



Delavan-Darien School District Student-Parent Handbook

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

Delavan-Darien School District Mission

***Mission:* The loftiest aspiration we have**

The mission of the Delavan-Darien School District, a partnership of students, families, staff, and community, is to ensure each student is prepared to succeed and contribute as a 21st century citizen by providing a real-world education that is engaging, thought-provoking, and culturally diverse.

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was created. If you have questions or would like more information about a specific issue, contact your school principal. Full Board policies can be found on our website at www.ddschools.org

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Need to Know

Contact Us

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

Phone: (262) 233-6800
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:
<https://www.ddschools.org/school-board/>

Main Number (262) 233-6800
Staff Directory www.ddschools.org/directory

Delavan-Darien High School (262) 233-6600
Delavan-Darien High School (Spanish) (262) 233-6690
Phoenix Middle School (262) 233-6500
Phoenix Middle School (Spanish) (262) 233-6590

Delavan-Darien School District Administration

Superintendent 262-233-6751
Director of Instruction 262-233-6751
Director of Special Education and Pupil Services 262-233-6753
Business Administrator 262-233-6757
Director of Language Acquisition and Community Education 262-233-6756
Director of Technology 262-233-6760
Registrar 262-233-6761

Turtle Creek Elementary School (262) 233-6300
Turtle Creek Elementary School (Spanish) (262) 233-6390
Wileman Elementary School (262) 233-6200
Wileman Elementary School (Spanish) (262) 233-6290
School Administration Center (262) 233-6750

For the full staff directory with names visit: <https://www.ddschools.org/staff-directory/>

DDHS	Phoenix	Elementary Schools
Principal.....262-233-6601 Associate Principal.....262-233-6602 Associate Principal.....262-233-6603 Athletics/Activities Dir.....262-233-6604 <i>Student Services/Guidance</i> Main Desk.....262-233-6647 School Psychologist.....262-233-6678	Principal.....262-233-6501 Associate Principal.....262-233-6502 Guidance.....262-233-6553 School Psychologist ...262-233-6556	<p style="text-align: center;">Turtle Creek Elementary</p> Principal.....262-233-6301 Associate Principal....262-233-6302 Guidance.....262-233-6338 School Psychologist ...262-233-6341 School Psychologist ...262-233-6340
		<p style="text-align: center;">Wileman Elementary</p> Principal.....262-233-6201 Guidance.....262-233-6216 School Psychologist ...262-233-6206

School Hours

School	Regular Day
DDHS	Grades 9-12: 7:10 A.M. drop off, 7:30 A.M. school start, 2:43 P.M. school end
Phoenix	Grades 5-8: 7:10 A.M. drop off, 7:30 A.M. school start, 2:46 P.M. school end
Elementary Schools (Grades K-4)	Grades K-4: 8 A.M. drop off, 8:20 A.M. school start, 3:35 P.M. school end
Half-day Morning 4-year-old kindergarten	Regular school days: 8 A.M. drop off, 8:20 A.M. school start, 11:20 A.M. school end
Half-day Afternoon 4-year-old kindergarten	Regular school days: 12:30 P.M. drop off, 12:35 P.M. school start, 3:35 P.M. school end
Early Childhood Program	Call Wileman for details on program options, 262-233-6205.

<https://www.ddschools.org/about-us/hours/>

School Calendars

Online school calendars can be found here: <https://www.ddschools.org/calendar/>, or on each of our school websites. 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 under each school's website.

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 — This is our main website for the school district. It 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://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://youtube.com/ddschools> — Online videos are uploaded to our Youtube channel.

<http://www.nfhsnetwork.com/schools/delavandarien-high-school-delavan-wi> — Live video events can be found here.

General Information

Registration and Enrollment

Students generally enroll in the district in which they live.

Students that are new to the Delavan-Darien School District are required to enroll with their parents or legal guardian unless eighteen (18). When enrolling, the parents will need to bring:

- A. a birth certificate or similar document;
- B. custody papers from a court (if appropriate);
- C. proof of residency; and
- D. proof of immunizations and/or an appropriate waiver

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 must apply for early admission for their child by April 15. The child must be 5 years old before Nov. 1 of the year in which the application for early admittance to 5K is made.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment process.

