. Cualquier registro del alumno sobre prueba de VIH es tratado como se proporciona en la sección 252.15, de los Estatutos de Wisconsin.

La Ley de Derechos Educativos de la Familia y la Confidencialidad (FERPA, por sus siglas en inglés), la Ley de Educación para Individuos con Discapacidades (IDEA), y la sección 118.125, de los Estatutos de Wisconsin, proporcionan a los padres y a los estudiantes mayores de 18 años ("estudiantes aptos") los siguientes derechos respecto a sus registros de educación:

- El derecho a inspeccionar y revisar los registros de educación del estudiante dentro de los 45 días posteriores a la recepción de la solicitud. Los padres o los estudiantes aptos deben enviar al director de la escuela [or appropriate school official] una solicitud escrita que identifique el(los) registro(s) que ellos desean inspeccionar. El director puede hacer arreglos para el acceso y notificar al padre o al estudiante apto sobre el momento y lugar donde los registros pueden ser inspeccionados. El distrito escolar cumplirá con la solicitud sin retrasos innecesarios y antes de cualquier reunión sobre un programa educativo individualizado, o cualquier proceso de audiencia pendiente, y de ninguna manera después de cumplirse los 45 días posteriores a la fecha de la solicitud. Si cualquier registro incluye información sobre más de un menor, los padres de dichos menores tienen derecho a inspeccionar y revisar sólo la información sobre su niño o a ser notificados sobre esa información específica. A solicitud, el distrito escolar entregará al padre o al estudiante apto una copia de los registros de progreso y una copia de los registros de conducta. A solicitud, el distrito escolar entregará al padre o al estudiante apto una lista de los tipos y la ubicación de los registros de educación recolectados, mantenidos, o usados por el distrito para educación especial. El distrito escolar responderá a las solicitudes razonables de explicaciones e interpretación de los registros. Un representante del padre puede inspeccionar y revisar los registros.
- El derecho a solicitar la enmienda de los registros de educación que el padre o estudiante apto crea que son incorrectos o engañosos. Los padres o estudiantes aptos pueden pedir que el distrito escolar de [name of school district] corrija un registro que según ellos es incorrecto o engañoso. Ellos deben escribir al director de la escuela, y claramente identificar la parte del registro que desean cambiar, y especificar por qué es incorrecta o engañosa. Si el distrito decide no corregir el registro, el distrito notificará al padre o al estudiante apto de la decisión y el derecho a una audiencia sobre la solicitud de enmienda. Información adicional sobre los procedimientos de audiencia será proporcionada al padre o al estudiante apto cuando se le notifique del derecho a una audiencia.
- El derecho a consentir la divulgación de la información de identificación personal en los registros de educación del estudiante, salvo en la medida que las leyes federal y estatal autoricen la divulgación sin consentimiento. Las excepciones están indicadas en 34 CFR 99.31, reglamentos de la Ley de Derechos Educativos de la Familia y la Confidencialidad; Sec. 9528, PL107-110, Ley Que Ningún Niño Se Quede Atrás – o "No Child Left Behind" del 2001; y la sección 118.125(2)(a) a (m) y sub. (2m), de los Estatutos de Wisconsin. Una excepción que permite la divulgación sin consentimiento es la divulgación a los funcionarios de la escuela con intereses legítimamente educativos. Un funcionario de la escuela es una persona empleada por el distrito como un administrador, supervisor, instructor, o miembro de apoyo del equipo (incluyendo equipo médico o de salud y personal de la unidad de orden público); una persona miembro de la junta directiva de la escuela; una persona o compañía la cual ha sido contratada por el distrito para realizar una tarea especial (como por ejemplo un

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abogado, auditor, consultor médico, o terapeuta); o un padre o estudiante miembro de un comité oficial, como por ejemplo un comité disciplinario o de agravios, o que ayuda a otro funcionario de la escuela a desarrollar sus labores. Un funcionario de la escuela tiene un interés legítimamente educativo si éste necesita revisar un registro educativo para cumplir con su responsabilidad profesional. A solicitud, el distrito divulga los registros educativos sin consentimiento a los funcionarios de otro distrito escolar en el cual un estudiante busca o pretende matricularse. También, el distrito divulga "datos de directorio" sin consentimiento, a no ser que el padre notifique al distrito que estos no pueden ser divulgados sin previo permiso de los padres.

- El derecho a presentar una queja con el Departamento de Educación de los E.U. sobre presuntas fallas del distrito en el cumplimiento de la Ley FERPA. El nombre y dirección de la Oficina que administra la Ley de Derechos Educativos de la Familia y la Confidencialidad o FERPA es: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

APPENDIX A: DDHS

Daily Schedules

Regular Schedule – Monday, Thursday, Friday

1st Lunch Schedule

Period 1 7:20-8:05
 Period 2 8:09-8:54
 Homeroom 8:58-9:05
 Period 3 9:09-9:54
 Period 4 9:58-10:43
 LUNCH 10:46-11:16
 Period 5 11:19-12:04
 Period 6 12:08-12:53
 Period 7 12:57-1:42
 Period 8 1:46-2:30

2nd Lunch Schedule

Period 1 7:20-8:05
 Period 2 8:09-8:54
 Homeroom 8:58-9:05
 Period 3 9:09-9:54
 Period 4 9:58-10:43
 Period 5 10:46-11:31
 LUNCH 11:34-12:04
 Period 6 12:08-12:53
 Period 7 12:57-1:42
 Period 8 1:46-2:30

