# DARIEN HIGH SCHOOL

# STUDENT & FAMILY HANDBOOK

# 2025 - 2026

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# DARIEN HIGH SCHOOL

80 High School Lane
Darien, CT 06820
203-655-3981
dhs.darienps.org

## DHS OPEN HOUSE 2025

**SEPTEMBER 11, 7:00 p.m.**

# INTRODUCTION

This handbook represents the school's efforts to help develop a mutual understanding and working partnership with Darien High School students and their parents. In it you will find general information, rules, and procedures that have been developed to assist in the daily routines that are a part of our school. You will also find Board of Education Policies regarding important issues.

The handbook is available online on the DHS website under the Student Life and Parents tabs.

For those of you who are new to Darien High School, this handbook will be an important reference as you become oriented to our school. To search for information in the handbook:

1. View the Table of Contents.

2. Select "View Document Outline" under the View menu in Google Docs.

3. Use the Find feature in your internet browser, which is typically a menu option or found by clicking CTRL + F.

**THIS HANDBOOK IS REVISED EVERY SCHOOL YEAR.**

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## DARIEN PUBLIC SCHOOLS

# VISION OF THE GRADUATE

In March of 2020, the Darien Public Schools assembled a coalition of stakeholders—students, parents, teachers, administrators, community leaders, and Board of Education members—with the purpose of defining a Vision of the Graduate, a statement of what it means to our community to prepare students from prekindergarten through high school graduation for a successful future. Two aspirations emerged from community input: That all students would have the confidence and capacity to be self-directed, independent adults who live purposeful, happy, fulfilling lives, and that they would become citizens who contribute collaboratively and innovatively to their local and global communities.

In an era of rapid change to education and to the workforce, the Darien Public Schools recognized the need to identify through this Vision the skills and dispositions required to raise compassionate, resilient problem-solvers and leaders: Communication, Creativity, Curiosity, Empathy, Independence, and Integrity.

The Darien Public Schools is committed to giving all of our students multiple opportunities to master these competencies and to acquire these dispositions, throughout their experiences in our schools and their engagement with our curriculum, from kindergarten through to graduation. As a result, we believe we will graduate individuals who have a strong academic foundation and are prepared to use the knowledge and skills they have acquired to cast and fulfill a purposeful vision for themselves, their community, and the world.

# ACCREDITATION STATEMENT

Darien High School is accredited by the New England Association of Schools and Colleges, Inc., a

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non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college.

**NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES**

3 Burlington Woods Drive, Ste. 100

Burlington, MA 01803-4514

(781) 425-7700

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## Darien Public Schools

## The Vision of the Graduate

We believe our graduates will be forever shaped by the learning environments we provide within our school district. From these environments, our graduates will take with them an understanding that the successful pursuit of meaningful ideas requires:

| Communication | Creativity | Curiosity | Empathy | Independence | Integrity |
|---|---|---|---|---|---|
| Effective collaboration will depend on your ability to listen with a discerning ear and express your ideas with clarity and passion. Communication is a two-way exchange. Listen before you speak. Hear what is behind the words. Craft your communication with purpose and choose your words carefully - they hold great power. Know that your actions also tell your story. Find your own voice and dare to use it to build your community and change your world. | Pursuing new ideas will inspire you and others. Connect all that you have learned in order to generate novel thinking, design solutions, and innovate. Embrace the trial and error process. See mistakes as opportunities. Problems are solved by thinking about what can be rather than what has been. Seek and appreciate the beauty within each discipline. Believe in your vision and give form to your ideas. | Approaching the world with childlike amazement will lead you to new questions and inspire learning for life. Pursue knowledge as it provides the bedrock for thinking. Turn your mind to inquiry while pursuing your passions. Engage with others' thinking and question with persistence to deepen your understanding. Commit to fearless exploration of the unknown because it will open doors to new possibilities.<br><br>***Wonder and ask why*** | Understanding other people's experiences will enable you to form meaningful relationships and empower you. Open your heart and mind to the ideas and feelings of others and, as a result, learn more about yourself. Radiate kindness. Act with compassion. Embrace diversity and stand up for others and for inclusion. Honor the humanity of each person and contribute to a community that provides all with a sense of belonging. | The life you build for yourself will be founded on how much you trust and rely on your unique talents and thinking. Self-reliance frees you to become who you are meant to be. Persist when you encounter obstacles and know that you can seek guidance to help you grow. Set goals and work hard to reach them. Diligence has its own rewards. Confidently choose what's best for you, balancing life's demands. | Those who earn the respect of others conduct themselves honestly and adhere to principles in the face of adversity and social pressures. Tell the truth no matter how difficult. Accepting responsibility earns trust and reveals strength of character. Advocate for justice. Lead by example. Know who you are and let your actions speak for you. Develop your moral compass and demonstrate the courage to honor it. |