Students enrolling from another accredited school will have their courses and grades evaluated by the guidance department. The office staff will assist parents in obtaining the official records from the other school.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures.

Adult students (eighteen (18) years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent and are expected to follow all School rules. Parents or guardians with questions about registering or enrolling their child/children, or to find your child(ren)'s school, should contact the School Administration Center at 262-233-6750. For more see **Policy 5111**

Change of Address/Phone/Email

If you change your address, telephone number, or email address during the school year, the change should be reported to the school office immediately to maintain accurate record-keeping.

Attendance Boundaries

At school all levels, school attendance is determined by grade, not living location. Bus transportation will be considered if the child care provider lives outside the walking radius of the school. Appeals may be made to the district administrator.

Wileman	Turtle Creek	Phoenix	DDHS
Early Childhood, 4-yo & 5-yo Kindergarten	Grades 1-4	Grades 5-8	Grades 9-12

Scheduling and Assignment

(Elementary level)

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal.

(Secondary level)

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the main office (at Phoenix Middle School) or Student Services Office (at DDHS). It is important to note that some courses may be denied because of limited space or the need to complete prerequisites courses. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

- Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

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 on each school:

<https://www.ddschools.org/for-students/school-supplies/>

Fees and Fines

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 4, \$12
- Phoenix Middle School grades 5 through 8 - \$30
- DDHS - \$40

Student fees are payable during registration or online via our parent portal. Fees are charged and/or refunded on a prorated 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.

Delavan-Darien High School has 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 extracurricular activities or graduation until fees and fines are paid in full. If the District determines that a student is in serious financial need, it may choose to provide any or all such materials free of charge.

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.

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. **See Policy 6152**

Student Dress and Grooming

Delavan-Darien students are expected to dress appropriately for school and school-sponsored events to maintain respect and high societal expectations. Students whose appearance interferes with the educational process by drawing undue attention of other students or school personnel, posing as a potential safety hazard to themselves or others, or being interpreted by school personnel to be offensive in either the message that is implied or the parts of the body that are revealed, will be expected to change clothing. School administrators will make final decisions pertaining to what constitutes appropriate school wear. If the expectations are not met, or students refuse to comply with the set expectations, parents will be notified of insubordinate behavior and other consequences may occur.

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

- Straps less than one and one-half inches in width, or see-through garments without proper undergarments are not permissible. No tank tops, mesh garments or any low-cut, provocative shirts may be worn unless a T-shirt is worn underneath. No undergarments or midribs should be visible.
- Jeans, shirts, slacks, etc., must be worn in an appropriate manner. "No sagging" is permitted.
- Footwear must be worn at all times and be appropriate to the type of classroom (ie. no sandals are to be worn for physical education classes).
- Hats, bandanas, scarves, stocking caps, hoods or any other headgear are not to be worn in the school building at any time. Students are to leave hats, gloves, coats and jackets in their lockers during the school day.
- Swimwear, sleepwear and blankets are not permissible.
- Sunglasses, hair picks, chains, apparel with spikes, dog collars, or other objects on or with the student determined to be inappropriate shall not be permitted in the building.
- Inappropriate pictures, words, or messages on apparel, on the student, or in the student's possession will not be permitted. This includes clothing depicting drugs, weapons, alcohol, tobacco, profanity, or sexual connotations.
- Jewelry, tattoos, personal items, or other displays which are associated with any illegal activity, satanic cult, gang activity, or hate group shall not be worn or be exhibited.

School Closing

School closings due to inclement weather or other reasons necessary for the protection of the health and safety of students and staff will be announced on the district's website, www.ddschools.org, district social media websites, and through local television and radio stations.

Parents may also be contacted by telephone and/or email in the event of a school closing via the district's bulk messaging system. The decision to close schools will occur by 6 A.M. that school day or the night before. Automated phone calls will be made before 6 A.M. Parents and students are responsible for knowing about emergency closings and delays.

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, 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. If parents have questions or concerns regarding policy, please contact the building principal, in writing.

Withdrawal from School

It is in the best interests of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools.