Block Schedule – Tuesday

1st Lunch Schedule

Period 1 7:20-8:52
 Homeroom.. 8:56-9:05
 Period 3 9:09-10:41
 Lunch 10:45-11:15
 Period 5 11:19-12:53
 Period 7 12:57-2:30

2nd Lunch Schedule

Period 1 7:20-8:52
 Homeroom.. 8:56-9:05
 Period 3 9:09-10:41
 Period 5 10:45-11:32
 Lunch 11:36-12:06
 Period 5 12:10-12:53
 Period 7 12:57-2:30

Block Schedule - Wednesday

1st Lunch Schedule

Period 2 7:20-8:52
 Homeroom.. 8:56-9:05
 Period 4 9:09-10:41
 Lunch 10:45-11:15
 Period 6 11:19-12:53
 Period 8 12:57-2:30

2nd Lunch Schedule

Period 2 7:20-8:52
 Homeroom.. 8:56-9:05
 Period 4 9:09-10:41
 Period 6 10:45-11:32
 Lunch 11:36-12:06
 Period 6 12:10-12:53
 Period 8 12:57-2:30

DDHS Fees

In addition to regular school fees, Delavan-Darien High School students are subject to the following additional fees:

Music/Allied Arts fees

Students 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 Technical Education Courses will be charged for actual materials used in projects that become their property. The student should purchase supplemental materials required by teachers.

Physical Education Uniforms

All students must purchase physical education shirts. Shirts are \$9 each. Locker locks are \$6. Additional 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 Comet Corner before school from 7 a.m. to 7:20 a.m.

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...CONTINUED FROM PREVIOUS PAGE**Parking permits**

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 for the first vehicle, and \$5 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.

Activity pass

Adult school activity passes can be purchased for \$30 per person with a maximum \$90 per household. Activity passes are good for such things as sporting events and plays.

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 (prices above). 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. Seniors 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 lots only when permission has been granted by an administrator. Administrative approval is required if a student requests to go to a vehicle to remove or retrieve an item during the regular school day. 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.

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.

Work Permits

To obtain a work permit, report with social security card, a written statement from parents and employer plus \$10 to the Associate Principals' office. Student work permits can be revoked for continued attendance and/or disciplinary problems.

Student Services

The purpose of Student Services is to maximize the potential of all students through fostering academic achievement, career exploration, and personal/social development. Please schedule a time to visit with your counselor.

Library Media Center (LMC)

Students have access to a wide variety of print and electronic resources in the DDHS LMC.

Up to five books may be checked out for three weeks and should be returned or renewed by the end of the three weeks. Reference books may be checked out for overnight use at the end of the school day. Students use their ID to check out books and other resources.

In addition to books, desktop computers and laptop computers, the LMC has a copier available for student use. There is a charge of 10 cents per copy.

The LMC is open on school days from 7:00 a.m. until 3:30 p.m.

Grade Reporting

Each school semester is divided into two reporting periods of nine 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. PowerSchool is an online site that allows students and parents to access the student's learning progress and current grades. Parents will be notified of when parent-teacher conferences are held.

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. The Education Guide is available to all students and parents. Additional information can be found in the Student Services office. The minimum load for students is seven credits per year. Students are encouraged to take advantage of the course offerings available and annually exceed seven credits.

Classification and Weighting of Classes

Two classifications of courses are offered to students:

Regular courses satisfy the prerequisites for the accelerated courses at the junior-senior level; they may be considered as college preparatory courses.

Accelerated courses are for students who wish to assume an advanced level of difficulty. Accelerated courses are taught only at the junior and senior levels.

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 (**see chart at right**):

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 class rank and honor roll computation.

Grade	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

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, administrative approval is necessary.

Wisconsin Student Assessment System

The Wisconsin Knowledge and Concepts Examination is currently administered to sophomores during the fall. 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.

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.

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 (IHE) 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.

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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.

High School Credit for Youth Options 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:

1. 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.

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2. 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 RISE.
 - 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 student's responsibility to know their credit status by checking with his/her counselor.
3. When possible, if a student appears credit deficient (thus, placing into question his or her ability to graduate), school officials will attempt to notify parents prior to the last four weeks of the school year.
4. 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.

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.
7. Fine Arts – Successfully complete 1 course over four years in Art, Foreign Language or Music;
8. Career and Technical Education - Successfully complete 1 course over four years in Business Education, Technology Education, Agriculture or Career Connections.

Valedictorian and Salutatorian

Annually, Delavan-Darien High School recognizes students that achieve academically at high levels during the four years of high school. These awards include the Valedictorian and Salutatorian awards. The Valedictorian shall be the student who has the highest grade point average in the graduating class. The grade point average shall be determined by grades received in all classes taken through eight semesters of high school attendance. The Salutatorian shall be the student who has the second highest grade point average in the graduating class. The Valedictorian and Salutatorian designation shall be available only to students who have attended Delavan-Darien High School for at least three consecutive full semesters prior to the determination of the designation.

If two students are tied with the same grade point average for determination of Valedictorian/Salutatorian, the tie breaker shall be the total number of credits taken at Delavan-Darien High School, a college or another accredited high school during the eight semesters of school attendance. The student with more credits shall be the winner of the tie.

If a tie shall still exist, the student who has taken more accelerated courses shall be the winner of the tie. If a tie still exists, the winner of the tie shall be determined by the flip of a coin.

Academic Excellence Higher Education Scholarship

The Academic Excellence Higher Education Scholarships shall be awarded to the two (2) graduating seniors with the highest grade point averages after seven semesters of attendance.