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| | | | | | |
|---|---|---|---|---|---|
| *Seek to understand and be understood* | *Dream, imagine, and invent* | | *Grow in the light of human connection* | *Forge your own path* | *Do what is right, even when no one is watching* |

## The Vision of the Graduate

## Learner Outcomes

The Darien Public Schools Vision of the Graduate Learner Outcomes reflect a scaffolding between acquiring a skill or competency through utilizing that attribute to make a positive impact. We recognize and value that this growth requires students to overcome obstacles, ask questions, collaborate with others, think critically, reflect on the development of their identities, and extend fundamental academic skills.

| | Communication | Creativity | Curiosity | Empathy | Independence | Integrity |
|---|---|---|---|---|---|---|
| *Demonstrating Attribute Acquisition* | I communicate effectively by actively listening to and speaking with teachers and peers. | I find opportunities to formulate ideas across all disciplines and in diverse forms. | I demonstrate my scholarship through active questioning and research across disciplines. | I seek to understand the experiences of others, and treat others with dignity and respect. | I rely on my own skills, knowledge, and talents to set and achieve goals. | I demonstrate my character through my words, actions, and decisions. |
| *Overcoming Obstacles* | I engage in reflection and revision to achieve clarity of expression. | I take academic risks, without fear of making “mistakes” in front of | I fearlessly reveal my passions and wonderings and persist towards my goals when I | I courageously seek to move beyond personal bias and social constructs and see | I respond resiliently to obstacles and setbacks, | I adhere confidently to my principles, even in the face of social |

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|---|---|---|---|---|---|---|
| | | peers. | face failure. | individuals for who they are. | drawing inspiration from within. | pressures. |
| *Asking Questions* | I formulate questions to effectively gather and evaluate information for accuracy. | I identify opportunities and develop questions that require innovative solutions. | I respond to newly presented facts, developments, and ideas with follow up questions and by asking, “Why?” | I respond to new people, places, and situations with the question, “What more do I need to learn for a better understanding?” | I accurately self-assess by asking, “What am I doing well?” and “Where can I grow?” | I respectfully question and stand up to those who speak or act in ways that are unjust, unfair or unkind. |
| *Collaborating with Others* | I collaborate with peers to interpret meaning and present our shared learning. | I collaborate with peers in order to solve problems, improve outcomes and give form to my ideas. | I engage respectfully with individuals and groups whose thinking is different from my own. | I seek out alternative perspectives in order to challenge and improve my thinking, and to develop as an ally. | I identify and appropriately advocate for resources that support my academic, social, and emotional goals. | I lead by example and celebrate the contributions of others when working in groups. |
| | **Communication** | **Creativity** | **Curiosity** | **Empathy** | **Independence** | **Integrity** |
| *Thinking Critically* | I present my ideas clearly and confidently to audiences to inform and persuade. | I approach tasks with flexibility and adaptability. | I investigate the connections across disciplines to uncover what weaves them together for a deeper understanding. | I use perspective-taking, inquiry, and synthesis skills to better understand others. | I analyze my experiences and synthesize my learning to formulate my own ideas and questions. | I evaluate information, situations, and ideas to determine what is truthful. |
| *Developing Your Identity* | I reflect on my communication with others in order to develop a deeper understanding of myself. | I see the formation of my identity as a creative process. | I explore interests outside of my comfort zone to develop a more well-rounded self. | I reflect on what I learn about others to develop a deeper understanding of myself. | I am confident in my talents, skills, and thinking and understand that hard work brings reward. | I act in ways that demonstrate my character and reflect the strength of my convictions. |
| *Extending Fundamental* | I craft pieces of academic writing and | I apply knowledge to novel academic | I approach new tasks and subjects with an | I develop healthy, kind, and meaningful | I create and manage my own schedule of tasks, | I earn respect for my academic ideas by citing |