The Board directs that whenever a student wishes to withdraw from school, efforts should be made to determine the underlying reason for such action and the resources of the District should be used, when and as appropriate, to assist the student in reaching his/her career goals. No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent and the approval of the District Administrator. The withdrawal of any student under the age of eighteen (18) must comply with the requirements for participation in a program leading to graduation, consistent with State law.

If a student is moving out of the district, the school should be notified in advance so that the proper transfer records can be prepared and the student's supplies can be collected. The transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents are encouraged to contact the main office at the student's school for specific details. Ref. Policy: 5130

District Visitor Policy

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. Except as set forth in District Policy 8390 or in the case of "service animals" required for use by a person with a disability, no other animals may be on school premises at any time except those approved by the principal. DDSD is a smoke-free, tobacco-free, and drug-free environment for everyone.

The District Administrator has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is 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 District Administrator or principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Parents/Guardians, who are registered sex offenders and wish to participate in their child's school activities, may be allowed on campus at the discretion and under the direction of the District Administrator. Such parents must inform the District Administrator of any time that they will be on school grounds. Conditions may be imposed upon participation, including but not limited to the following: must have prior permission, must check in, must have approved escort in building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session.

Student visitors are permitted if the student is considering attending DDSD in the near future. Visitations must be pre-approved by building administration. Ref. Policy: 9150

Identification

Every student at Phoenix Middle School and Delavan-Darien High School is required to have an ID Card. Pictures will be taken on picture day and a school ID will then 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.)

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

Outside Food

The DDSD offers a hot lunch program with multiple choices for students to choose from. As a result, no outside food will be permitted to be dropped off at school during the school day. Students may elect to bring a lunch from home. If they forget their lunch at home, they may choose to eat from the cafeteria selections offered.

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 Infinite Campus 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 occur twice during the year. Please see the public calendar for specific dates. Additional parent-teacher conferences may be scheduled by either the parent or the teacher as need arises.

Review of Instructional Materials and Curricular Modifications

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specific reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences. Ref. Policy 2240

Report Cards

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 grading period. Questions about student grades, including making up incomplete work, should be directed to the student's teacher.

Infinite Campus Parent Portal

One of Infinite Campus' main attributes is the Parent Portal for parents. The Parent Portal provides parents or guardians a 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.

Log on at: https://wicloud1.infinitecampus.org/campus/delavan_darien.jsp (links can be found under the resources link on our district website, www.ddschools.org.)

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. Visit the reports on the DPI website: <https://apps2.dpi.wi.gov/sdpr/spr.action>

Recruiter Access to Directory Data

Districts are required by law to, upon request, 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. Secondary school students or their parents may request that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent. The district must comply with such a request. Ref. Policy: 8330

Confidentiality and Mandated Reporting

The Board of Education is concerned with the physical and mental well-being of all children of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

The Board shall require every employee to receive training provided by the Department of Public Instruction (DPI) in identifying children who have been abused or neglected and in the laws and procedures detailed herein governing the reporting of suspected or threatened child abuse and neglect. Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a child by other than accidental means to the Department of Children and Family Services. Information concerning alleged child abuse is confidential. For further information please refer to Board Policy 8462.

School Breakfast/Lunch Program

Nutritional and well-balanced breakfasts and lunches are served at all schools. 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. 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.

Milk is available for separate purchase.

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 Admin. Assistant to the Director of Pupil Services at 262-233-6753.

Procedure for Charged Meals

The district has certain policies and procedures for when meals are charged to students who have the inability to pay or have negative (past-due) lunch account balances.

Parents may apply for the federal free and reduced price meal program by obtaining an application at the School Administration Center, 324 Beloit St., Delavan, or by calling, 262-233-6750, or visiting: www.ddschools.org/lunch-menus/. Parents may also pay for school meals via the Internet through the District's Nutrition Services website. Ref. Policy: 8500

Athletics

A variety of athletic activities (listed in the appendices of this handbook) are available in which students may participate providing they meet eligibility requirements that may apply. All athletes must adhere to the Athletics Code of Conduct found in the Delavan-Darien Athletics Handbook. A copy of the Athletics Handbook can be obtained in the DDHS Athletics Director's office or online at: <http://ddhs.ddschools.org/athletics>. For further information, contact the DDHS or Phoenix Middle School Athletics Directors.