If a tie exists among three or more students for these scholarships, the following procedures will be used to break ties:

- Students must have applied, been accepted, and committed to attending a Wisconsin public college, technical college, or a participating private college in Wisconsin.
- If a tie is not broken at this point, the student with the greater total number of credits taken at Delavan-Darien High School, a college or another accredited high school during the seven semesters of school attendance shall be declared the winner.
- If a tie shall still exist, the student who has taken more accelerated courses shall be the winner of the tie.
- Any existing tie at this point shall be broken by the flip of a coin.

Local Scholarships and Awards

Local scholarships and awards shall be presented during commencement exercises to graduating seniors. Application booklets for the local financial aid program shall be made available to students in April. Selection committee meetings will be held prior to commencement. Class rank after seven semesters shall be used as a determinant in the selection of local scholarships and awards.

Community Service Program

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:

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

Early Graduation Procedures/Policies

- 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.
- 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.
- Early graduates are eligible for academic honors for which they qualify.
- 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.
- 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.

Schedule Changes

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. 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:
 - Work-study job changes
 - Needs for graduation
 - Balancing classes
 - An individual educational accommodation

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- Administrative directive
- d. Withdrawal from a course after the start of the semester will be honored under the following criteria:
 - The student is misplaced.
 - Administrative directive with or without a failing semester grade.
 - 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.

Career Connections

This program is designed 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 programming 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.

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.

Hall Passes

Any student who is in the hall during class time must carry a hall pass issued by an 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.

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 have consequences.

The Comet Code: Student Life at DDHS

DDHS uses an approach to student life call Positive Behavioral Interventions and Supports (PBIS). The focus of PBIS is to provide a clear system for all expected behaviors at DDHS. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL community members have clear expectations and understandings of their role at DDHS.

DDHS used the following steps to implement PBIS:

1. **Behavioral Expectations are Defined.** A small number of clearly defined behavioral expectations are defined in positive, simple, rules. Delavan-Darien High School's Comet Code is:

- **Be Respectful**
- **Be Responsible**
- **Be Safe**

2. **Behavioral Expectations are Taught.** The behavioral expectations are taught to all students in the building and are taught in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid. The behavior expectations define what we expect to see in our school environment.

3. **Appropriate Behaviors are Acknowledged.** Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. DDHS has designed a formal system that regards positive behaviors.

4. **Behavioral Errors are Corrected Proactively.** When students violate behavioral expectations, clear procedures are needed for providing information to students that behavior was unacceptable. Staff will re-teach, pre-correct, and/or re-direct behaviors as needed.

Please see the following pages for examples of the Comet Code in use at DDHS.

The Comet Code: Student Life at DDHS

	Be Respectful	Be Responsible	Be Safe
After School	<ul style="list-style-type: none"> Be considerate of other people and activities 	<ul style="list-style-type: none"> Be with a teacher, coach, or advisor; or, Exit building by 2:45 p.m. (15 minutes after last bell) 	<ul style="list-style-type: none"> Keep hands, feet, and objects to self Avoid physical and verbal conflict Report vandalism and unsafe behaviors to staff
All Settings, All Times	<ul style="list-style-type: none"> Use Appropriate Language Food and drink remain in designated areas Follow the dress code 	<ul style="list-style-type: none"> Keep electronic devices off and out-of-sight (including MP3 players, cell phones, wires and earbuds) Remove hats and hoods upon entering the building Store hats and coats in your locker during school hours Be on time 	<ul style="list-style-type: none"> Keep hands, feet, and objects to self Avoid physical and verbal conflict Report vandalism and unsafe behaviors to staff
Athletics Events	<ul style="list-style-type: none"> Display good sportsmanship at all times Treat athletes, officials, fans, and coaches with respect 	<ul style="list-style-type: none"> Cheer in a positive manner using appropriate school cheers Dress appropriately for all sporting events Keep spectator areas clean 	<ul style="list-style-type: none"> Spectate in appropriate designated areas Avoid horseplay
Auditorium	<ul style="list-style-type: none"> Remain quiet during performances Respond appropriately to performances 	<ul style="list-style-type: none"> Sit in seat with feet on the ground 	<ul style="list-style-type: none"> File in and out in orderly manner Remain in seat during performances
Bathrooms	<ul style="list-style-type: none"> Dispose of waste appropriately Flush the toilet Respect the privacy of others 	<ul style="list-style-type: none"> Have your handbook/pass Use nearest bathroom 	<ul style="list-style-type: none"> Wash hands Keep feet on the floor