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|---|---|---|---|---|---|---|
| *Academic Skills* | presentations for varied audiences and purposes. | situations and contexts to generate new thinking and perspectives. | enthusiastic spirit, resulting in better motivation and outcomes for academic learning. | relationships within and outside my school community. | activities, and events while prioritizing self-care. | and showing respect for others' work. |
| *Positively Influencing Our Community and World* | I use my speaking and listening skills to engage in meaningful dialogue about real-world topics. | I boldly imagine creative and innovative solutions to real-world problems. | My curiosity inspires thinking in others and engages them in solving problems in our community and world. | I compassionately advocate for an inclusive, equitable community and a just world. | I recognize my ability to bring about positive changes in our community and in our world. | I serve as a leader and role model in my community and advocate for social justice. |

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# CONTACT INFORMATION

*Check the website for the listing of faculty and staff email addresses.*

| | | |
|---|---|---|
| **Principal** | Ellen Dunn | Ext. 2252 |
| **Assistant Principal** | Alison Mullane (A-D) | Ext. 2323 |
| **Assistant Principal** | Keith Keeler (E-K) | Ext. 2262 |
| **Assistant Principal** | Meghan Dubé (L-Q) | Ext. 2306 |
| **Assistant Principal** | Mark Mazzone (R-Z) | Ext. 2235 |
| **Admin. Assistant and Volunteer Coordinator** | Maria Farren | Ext. 2353 |
| **Administration Secretary** | Beth Burke | Ext. 2218 |
| **Attendance Secretary** | Susan Garufi | Ext. 2361 |
| **Bursar** | Cara Blatney | Ext. 2318 |
| **School Resource Officer** | Bryce Brown | Ext. 2376 |
| **Director of School Health Services** | Emily Merritt, FNP, MSN, RN | Ext. 2304 |
| **School Nurses** | Kathy Alpeter, RN | Ext. 2311 |
| | Colleen Plank, RN | Ext. 2371 |
| **Director of Counseling** | Catherine Ostar | Ext. 2498 |
| **Counseling Administrative Assistant** | Laura Hyatt | Ext. 2226 |
| **Counseling Administrative Assistant** | Leslie Lajoie | Ext. 2249 |
| **School Counselors** | Ann Branca | Ext. 2330 |
| | Deb Chase | Ext. 2290 |
| | Jennie Levin | Ext. 2328 |
| | Allison Longfellow | Ext. 2241 |
| | Lisa Messineo | Ext. 2288 |
| | Marc Power | Ext. 2220 |
| | Kaitlin Stanton | Ext. 2347 |
| | Peter Trombley | Ext. 2370 |
| **Special Education Department Chair** | Jeannine Newell | Ext. 2285 |