Clubs and Activities

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Students have the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school district has many student groups that are approved by the Board of Education. Authorized groups are listed in the appendices of this handbook.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, no school staff person is actively involved in the event, the event will not interfere with school activities, and non school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No non district-sponsored organization may use the name of the school or the school mascot. Ref. Policies: 2430 and 5730

Field Trips

Planned field trips away from the district premises must be done under the supervision of a professional staff member. Students on all district-sponsored trips remain under the supervision of the school board and are subject to the district's administrative guidelines. Student behavior while on all field trips must comply with the student Code of Conduct. During registration parents can agree to have their students participate in school related field trips. No student shall be denied participation for financial inability, nor shall non participation be penalized academically.

Emergency Drills

Fire drills, tornado drills, and active shooter drills are conducted to help safeguard the health and safety of students and staff. Tornado and fire drill instructions are posted in each room and are to be reviewed annually by staff assigned to the room.

School-Sponsored Student Publications and Productions

The Board of Education sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society. The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorized the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

All school-sponsored student publications and productions are non public forums. While students may address matters of interest or concern to their readers/viewers, as non public forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the style and/or content of all school-sponsored student publications and productions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues, but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

Advertisements are permitted in school-sponsored student publications/productions with approval of the class/activity advisor and building principal.

Regardless of their status as non-public or limited-purpose public forums, the board prohibits publications, productions and advertisements that:

- promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or question submitted at any election;
- fail to identify the student or organization responsible for the publication/performance;
- solicit funds for non school organizations or institutions when such solicitations have not been approved by the Board.

Ref. Policy: 5722

Electronic Device Policy

Electronic devices are defined as cell phones, mp3 players, tablets and any other personal electronic devices. Unless directed by an instructor, while in the classroom, or in the hallway during class time, all electronic devices shall be turned off and stored by the student. These devices may be used before and after school, during lunch, and during passing time. Electronic devices are prohibited from being used in the bathrooms and locker rooms.

Quick Guide to your personal communication device at DDHS:

	Talking	Texting	Surfing	Pics/Recording
Classroom	NO	NO	NO	With Permission
Library	NO	NO	NO	With Permission
Study Hall	NO	NO	NO	With Permission
High Honors Study Hall	YES	YES	YES	YES
Lunch	YES	YES	YES	YES
Hallways	YES	YES	YES	YES
Locker Room/Restrooms	NO	NO	NO	NO

At Phoenix Middle School, cell phones are to be off and stored from 7:30 am - 2:46 pm daily.

The Delavan-Darien School District understands that there are developmental differences between middle school and high school students, thus more privileges as outlined in this policy are afforded older students.

Prohibited at all times:

- Earphones in both ears
- Inappropriate, unsafe, or disruptive materials (including social media)
- Talking on the phone during class
- Non-Educational games

DDSD is not responsible for lost, stolen or damaged property including cell phones. Ref. Policy: 5136

Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, toys, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be held liable for loss or damage to personal valuables.

Student Privacy and Parental Access to Information

The Board of Education respects the privacy rights of parents and their children. Parents will be notified if their student is asked to participate in a survey about any of the following:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

See Policy 8350 for confidentiality and student privacy rights..

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum in accordance with Policy 5780.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose) in accordance with Policy 8330.01.

Attendance

Attendance Policies

School attendance is the largest contributing factor for failure in school. Due to this, compulsory school attendance laws were established.

“Any person having under his/her control a child who is between the ages of 6 and 18 years and has not graduated from high school shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester [trimester] of the school year in which the child becomes 18 years of age, Wis. Stat. sec. 118.15(1)(a).”

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school. School attendance is the responsibility of the students, parents and guardians.

Procedure for Absences

A student absent from school for any length of time must have a parent/guardian call or write a note to the Attendance Office at each school. This contact must be made prior to the absence if the absence is foreseeable. If the absence is not foreseeable, parents/guardians should do this before 9:00 AM the day of the absence.

Wileman: 262-233-6299

Turtle Creek: 262-233-6399

Phoenix: 262-233-6599

DDHS: 262-233-6699

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. If no contact is made by the parent/guardian, the child will be marked truant.