	Be Respectful	Be Responsible	Be Safe
Cafeteria	<ul style="list-style-type: none"> • Display good manners • Wait your turn in line • Be respectful to cafeteria staff 	<ul style="list-style-type: none"> • Have ID ready • Clean up after yourself • Recycle items • Leave backpacks in locker 	<ul style="list-style-type: none"> • Report spills/messes • Use utensils to serve self
Commons	<ul style="list-style-type: none"> • Display good manners • Appreciate displays of student work • Model a positive and welcoming attitude 	<ul style="list-style-type: none"> • Clean up after self • Recycle 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self • Avoid physical and verbal conflict • Report vandalism and unsafe behaviors to staff
Hallways	<ul style="list-style-type: none"> • Use quiet voices • Respect the space and property of others • Ask permission before entering the hallway during class-time 	<ul style="list-style-type: none"> • Carry your handbook/pass • Keep moving • Keep hall clean and neat 	<ul style="list-style-type: none"> • Keep your locker locked • Keep your combo private • Follow safety procedures in an emergency • Report unsafe behaviors
LMC/Computer Labs	<ul style="list-style-type: none"> • Treat books and computers with care • Stay on assigned programs and teacher-approved websites • Work on assigned task 	<ul style="list-style-type: none"> • Save your work • Use space for designated purpose • Have your ID card 	<ul style="list-style-type: none"> • Stay at assigned computer/table • Log off when leaving computer unattended • Keep your password(s) private
Outside Grounds	<ul style="list-style-type: none"> • Respect school property and property of others • Use appropriate volume for activity 	<ul style="list-style-type: none"> • Stay in appropriate and supervised locations • Clean-up after self 	<ul style="list-style-type: none"> • Follow guidelines of handbook
Parking Lots	<ul style="list-style-type: none"> • Use assigned parking lot • Respect other's property 	<ul style="list-style-type: none"> • Keep parking lot clean • Follow traffic patterns and signs 	<ul style="list-style-type: none"> • Drive with caution • Honor the "rules of the road" • Use sidewalks and crosswalks

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	Be Respectful	Be Responsible	Be Safe
School Activities	<ul style="list-style-type: none"> • Be considerate of others • Represent school in a positive way 	<ul style="list-style-type: none"> • Return paperwork and follow procedures for events-on time • Leave area as you found it 	<ul style="list-style-type: none"> • Follow directions • Follow guidelines of handbook
Study Hall	<ul style="list-style-type: none"> • Use quiet voices • Ask permission to use materials • Return materials 	<ul style="list-style-type: none"> • Be prepared • Be productive 	<ul style="list-style-type: none"> • Remain seated • Use materials properly

Sports, Clubs and Activities at DDHS

Sports, clubs, and activities are provided for DDHS students so that their education may be further enhanced by participation in these activities. Research shows that students who participate in school activities show higher achievement in school. 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.

Dances

At times, DDHS holds informal dances, usually in the gym or the Commons. All DDHS students are invited to attend. The events 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 DDHS students must have a student ID or pass to enter a dance. Students who forget their ID must wait until the end of the line and pay an additional dollar for admittance.
- All dances will end prior to 11 p.m.
- No students will be admitted after one hour after the dance begins 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 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 Court, Prom Court and other special events, including graduation activities, must meet the following criteria: no truancies, 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. 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

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 Eligibility

Students who represent DDHS 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 WIAA 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.

Athletic Teams

Fall	Winter	Spring
Football	Boys Basketball	Baseball
Boys Soccer	Girls Basketball	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		

Clubs and Activities

The following clubs, organizations and activities are offered to students at DDHS. Contact the main office and ask for the club advisor for more information.

Academic Bowl	Future Business Leaders of America (FBLA)	Ski Club
Art Club	International Club	Stage/Lighting Crew
Athletic Trainer	Intramurals	Student Council
Bowling Club	Musical	Trap Shooting Club
Cometeer Newspaper	National Honor Society	Varsity Club
Destination Imagination	Photo Club	Video Club
International Thespian Society	Prom Committee	World Language Club
Fall Play	Puente (Multicultural Student Group)	Yearbook Club
FFA	Robotics Club	
Forensics	Senior Slide Show	

Eligibility for Non-athletic Activities

Students wishing to be eligible to represent DDHS 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.

APPENDIX B: Phoenix

Phoenix Middle School Philosophy

We believe that middle school students have unique needs and characteristics which are directly related to the critical developmental stage called transescence (early adolescence). We believe that our students must be guided in their learning and social development during this transitional child-to-adult stage by staff members who react to students as individuals on their unique paths in the educational process.

To facilitate this process, Phoenix Middle School provides a program of learning that meets the physical, intellectual, social, and emotional needs of students. Furthermore, we encourage all students to explore all available school, home, and community resources to expand upon learning initiated in the school setting. Exploration includes not only academic, but also the many opportunities in the athletic, social, cultural, fine arts, and political worlds for each individual in terms of his/her needs, desires, and abilities.

Since all education is preparation for life and work, career education in all classes and an introduction to the use of modern technology will help prepare our students for their future in an ever-changing society.

How we got our name...

A mural in our lobby depicts Col. Samuel F. Phoenix (1798-1840) arriving in this area on July 15, 1836, to establish a settlement for individuals with strong religious and moral convictions. Col. Phoenix reached the north shore of Delavan Lake at what is known as the Assembly Grounds. Taking shelter in an abandoned wigwam, he prepared a meal over an open fire, while his horse, "Wall," grazed nearby.

A native of Perry, New York, Phoenix held the rank of Colonel in the New York State Militia and was a zealous lecturer and organizer for the temperance and anti-slavery movements. In May of 1836, he left New York for the Wisconsin Territory in order to locate a colony site. Selecting this area, he named the village in honor of the first chairman of the New York Temperance Society, Edward C. Delavan. On October 25, 1836, Phoenix attended the territorial legislative session at Belmont, Wisconsin, and through his influence this county was later named in honor of a former president of the New York Temperance Society, Chancellor Reuben H. Walworth. Samuel Phoenix guided Delavan's development during the early years and donated a considerable amount of land to the village for religious education and recreational purposes. Phoenix died September 6, 1840, and is buried in the Old Settler's Cemetery.

Student IDs

Each student will be issued a plastic school photo identification card. Students are encouraged to wear the ID on a lanyard. This card will be used for a variety of times including activity nights. Students are encouraged to have their ID to check out materials from the library, and for the breakfast and lunch program. Students will be charged \$5.00 to replace the card.