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| | | |
|---|---|---|
| **School Psychologists** | Bahar Musa (gr 9) | Ext. 2354 |
| | TBD (gr 12) | Ext. 2312 |
| | Jenna Poulos (gr 11) | Ext. 2333 |
| | Taylor Bonano (gr 10) | Ext. 2327 |
| **School Social Worker** | Sam Parton | Ext. 2557 |
| **Connections Counselor** | Joyce Sixsmith | Ext. 2526 |
| **Wellness Center Coordinator** | Judy Phillips | Ext. 2604 |
| **Teen Talk Counselor** | Ashley Lopez | Ext. 2606 |
| **English Dept. Chairperson** | Kristin Colonies | Ext. 2228 |
| **History/Social Studies Dept. Chairperson** | Dennis Cabrera | Ext. 2338 |
| **Mathematics Dept. Chairperson** | Roni Rodier | Ext. 2207 |
| **Director of Visual & Performing Arts K-12** | Colleen Thompson | Ext. 7419 |
| **Science Dept. Chairperson** | Christian Dockum | Ext. 2349 |
| **World Language Teacher Leader** | Scott Webster | Ext. 2332 |
| **Director of Athletics** | Chris Manfredonia | Ext. 2263 |
| **Assistant Director of Athletics** | Justin Warzoha | Ext. 2390 |
| **Board of Education Office** | | 203-656-7400 |
| **Welcome Center** | | Ext. 2362 |

## DARIEN HIGH SCHOOL

# STUDENT GOVERNMENT

# LEADERSHIP 2025-2026

*Freshmen Elections will be held in the first weeks of school. All students are invited to join the GoogleClassroom for DHS Student Government where interested students can find details on the elections process.*

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| Student Government Officers | |
|---|---|
| President | Neev Sahgal |
| Vice President | Rowan Levine |
| Communications Director | Hari Palaniappan |
| Executive Secretary | Matthew Delvecchio |
| Faculty Advisors | Eva Murphy<br>Sara Hesselsweet |

| Class Officers | | Class Advisors |
|---|---|---|
| Class of 2026 | Jack Bryer<br>Corinne Easterbrook<br>Luli Escajadillo<br>David Zhong | Haley Magana<br>Gretchen Kmetz |
| Class of 2027 | Harrison Dilts<br>Thomas Ehrbar<br>Hamin Park<br>Jamie Spataro | Brenda McGee<br>Marc Power |
| Class of 2028 | Ceci Galvan<br>Noa Durocher-Pyun<br>George McCallum<br>Henry Zaino | Elizabeth Remington<br>Alessandra Armetta |

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| | | |
|---|---|---|
| Class of 2029 | Will Eldredge<br>Taylor Godfrey<br>James Meade<br>Kelaegile Thupayagale | Celeste Elfstrom<br>Maureen Vint |

# STUDENT SUPPORT

## *ADMINISTRATION*

The principal is responsible for the coordination and supervision of the entire educational and extracurricular program at Darien High School. You are welcome to discuss with the principal any problems at all, especially any which you believe other staff members cannot resolve or have not satisfactorily resolved. The assistant principals share responsibilities in the total operation of the school as extensions of the principal. In the day-to-day administration of Darien High School, there is cooperation among the administrators in handling the needs of students, staff, and parents. A list of the specific responsibilities of each administrator may be obtained from the office.

Assistant Principal student assignments are by the first letter of a student's last name:

| **Assistant Principal** | **Last Names** | **Email** | **203-655-3981 Phone Ext.** |
|---|---|---|---|
| Alison Mullane | **A through D** | amullane@darienps.org | 2323 |
| Keith Keeler | **E through K** | kkeeler@darienps.org | 2262 |
| Meghan Dubé | **L through Q** | mdube@darienps.org | 2306 |
| Mark Mazzone | **R through Z** | mmazzone@darienps.org | 2235 |

## *CONNECTIONS COUNSELOR*

The Connections Counselor at Darien High School is Joyce Sixsmith (jsixsmith@darienps.org 203-655-3981 ext. 2526); she is available to students and parents as a resource when struggles with substances emerge. The Connections Counselor meets with students who have been referred or who seek out her assistance on their own, and is also a member of the **Student Assistance Team**.