Types of Absences

In accordance with state law, students are not allowed to miss more than 10 days per year without the absences being verified. All students will be provided reasonable time to make up work missed due to an absence, excused and/or unexcused, and shall be graded upon the quality of the product produced. The following describes the categories for attendance purposes:

- **Verified Absences:** A verified absence is an absence that is a result of some type of medical, legal, religious or other circumstance approved by an administrator. The verified absence does not count as one of the 10 allotted days by the compulsory attendance laws. All verified absences must have a written letter or note from a doctor, court, or appropriate official related to the situation.

- **Excused Absences:** Parents/guardians are allowed to call their student in sick or absent for any reason on any given day provided the student is not over the 10 allotted days by law. Absences after the ten (10) days will not be excused unless documentation from a service provider is made available to the school.

- **Unexcused Absences:** An unexcused absence is defined as any absence from school without parent/guardian permission or where the school official can clearly define that the student's absence was not acceptable.

Planned Absence

Planned absences are highly discouraged by the district due to the loss of instruction. Parent/guardian planned absences must be requested in writing a minimum of two weeks prior to the students' absence and a meeting may be required with administration. A planned absence counts as part of the 10 days allowed for absences. Any days requested beyond that will be marked unexcused and may result in a truancy citation. Your child will be given the opportunity to continue with his or her instruction and coursework. Please consider taking vacations during the allotted breaks provided throughout the year (Thanksgiving, Winter, Spring & Summer Breaks). Ref. Policy: 5223.01

Tardies

Students who are late to school should check in at the main office and receive a pass to class. **See specific building policy.**

Elementary

Students will be marked tardy when they arrive to school between 8:20 AM and 9:00 AM.

Grades 5-12

Secondary students who miss any portion of a class period will be considered tardy. Students who miss more than 50% of a class period will be marked truant. Teachers are responsible for working with students and families to correct the behavior. Teachers, students and parents may need to partner to understand the root cause of their child's tardy to a particular class. However, continuous tardies may result in administrative involvement and further measures may result (ie. after school detention, parent meeting, ISS, referral for truancy).

The goal of the Delavan-Darien School District is to have students in the classroom, learning during the fully allotted time.

Truancy

According to Wisconsin Statutes, Section 118.16(1)c, truancy is defined as:

“Truancy” means any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s. 118.15.

If students exceed the 10 absence days allotted by law, an attendance contract may be issued. Failure to fulfill the contract may result in the issuance of a truancy citation and/or referral to health and human services.

Habitual Truancy

A student is considered a habitual truant if absent from school without an acceptable excuse for all or part of 5 or more days on which school is held during a half of school year. An attendance contract may be issued. Failure to fulfill the contract may result in the issuance of a truancy citation and/or referral to health and human services.

Leaving School During the School Day

Once at school, students may not leave the school grounds during instructional hours unless contact is made with a parent/guardian by the attendance office, nurse, principal or designee. No student will be released to a person other than a custodial parent/guardian without permission from the custodial parent/guardian.

Once permission to leave is obtained, students are expected to sign out. Students leaving without prior permission will be marked truant and a referral to the police department may follow. Any student with an unexcused absence is barred from extracurricular activities taking place that day.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal or designee.

Loss of Privileges

Students who are absent from school for all or part of the day or have behavior referrals may lose the following privileges:

- Dance attendance
- Attending school activities/events
- Field trips
- Parking passes
- Participation in extracurricular activities
- Other administrator approved items

Student Health Services

Health Services

The district nurse 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 regarding students' health, makes home visits to students when needed, and arranges homebound instruction for students when appropriate. 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 confidential and stored in the student health files in the health offices. Please see this [link](#) for further information.

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. Please see this [link](#) for further information.

Student Transportation

Transportation

It is the policy of the Board of Education to provide transportation for those students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the Department of Public Instruction or other appropriate agency. Transportation of eligible students with exceptional educational needs or attending a technical education program shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation privileges may be revoked if the student's conduct is in violation of the District Administrator's administrative guidelines or the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily- required procedures. The Board authorizes the installation of video cameras on District buses to enhance student safety and well-being. **See Policy 8600**

School Bus Safety Rules

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. Parents are responsible for the behavior of their child on school buses. If a child's behavior is not acceptable, please [click here](#) for a list of consequences.

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.