Gum, Candy, Pop

Gum chewing is NOT permitted at Phoenix. Candy and pop are only allowed in lunches and must be consumed in the cafeteria. Any food or beverage given at reward times in the classroom must be consumed in that classroom where given.

Attendance Procedures at Phoenix

Students are expected to arrive on time, to attend every class, and to make up missed school/work due to absences.

(Please see "School Hours" in Need to Know section of this handbook.)

Tardy Excused: Student arrives before 8:56 a.m. with an appropriate excuse.

Tardy Unexcused: Student arrives before 8:56 a.m. without an appropriate excuse.

- Every five unexcused tardies will result in a consequence determined by administration.
- Students arriving after 8:56 a.m. will be considered either absent excused or unexcused for half a day.
- Parents should try to report absences as early in the day as possible by calling 728-2642, ext. 4204, or by sending a written note to the school office.
- All written verifications from parents and professionals must be turned in to the school office.
- All unexcused absences will be counted toward habitual truancy.

Planned Absence:

- A planned absence may be approved for two or more days of absence.
- Parents must give notification to the school office, in writing, at least 1 week before the planned absence occurs.
- The Office will then give notice to the teachers to gather any homework assignments for the missed days. The student will be responsible for picking up his/her homework assignments in the office before he/she leaves on the planned absence.

If you have any questions regarding this procedure or the policy, please contact the school office.

Physical Education Uniforms and Fees

Phoenix students are required to wear physical education uniforms. Uniforms can be purchased through the school.

Two-piece suits gym suits are \$15. If pieces are purchased separately, the price is: \$8.50 for shorts and \$6.50 for shirts.

Noon Activities

Students who wish to go to the library, computer lab, or to a teacher's classroom during the lunch hour MUST have a pass from that staff member in order to do so.

Gym:

1. Students may go to the gym when it is open for noon activities.
2. Report to the gym and sit in the bleachers. Do not change seats once there.
3. Keep hands and feet to yourself at all times.
4. Follow directions of the teacher regarding activities for the day.
5. When the bell rings, remain seated until dismissed by a supervisor.

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Playground:

1. When reporting to the playground for noon hour, please stay within the boundaries of the yellow lines.
2. Line up in an orderly fashion before being dismissed to go in for lunch.
3. Absolutely no fighting or pile-ups on the playground; keep your hands and feet to yourself.
4. No throwing ice, snowballs, rocks or stones.
5. You may not "lock" any games.
6. Do not climb the softball backstops.
7. Stay out of the arboretum on the West side.
8. No swearing or profanity at any time.
9. If an injury occurs, please contact a supervisor.
10. You may not return to the building once you have gone outside unless dismissed by a supervisor.

Make-Up Work

1. It is the student's responsibility to contact teachers for missed assignments.
2. Student Illness: At Phoenix Middle School, we frown upon collecting school work during time in which a student is home ill. In the event of an illness, the first priority is students' health and well being. When the student is healthy enough to return to school, appropriate make-up work will be assigned by the teacher. If you have a special consideration, please contact the main office.
3. For a planned absence longer than 3 days, parents may request make-up work through the office. Send a note requesting assignments before 8:00 A.M. at least 3 days prior to the planned absence.
4. Requested materials will be available in the main office after 2:36 p.m. the day prior to the planned absence.
5. If calls are received after 8:00 A.M., materials may not be ready until the next day.

Planners

All Phoenix students are required to use a planner (assignment notebook or agenda). This is included in the school fees. They will be distributed during the first week of school. Replacements cost \$5.00. Assignment notebooks are not only a valuable organizational tool for middle school students, but they are also a communication link between teacher and parent. Parents should expect to see the assignment notebook coming home on a regular basis. Parents will also be asked to sign it periodically. Specific procedures will be shared with parents and students by the grade level team.

Passes

There are several types of passes at Phoenix:

1. Students who arrive after 7:20 a.m. need a tardy pass. Students should report directly to the main office to obtain a pass. Students who do not have a note from a parent/guardian explaining the tardy are considered unexcused.

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2. An office pass is needed when a student must be excused during the school day. Students should report to the main office before homeroom to obtain their pass. A phone call and note from a parent/guardian is required prior to issuing the pass. Students who return to school after an appointment must report to the main office to be readmitted to school.
3. Hall Passes. Students will have the opportunity to leave the classroom up to five times per week. Inside the planner there is space provided for staff members to give you permission to leave class to go to your locker or the bathroom.

It is your responsibility to carry your planner with you at all times. When you need to go to the bathroom or to your locker, ask a staff member to sign your planner. S/he will sign and date it. Take this with you when you leave the room, because it serves as your pass. You may be asked to show a staff member your planner when you're in the halls during class time.

Elective Policy

Students who wish to sign up for elective courses should do so with the intention of remaining enrolled for the entire length of the course. If there is a need to request a schedule change the following procedures should be used. Students must attend all assigned classes until final approval is given for the schedule change and they receive a new schedule in homeroom.

Drop/Withdrawal

Only under very special circumstances may a student withdraw or be dropped from a course. The student's parents, the principal or assistant principal, a guidance counselor, and the teacher must approve all withdrawals. If the withdrawal occurs within the first three cycles of the course, no penalty is involved.

A request for a drop will be considered within the first three weeks of a class. For example, if a class starts in the fall, the drop considered during those first three weeks in September. If a class begins second semester, the drop will be considered during the first three weeks in January and February. Students may not drop a course as a way to avoid a failing grade.