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## *COUNSELING DEPARTMENT*

The Counseling Department offers individual and group counseling, workshops, and a variety of programs. School counselors meet regularly with parents, teachers, administrators, college representatives, and other key resource people who assist students in their education and development. A student's counselor is assigned to them at the beginning of ninth grade and follows the student's progress for all four years of high school.

| **The School Counselors at the high school are:** | | **203-655-3981**<br>**Phone ext.** |
|---|---|---|
| Ann Branca | abranca@darienps.org | 2330 |
| Deb Chase | dchase@darienps.org | 2290 |
| Jennie Levin | jelevin@darienps.org | 2328 |
| Allison Longfellow | alongfellow@darienps.org | 2241 |
| Lisa Messineo | lmessineo@darienps.org | 2288 |
| Marc Power | mpower@darienps.org | 2220 |
| Kaitlin Stanton | kstanton@darienps.org | 2347 |
| Peter Trombley | ptrombley@darienps.org | 2370 |

## *SCHOOL RESOURCE OFFICER*

The School Resource Officer (SRO) is a Darien police officer who is a valuable member of the school community and works in collaboration with school administrators, faculty, and staff to provide a safe and welcoming environment at DHS. The SRO meets with student groups, attends student activities and sporting events, visits classrooms, gives presentations and in general, works to create a positive relationship with a member of the law enforcement community. The SRO is also a member of the **Student Assistance Team**. Officer Bryce Brown can be reached at 203-655-3981 ext. 2376 or bbrown@darienps.org.

## *SCHOOL PSYCHOLOGISTS*

School psychologists at the high school work with students experiencing problems that may interfere with achievement of educational or personal goals. School psychologists are in the

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Counseling Office and available to meet with students regarding situational problems or when help is needed managing crises. Students or concerned parents may make an appointment directly with the psychologists or through the Counseling Office. A member of the professional staff may also refer a student. Following referral, the school psychologist schedules one or more meetings with the student to examine the difficulties and explore with the student possible solutions. Referrals to outside agencies or professionals and to various teams (SIT, SAT) within the building may take place. Psycho-educational evaluation through individual testing may be warranted in making a determination of the student's needs. In such cases, prior signed permission from the parent (or student, if age 18 or over) must be obtained. Referrals for such testing are processed by the Special Education Department.

| The psychologists at Darien High School | | | |
|---|---|---|---|
| **Grade** | **Psychologist** | **Email** | **203-655-3981**<br>**Phone ext.** |
| 9 | Bahar Musa | bmusa@darienps.org | 2354 |
| 10 | Taylor Bonano | tbonano@darienps.org | 2327 |
| 11 | Dr. Jenna Poulos | jpoulos@darienps.org | 2333 |
| 12 | TBD | | 2312 |

## *SOCIAL WORKER*

The school social worker, Sam Parton (sparton@darienps.org; 203-655-3981 ext. 2557), is in the Counseling Office and available for consultation regarding personal, family, or school problems and when appropriate will facilitate referral to other community resources. The social worker meets with students both individually and in small groups to address personal issues as they relate to educational success, and facilitates the Community group in the Core program. The school social worker makes home visits to improve a student's attendance, offers support to parents to resolve conflicts, and is available for consultations regarding links to other agencies.

## *TEEN TALK MENTAL HEALTH COUNSELOR*

Darien High School collaborates with Kids in Crisis, a local non-profit agency, to bring a Teen Talk Mental Health Counselor, Ashley Lopez (alopez@darienps.org), to DHS. The Teen Talk Mental Health Counselor will collaborate with school staff and serve as a school-based Mental Health Counselor to provide therapeutic services to students struggling with a variety of issues, including stress, peer

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relationships, depression, anxiety, school avoidance, and academic challenges. The Teen Talk Mental Health Counselor also offers a linkage between students and community resources and supports.