For a list of **BUS RULES and PARENT RESPONSIBILITIES** to review with your child, [click here](#).

Elementary school parents must communicate in writing directly with the school in the event a temporary change is needed to their child's regular transportation arrangements (one day change). Middle school and high school parents must communicate directly with Dousman Transportation in the event a temporary change is needed to their child's regular transportation arrangements (one day change). For all schools requesting a long term transportation change, it takes up to three work days for a change in transportation to take effect. Changes must be in written form through the main office. We cannot accept verbal directions from a parent or guardian.

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. The Board of Education regards the use of bicycles for travel to and from school by students as an assumption of responsibility on the part of those students, a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others.

Special Services

Programs for Students with Special Needs

The Delavan Darien School District is committed to the delivery of effective special education programs and services provided to students with disabilities in the least restrictive environment. All students attending our District have available to them a free, appropriate public education (FAPE) designed to meet their unique needs and prepare them for employment, post-secondary education and independent living.

Parents should contact Mary Burke, Director of Special Education, at 262-233-6753 should they have questions, concerns, or a potential special education referral need.

Programs for English Language Learner Students

The parents/guardians of limited English proficient (English Learner) students participating in a language instruction program shall be notified, no later than 30 days after the beginning of the school year, of the following:

- Placement and reason why their child was identified as EL
- Child's academic achievement level and level of English proficiency (including method of measurement)
- The methods used for language instruction
- How the language program will meet the child's instructional needs
- How the program will help the child to learn English and meet the academic standards for promotion or graduation
- The exit requirements for the language program
- An explanation of parental rights, including the parent's right to enroll or remove a child from the language instruction program (ESEA, Wis. Stats. § 115.96(2), and Board Policy 2260)
- For a student not identified as limited English proficient prior to the beginning of the school year, the district will notify parents within the first two weeks of the child being placed in such a program.

Homebound Instruction

The District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious physical or emotional disability. Parents should contact the principal or Director of Pupil Services regarding procedures for such instruction.

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

Deaf or hearing impaired visitors and/or 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 the respective Administrative Assistants to the Director of Pupil Services or to the Director of Language Acquisition at the School Administration Center, 262-233-6764, two weeks 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 two weeks notice is given.

Student Code of Classroom Conduct

Our school culture is built on the common values of being respectful, responsible, and safe. The implementation of Positive Behavioral Interventions and Supports (PBIS) in the DDSD community will create and sustain a positive learning environment where all students can succeed academically, socially and emotionally. Through PBIS we proactively teach, model, and acknowledge behaviors that help to create a positive school culture. Students are expected to follow PBIS protocols and all other expectations, governed by the rules and provisions of the Student Code of Classroom Conduct, on or adjacent to school premises, on school sponsored vehicles, at extensions of the district (ie. bus stops), to and from school, and at school-related events and activities. Students are expected to behave in such a manner that allows the teachers to effectively carry out their lesson plans and students to participate in all learning activities. Ref. Policy 5500

The Comet Code in use

Being a Learner can happen anywhere in our schools! Examples of the Comet Code across the district.

[PBIS Wileman](#)

[PBIS Turtle Creek](#)

[PBIS Middle School](#)

[PBIS High School](#)

Consequences for Violations

The administration of the Delavan-Darien School District reserves the right to administer the [linked consequences](#) for any infractions of the rules. Specific consequences will depend upon the nature and severity of the infraction, the number and types of previous infractions, student cooperation and attitude, and possible extenuating circumstances.

In all cases, students will receive due process in accordance with school board policy. If an alleged student violator refuses to cooperate with an investigation, DDSD reserves the right to determine consequences based upon the information gathered.

Student Removal From Class

A student may be removed from class, possibly resulting in suspension and/or expulsion, for behavior that is disruptive, dangerous or unruly which interferes with the ability of the teacher to teach effectively. For additional information, [click here](#).