It is at the discretion of the principal, in collaboration with guidance, the student, home, and the teacher, whether or not the student will be dropped or allowed to withdraw. Whether or not the student receives a passing grade, a failing grade, or a "W" (withdrawal) is up to school personnel.

Add A Course

Students may add a class in the first three weeks if they obtain signed approval from their parents/guardians, an administrator, the teacher, and a guidance counselor. There must be room in the class in order to approve course additions. Changes will not be made if the request results in the student changing several sections, thus causing an imbalance in other courses or sections.

Report Cards/PowerSchool/Incompletes

Report cards are given/mailed to students and parents four times per year, or every nine weeks. Families are encouraged to log into PowerSchool frequently to check student progress. Parents should contact teachers with any concerns. Report cards are mailed to students' homes about a week after the end of each quarter.

There may be situations where a student is given an "Incomplete." The student has one week from the receipt of the report card to finish and turn in any outstanding work. If the work is not satisfactorily completed within the allotted time, a grade of "F" will result.

Honor Roll

An academic honor roll is published at the end of each quarter in the Phoenix Newsletter and the local paper. Students qualify for "High Honors" by achieving at least a 3.5 grade point average. Those students qualifying for "Honors" must have a grade point average of at least a 3.0.

National Junior Honor Society

1. To be eligible for membership, the candidate must be a member of the 7th or 8th grade.
2. Candidates must have a cumulative scholastic average of at least 3.5 on a 4.0 scale.
3. Election of new members shall be by written evaluation of all candidates by any or all staff who have personal contact during the current school year with the student by way of classes or extra curricular activities. Students are evaluated on the basis of scholarship, citizenship, service, leadership, and character.
4. The nomination and election to the NJHS is an honor bestowed, not applied for, and is not subject to appeal.

Student Council

The Phoenix Student Council is available for students interested in a leadership position in the school. Elections are held each year. Student Council representatives should maintain their grade point average, show good effort, have a positive attitude, and display leadership skills.

Co-Curricular Activities

(Grades 6,7,8)

Phoenix Middle School offers many co-curricular activities. Students in 6th grade have the opportunity to participate in Flag Football, Student Council, Newspaper, Forensics, Chess Club, Peer Helpers, MOST and Drama. Students in grades 7 and 8 have the opportunity to participate in the following activities: Flag Football, Volleyball, Boys Basketball, Girls Basketball, Wrestling, Track, NJHS, Student Council, Forensics, Chess Club, Pep Club, Drama, MOST, Peer Helpers and Newspaper.

Co-Curricular Academic Performance Standard:

At Phoenix Middle School, we believe that academic progress is the first priority. Participation in co-curricular activities are a privilege to students who demonstrate hard work and determination during our school day in the classroom. If at anytime during co-curricular participation a student receives an "F" on their report card, they will be placed on "academic probation." In order for the student to maintain eligibility, all of the student's teachers must indicate on the special grade report form that the athlete is passing the class for the present week. This form will be given to the student on Monday of each week by the coach/advisor. It must be returned to the coach/advisor by the end of the day on Friday of each week. The student must be passing (grade of D or higher) all classes (including Allied Arts) in order to be eligible the following week. If the form is not returned or is returned incomplete, the student will be ineligible for the next week. The process of filling out the sheet and returning the sheet to the coach/advisor is the student's responsibility.

Athletics

(Grades 7 and 8):

Athletic activities are offered to Phoenix students in the 7th and 8th grades, under the supervision of the Phoenix Athletic Directors and staff (6th Graders may participate in Flag Football only). Students involved in athletic activities follow WIAA training and eligibility rules. This requires a student to have a physical when s/he begins to participate in sports, and to have a signed green physical card turned in at the start of the sports season. This card is good for two school years. In the years that a student is not required to have a physical, parents must fill out a signed yellow alternate year card for their child to participate. Under WIAA rules, student infractions are dealt with according to the guidelines established in the training agreement all athletic candidates must sign.

Supplemental insurance is available to students who participate in school athletic programs. This is available through an independent insurance carrier.

Co-curricular fees are \$25.00 per year. The family maximum per year is \$50.00 (this includes Phoenix and DDHS students). Students may not participate until the fees have been paid. If payment of the fees is problematic, please contact the school principal.

The coaching staff upon a student's enrollment in that sport provides specific information pertaining to each sport. Parents will receive a physical or alternate year card, training and eligibility rules, team rules, insurance information, and team practice and competition schedules at the beginning of a sport's season. Students must also be on the appropriate Honor Levels to participate.

Progression of Consequences

- Morning Detention/Lunch Detention/After-School Detention (As determined by staff)
- Lunch Detention + After-School Study Period (2:45-3:30)
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)

***If a student skips or is removed from an assigned detention, the following school day a student will be assigned a lunch detention and after-school study table (2:45-3:30). On a day when a double consequence is assigned, if one or both DT's are not properly completed, In-School Suspension (ISS) will be assigned the following school day. On the day the ISS is assigned, if the day is not completed properly, the student may be sent home and ISS may be reassigned.

After School Study Period Rules

45 Minute Detentions

1. Come with materials to work for the entire period of time.
2. Bring everything that you are taking home with you to the study period.
3. You need to be on time.
4. You will be expected to work without disrupting others.
5. Food, drink, gum, or candy will not be allowed.

If you usually take the bus or carpool, please have a ride here to pick you up right away after you have completed your After School Study Period. DO NOT have your friends wait for you while you're serving your detention.