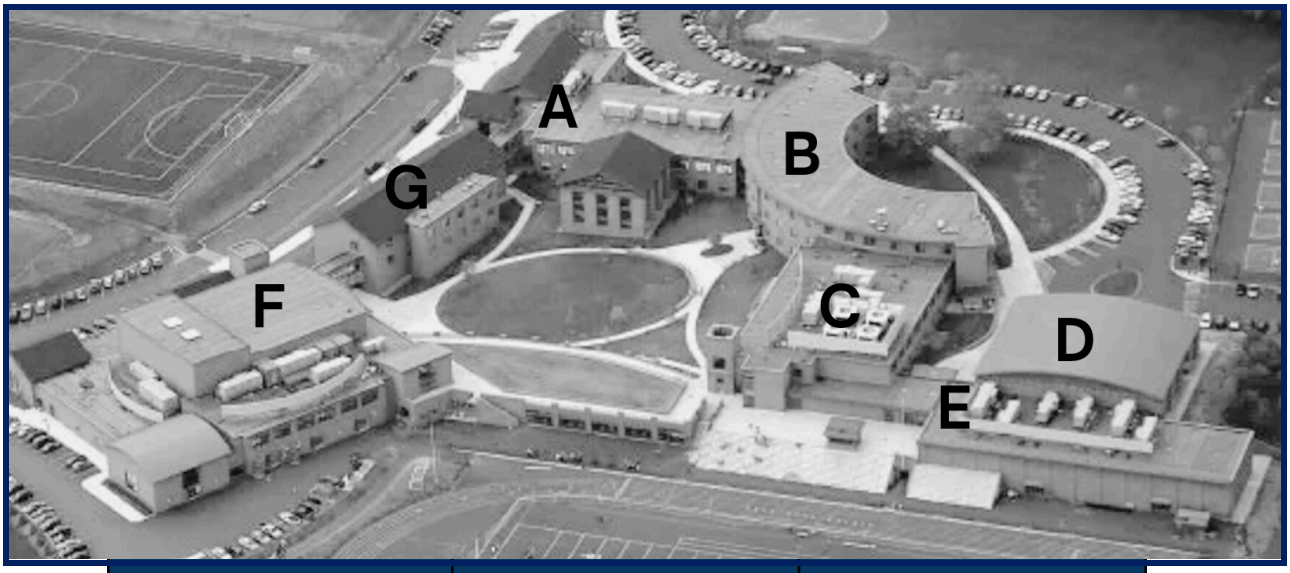
## *REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN*

CT General Statute 17a-101 requires school employees who have reasonable cause to suspect or believe that a child has been abused or neglected, or placed in imminent risk of serious harm, to report such suspicions to the Commissioner of Children and Families or the local law enforcement agency. (**See also:** BOE Policy 4025 Reports of Suspected Abuse or Neglect of Children)

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# CAMPUS INFORMATION

## MAP




| Building A | Building C | Building F |
|---|---|---|
| **First Floor** | **Basement Level** | **Basement Level** |
| Administration | Athletic Office | Tech Ed |
| Library | Fitness Center | Music |
| Special Education | **First Floor** | Auditorium |
| **Second Floor** | Physics | Little Theatre |
| Counseling | Biology | **First Floor** |
| English | **Second Floor** | Art |
| History/Social Studies | Biology | |
| | Chemistry | |
| **Building B** | **Building D** | **Building G** |
| **First Floor** | **Basement Level** | **First Floor** |
| Math | North Gym | CORE |
| TV Studio | South Gym | EXCEL |
| Video Production | Locker Rooms | Health Office |
| **Second Floor** | **First Floor** | |
| English | Main Gym | **Second Floor** |
| Journalism | | Business & Computers |
| NEIRAD | **Building E** | History/Social Studies |
| **Third Floor** | Cafeteria | |
| World Language Testing Center | | |

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# SAFETY

## DHS MONITORS

The DHS Monitors assist the school resource officer and administration in providing a safe, secure, and controlled environment. They monitor the parking areas, cafeteria, hallways, bathrooms, and welcome center. The monitors ensure that all activities on campus, including extracurricular activities, are safe and secure for all to attend.

*The monitors are deputized by the Darien Police Department, giving them authorization to ticket automobiles. Disrespect or disregard of the monitors will result in detention and/or suspension and/or loss of parking privileges.*

## *WELCOME CENTER*

The DHS Welcome Center is designed to provide a central communications center for DHS visitors and callers. All visitors will be buzzed in at the main entrance and will be asked to provide a driver's license in order to be cleared for entry and will receive a visitor name badge which will be worn while in the building. **Visitors without a valid driver's license will not be granted entry**. Visitors to DHS must wait for a host to accompany them through the building. Visitors are not allowed into classroom areas without proper authorization from the Main Office.