Student Harassment, Bullying & Hazing

The Delavan-Darien School District believes that students and staff members have the right to work in a positive and safe school environment. Therefore, the school will not tolerate any behavior by employees or students which interferes with a pupil's or staff member's school performance or creates an intimidating, hostile, or offensive school environment. Harassment shall be considered any behavior which creates an intimidating, hostile, or offensive school environment. Such conditions can arise from a broad range of physical or verbal actions (by employees, non-employees, or students) which may include, but are not limited to, the following behaviors directed towards students or staff members:

1. Verbal abuse or name-calling of a demeaning, derogatory or threatening nature.
2. Verbal, written, or graphic references of a demeaning, derogatory or threatening nature concerning another person's mental capacity, physical attributes, appearance, grooming, hygiene, clothing, race, religion, sex, family, or national origin.
3. Sexual harassment including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which is personally offensive.
4. Defacing of school property with written or graphic materials of the nature set forth in item 2 above.
5. Theft, damage, or destruction of another's physical property or property under another's control, such as school texts, library materials, and athletic equipment.
6. Physical assault of another pupil, or threatening to do so.
7. Creating an atmosphere which tends to establish a hostile environment for another pupil.
8. Any other conduct, whether intentional or unintentional, which results in harassment of the nature set forth above in items 1 through 7 inclusive. Note: Delavan-Darien School District has formal board policies regarding "Harassment" (policy 5517), "Sexual Harassment" (policy 0145), "Bullying" (policy 5517.01), and "Student Hazing" (policy 5516). To obtain more information or to file a complaint, contact the district administrator, principal, or attendance intervention officer. Harassment and inappropriate student conduct directed at others is a point of emphasis in the Delavan-Darien School District.

Anti-Harassment Compliance Officers

The following individuals serve as “Anti-Harassment Compliance Officers” for the District. They are hereinafter referred to as the “Compliance Officers”.

Title: Director of Pupil Services Name: Mary Burke Address: School Administration Center Email Address: mburke@ddschools.org Phone Number: 262-233-6753	Title: Business Manager Name: Anthony Klein Address: School Administration Center Email Address: aklein@ddschools.org Phone Number: 262-233-6757
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A Compliance Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about “unwelcome” conduct, or to intercede informally on behalf of the student. If the Compliance Officer or a designee has reason to believe that the complainant has been the victim of criminal conduct as defined under Wisconsin law, such knowledge should be reported to local law enforcement. Ref. Policy 5517

Acceptable Use and Internet Safety Policy (AUP)

Students are encouraged to use the school’s computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the school’s policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school’s rules, and civil or criminal liability. Smooth operation of the school’s network relies upon users adhering to the school’s policies and administrative guidelines. Prior to accessing the Internet at school, students and/or parent must sign the Acceptable Use and Internet Safety Policy Agreement each year.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Students shall not access social media for personal use from the District’s network but shall be permitted to access social media for educational use in accordance with their teacher’s approved plan for such use. Ref. Policy 7540

Vandalism

Basic to the philosophy of the Board of Education is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including District property. Each student should realize that vandalism to District property is costly to repair and is directly related to increased school taxes.

Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the use of District materials and equipment. Ref. Policy 5513

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)

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. Ref. Policy 3217, 4217, 5772 and/or 7217.

Drug Abuse Prevention

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school’s drug abuse guidelines. Ref. Policy 5530

Search and Seizure

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in

their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy. Ref. Policy 5771

Prohibited Items

In addition to dangerous weapons, tobacco, alcohol and drugs, the following items are prohibited from school grounds: lighters, matches, "look-alike" drugs, explosives, firecrackers, smoke bombs, fireworks, 'look-alike' 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.

Student Rights of Expression

The Delavan-Darien School District recognizes the right of students to express opinions and ideas, take stands, and support policies, publicly or privately, orally and in writing. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent, or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Students may be given this opportunity for expression through established school media. Students may advocate change of law or school regulations and pursue their advocacy by due process means. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the school principal or designee twenty-four (24) hours prior to display.

Loitering on School Grounds

Loitering is not permitted 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 school during the school day without permission. Once a student has been picked up by school bus or dropped off by 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 are unacceptable and may be grounds for disciplinary action.

Video Surveillance

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 [here](#).

Wisconsin Statutes, Section 118.125, Section 120.13 (1). Ref. Policy: 7440.01

Appendixes

[APPENDIX A](#): Delavan Darien High School

[APPENDIX B](#): Phoenix Middle School

[APPENDIX C](#): Turtle Creek & Wileman Elementary Schools