Incentives

The staff at Phoenix Middle School believes that positive reinforcement strongly influences behavior, enhances self-esteem, and creates a positive school climate. We will recognize students who have attained academic excellence, who do things correctly, who behave appropriately, and who follow classroom and school expectations.

Drawings — Surprise drawings for prizes will take place to recognize good behavior. Students may earn “Random Acts of Kindness” and “High 5” drawing entry cards. All-Star students may also be eligible for special field trips and excursions throughout the year.

Team Activities — Special activities will be provided by each team of teachers. These will vary by grade level and by the season of the year.

Activity Eligibility:

At Phoenix Middle School, we want students to feel happy, successful, and safe. We also strive to provide a pleasant environment for students to study and learn. Developing and maintaining positive character (behavior) at Phoenix Middle School is a priority. In order to foster an environment of good character, we believe that students who attend our after-school activities must respect our environment during the school day. In order to be eligible for activity participation at Phoenix Middle School, during the first semester a student may not receive more than 5 infractions, any in-school, or out-of-school suspensions during the semester. At the start of second semester all students will have a fresh start. Eligibility requirements for second semester continue as stated above. A student may not have more than 5 infractions, any in-school, or out-of-school suspensions for the entire (second) semester. Activities include: attending a school function as a spectator such as athletic events and/or monthly activity nights. In-house activity participation is at the discretion of principal or designee.

Semester Outings:

Outings will be offered at the end of each semester for students who demonstrate safe, responsible behavior and follow school expectations.

1. The first semester outing is offered to those students with no more than 5 detentions in the semester, and:
2. Have no out-of-school suspensions.
3. Have no in-school suspensions.
4. Good attendance at school. Students who are habitual truants are not eligible. Students with excessive absences will not be eligible to attend semester outings. The principal will determine this.
5. Once students have qualified for a semester outing, s/he must remain on the appropriate honor level and must be passing all classes to stay eligible.

The second semester outing is offered to students with no more than 5 detentions in the (second) semester. The criteria are:

1. Have no out-of-school suspensions in the second semester.
2. Have no in-school suspensions in the second semester.
3. Good attendance at school. Students who are habitual truants (see student attendance section in handbook) are not eligible. Students with excessive absences will not be eligible to attend semester outings.
4. Once students have qualified for a semester outing, s/he must remain on the appropriate honor level and must be passing all classes to stay eligible.

Everyone Can Be A Star!

The Phoenix Middle School staff members take pride in students who make responsible decisions. We believe that all students should be rewarded for the positive decisions they make in their lives and in the lives of others.

Every accomplishment, great or small, starts with the right decision: "I'll try!"

In-school Suspension

The purpose of in-school suspension (I.S.S.) is to provide a positive alternative to out-of-school suspension or exclusion from school, for violations of school rules or policies, when the school administration feels that this type of placement would assist in the student's rehabilitation and improve discipline within the school. The establishment of an in-school suspension program is not intended to do away with out-of school suspensions as a valid disciplinary option for extreme or repeated violations of school rules. Those students who do not cooperate or behave appropriately while in in-school suspension, will be suspended out of school. Whenever a student is suspended out of school, his/her parent or guardian must meet with an administrator either when the suspension starts or when the student is to be readmitted. As with out-of-school suspensions, parents or guardians will be notified when children are placed in in-school suspension.

I.S.S. Expectations

1. A student must remain in the ISS room for the length or time s/he is assigned. The student will be isolated from the rest of the student body.
2. In addition to working on regular assignments, the student may be required to complete a learning packet. The packet is to be completed before the student returns to the regular school setting.
3. This is a time to work, and talking is not permitted.
4. During the time in ISS, a student will not be eligible to participate in any co-curricular activity. This means no participation, no practice, and no attendance. Ineligibility lasts for the entire day and evening of the in-school suspension. Students who have band, choir, or orchestra concerts will be allowed to participate in them.
5. Students will be responsible for bringing textbooks, notebooks, pencils, and other needed supplies to the ISS room.
6. Students who are disruptive and insubordinate in the ISS room will be subject to out-of-school suspension.

APPENDIX C: Elementaries

Attendance Procedures for Elementary Schools

Students are expected to arrive on time, attend every class, and make up missed schoolwork due to absences. They need to be at school by 8:15 a.m. when the school bell rings and be in classrooms by 8:25 a.m. when instruction begins or they will be marked tardy. (Please see "School Hours" in the Need to Know section of this handbook)

Reminders:

- Pupils who do not ride the bus should not arrive at the elementary school prior to 7:50 a.m. when playground supervision is scheduled to begin. There will be crossing guards on duty at 7:45 a.m. on school days (Darien and Wileman elementaries only).
- Elementary students who arrive after 9:30 a.m. will be considered absent for a half day.
- Parents should report absences before 8:30 a.m. by calling the school or by sending a written note to the school attendance office.
- All written verifications from professionals and parents should be turned in to the office.
- All unexcused absences will be counted toward habitual truancy.

Instrumental Music Programs

Orchestra- Interested students in grades 4 and 5 have the opportunity to receive instruction on orchestra instruments.

Band - Band instruction is available to interested students in the fifth grade.

Outdoor Play/Recess

The school health program includes outdoor play every day. This means that every child in school should participate at recess and at lunchtime. We would like to see every child in school everyday, but a sick child should be kept at home.

Parties

Special days are celebrated with classroom parties. Money may be collected from students at the beginning of each school year to pay the cost of these parties. Tax money is not used.