Parents may drop off materials for their child's academic classes to the Welcome Center if needed. Arrangements to pick up academic materials should be made in advance by the parent and the student. The school monitors will not call students to the Welcome Center to pick up these items.

**Items that cannot be dropped off at the Welcome Center:**

- **Student medication of any kind (over the counter or prescription).** See BOE Policy 5050 Administration of Medication in the Schools for procedures concerning student medication in schools.
- Parents and guardians **may not drop off sports equipment** during the school day. Students should use their athletic lockers. In the event of an urgent, extenuating circumstance, such as a student forgetting a uniform or equipment on a game day, a parent or guardian may come to the Welcome Center to gain access to the building as a visitor in order to drop off the items in the Gym Lobby.
- Student lunches, including from food delivery services, may not be dropped off. (Students may not order food for delivery on campus during school hours.)

## ID CARDS

Students and staff are issued school identification cards that allow them access to the building, the ability to buy lunch, make copies, and check out materials in the media center. These ID cards should be carried on campus every day. If an ID card is lost a replacement card will cost $10.00. Please see Ms. Garufi at the attendance desk if you lose your ID or have any questions. Seniors will need to show their ID when entering the building (in place of showing their cell phone bag) and will need to show their ID if requested when using their cell phone in the senior section, which is permissible during periods outside of the lunch periods.

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## PARKING

Due to limited space on campus, parking is a privilege reserved for staff and seniors. Parking permits are available to seniors for a fee of $200. Only students with valid parking permits are allowed to park on school grounds. A permit is valid for one academic year, and the sticker must be attached to the windshield. Only one permit will be issued to each student. See the Code of Conduct section for parking and driving rules and regulations.

## PARENT DROP-OFF AND PICK UP

Parents may drop off and pick up students at two locations:

- The Athletic Entrance in the Athletic Loop
- The Main Entrance in front of DHS
    - **NOTE**: (If arriving after 7:40, only the Main Entrance is accessible for students with their ID)

Cars should maintain a single line in and out of the lot and not turn in the middle of the lot or impede the flow of traffic by dropping off or picking up students. Parents should exercise extreme caution and allow students to cross to the other side of the parking lot.

> **NOTE**: The Library entrance and Auditorium Entrance are not an option for students to enter in the mornings and not an option for parent drop-off. Please view a campus map and additional safe driving/drop-off information at the link below:

DHS Traffic Flow and Drop Off Map

High School Lane will be one way leading into the school property only from 2:10 to 2:30 p.m. when school is in session. A single line must be formed on High School Lane. A police officer or campus monitor will be stationed at the loop end of High School Lane and will not permit any car to cross the double line and proceed in the left hand lane to enter the loop.

There is NO parking, idling, or pickup at the Methodist Church - this is PRIVATE property! Darien Police monitor this lot. Cars may be ticketed or towed. Please be considerate of our neighbor and stay out of their lot.

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## *BUS TRANSPORTATION*

*Darien High School students living over two miles from school are entitled to bus transportation at no cost. Bus pickup at Darien High is in the designated bus area in the front of the school. Any student found guilty of misconduct on a bus will be denied the right to ride a bus.*

## *VISITORS*

*Visitors must sign in at the Welcome Center to receive a visitor's pass and be met by the staff member they are visiting. Visitors should park their cars in the "visitor" spaces to avoid being ticketed.*
*Any family who has a student who has begun the registration process should contact the Counseling Office to schedule an appointment. Alumni are allowed to visit teachers and administrators at the end of the school day or by appointment during the school day.*

## *EMERGENCY RESPONSE PLAN*

Students and parents should be aware of the fact that Darien High School has plans in place to deal with a variety of emergency situations including, but not limited to, bomb threats, intruders on campus, hazardous materials, and weather emergencies. The specifics of these plans are shared with students and staff at the beginning of the new school year and reviewed periodically. These plans have been developed with the active cooperation and assistance of the local law enforcement officials.