Parents may wish to send a healthy treat to the class for their child's birthday. PLEASE make these arrangements with the teacher far enough in advance of the day in question.

Private Parties

A special effort is made to be fair and supportive of all the students in our schools and encourage a team atmosphere in the classrooms. Because of this, schools ask that invitations to private birthday parties not be distributed at school unless the entire class of boys/girls or both are invited.

School-Owned 'G'/'PG' Rated Movies

It is the practice of the school district to primarily show "G" rated movies at the elementary level. However, school owned "PG" movies may be shown during the course of the school year. District staff will have edited and dubbed the videos taking out questionable footage prior to showing to the students in the classroom.

If it was not possible for the video to be edited, teachers will send home a note informing parents of the title and date a "PG" rated movie is being shown. If you do not want your child to view the video you will be asked to contact your teacher or school office, so that an alternative activity can be planned for your child. These movies may be shown as an enrichment component to the curriculum or occasionally as a special incentive activity.

All schools phone: **262-728-2642**

Online directories available at: <http://www.ddschools.org/district/allstaff.cfm>

Teacher e-mails are typically the first initial followed by the last name @ddschools.org
(ex: asmith@ddschools.org or jdoe@ddschools.org)

Student: _____ ID#: _____ Teacher: _____ Ext: _____

PowerSchool Login: _____ PS Password: _____ Teacher e-mail: _____

Counselor: _____ Counselor email: _____ Counselor ext: _____

•••••

Student: _____ ID#: _____ Teacher: _____ Ext: _____

PowerSchool Login: _____ PS Password: _____ Teacher e-mail: _____

Counselor: _____ Counselor email: _____ Counselor ext: _____

•••••

Student: _____ ID#: _____ Teacher: _____ Ext: _____

PowerSchool Login: _____ PS Password: _____ Teacher e-mail: _____

Counselor: _____ Counselor email: _____ Counselor ext: _____

•••••

Student: _____ ID#: _____ Teacher: _____ Ext: _____

PowerSchool Login: _____ PS Password: _____ Teacher e-mail: _____

Counselor: _____ Counselor email: _____ Counselor ext: _____

•••••

Student: _____ ID#: _____ Teacher: _____ Ext: _____

PowerSchool Login: _____ PS Password: _____ Teacher e-mail: _____

Counselor: _____ Counselor email: _____ Counselor ext: _____

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Nutrikids Login: _____ Password: _____ (Student lunch accounts)

Space for your own notes:

DELVAN-DARIEN SCHOOL DISTRICT 2011-2012 SCHOOL CALENDAR

First Day of School.....Sept. 6
 In SessionSept. 6 – Oct. 26
No School.....Oct. 27-28 (WEA Convention)
 In SessionOct. 31 – Nov. 8
 END OF 1ST QUARTER.....NOV. 8

In SessionNov. 9 – Nov. 23
No School.....Nov. 24–25 (Thanksgiving Recess)
 In SessionNov. 28 – Dec. 22
No School.....Dec. 23 – Dec. 30 (Winter Break)
 In SessionJan. 2 – Jan. 19
 END OF 1ST SEMESTER.....JAN. 19
No School.....Jan. 20 (Teacher Inservice/Workday)

In SessionJan. 23 – Feb. 23
No School.....Feb. 24 (Teachers Convention)
 In SessionFeb. 27 – March 23
No School.....March 26 – March 30 (Spring Recess)
 In SessionApril 2 – April 3
 END OF 3RD QUARTER ...April 3

In SessionApril 4 – April 5
No School.....April 6 (Good Friday)
 In SessionApril 9 – May 25
No School.....May 28 (Memorial Day Recess)
 In SessionMay 29 – June 8
 Last Day of SchoolJune 8
 END OF 2ND SEMESTER...JUNE 8

To report a student absence call:

- Attendance secretaries: Dial 728-2642, For DDHS, extension 4406; Phoenix, extension 4204; Darien, extension 4722; Turtle Creek, extension 4300; Wileman, extension 4122. **OR**
- Attendance mailbox: 728-2642, for DDHS, extension 4926; Phoenix, extension 4983; Darien, extension 4921; Turtle Creek, extension 4397; Wileman, extension 4123. Messages to the attendance mailbox are accepted 24 hours a day.

Parents are asked to call their child's school before 8:45 a.m. (10 a.m. for DDHS) on the day that their son/daughter is to be absent and give the reason for the absence **OR** a note signed by a parent will be required when the student returns to school explaining the reason for the absence. The attendance secretary processes the request.

Need to Know

- Dousman Transport Company is the provider of student busing services for the Delavan-Darien School District. DTC can be reached at: (262) 275-5273.
- Students who arrive late need to sign in with the main office before 9 a.m. or risk not having a choice of school lunch.
- A decision to close schools (weather, utility failure, etc.) will occur by 6 a.m. that school day. Automated phone calls to parents will be made before 7 a.m. Closures will also be announced on the school district website and through various media outlets. Please keep your contact phone numbers up to date so you will be notified by the automated calling system.

Early Release Days: Oct. 14, 2011; Jan. 19, 2012; Feb. 23, 2012; April 27, 2012.

Parent/Teacher Conferences:
 (3:30-7 p.m. on the following days)

High School

- November 14, 2011
- April 9, 2012

Phoenix Middle School

- October 6, 2011
- February 21, 2012

Elementary Schools

- October 20, 2011
- October 25, 2011

Additional Calendars Online:

More detailed and regularly updated calendars for each school (sports, events, etc.) can be found online at:

www.ddschools.org/districtcalendar.cfm