Specific actions will depend on the immediacy and seriousness of the situation. Emergency drills will be announced via the public address system rather than by using the bell system.

A **Lockdown** of the building may be used to ensure the safety of students and staff during an unexpected incident whereby it is determined that keeping everyone inside is safer than proceeding with an evacuation. The following is a list of procedures for students in the event of an announced lockdown of the building:

- Students should move to the interior walls of the nearest classroom out of direct sight from the windows and halls.
- Students should remain in the locked, darkened classroom and sit silently on the floor of the room with shades drawn.
- Students should remain silent until Police open the door and signal all clear, indicating that the lockdown is over.
- Students will be given clear and concise instructions by their teacher, and these should be followed.

During a **Secure School**, all exterior doors will be locked, and no one is allowed into or out of the building. The Darien Police assist, and streets into DHS may be blocked. Teachers and students continue with their normal routine.

## *FIRE DRILLS*

Fire drills will be held on a regular basis. At the sound of the fire alarm, all students are to follow the exit procedures posted in the classroom. Students should stand away from the building to allow a fire lane. The all-clear signal is the ringing of the school bell. At that signal, students and teachers should return to class. Remember, when the fire alarm sounds, leave the building immediately. This includes a drill held during lunch.

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UNDER NO CIRCUMSTANCES SHOULD A STUDENT TAMPER WITH OR PULL A FIRE ALARM BOX AS A PRANK — IF APPREHENDED THE STUDENT IS REFERRED TO THE POLICE FOR POLICE ACTION. THE COURTS VIEW SUCH PRANKS AS SERIOUS VIOLATIONS AS THEY REQUIRE FIRE DEPARTMENT PERSONNEL TO BE AWAY FROM VALID FIRE CALLS. Any student behavior deemed to impede the response of students and staff will also result in disciplinary action from the school. The safety of all DHS community members is paramount and practicing actual responses is an important part of that goal.

## FOOD DELIVERY

Food delivery services, including DoorDash™, UberEats™, etc., are not permitted to deliver to campus during school hours. In an effort to keep the DHS campus as safe as possible, only DHS community members are allowed on campus during the school day. Students who order a food delivery will be administered a Saturday Detention and the food will be confiscated. Parents are also not allowed to deliver food during the school day without prior permission.

# AUTHORIZED AREAS

During the school day students are allowed in the building, in the center courtyard, and in the area just outside the main cafeteria by the picnic tables. Students are not allowed in parking lots or any area outside the perimeter of the building without permission. Students are not allowed to loiter in corridors, lavatories, locker rooms, stairwells, empty unsupervised classrooms, or any remote area of the building. Violations will result in school disciplinary actions, and/or loss of school privileges.

Access to the building is only authorized through specific entrances. Students will be able to enter the building at these entrances by using their student IDs. Other entrances may have restricted access during the school day or be designated for emergency exit only.

View the Campus Door Access Time Map for students for more information about door access times for students with ID before, during, and after the school day.

## ATTENDANCE OFFICE

The attendance office is located in the main lobby. All students MUST check in and out of this office when arriving late or leaving early. If leaving the building, DHS must have approval from a parent.

## LOST AND FOUND

All found items should be brought to the main attendance office for owners to claim. Lost items that are not claimed will be donated to charity at the end of each semester. Do not delay in reporting lost items. Suspected thefts should be reported to Officer Brown using the **Theft Incident Report Form**.

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*Putting your name in or on all items (jackets, calculators, books, etc.) is your best insurance in having lost items returned. Do not bring unnecessary valuables or money with you to school. Most DHS students do not utilize a locker during the school day outside of a potential athletic locker. If you would like to request a locker, please speak with Mrs. Garufi at the Attendance Desk.*

## *CAFETERIA*

The cafeteria is located in "E" Building. The cafeteria is for use by all students in grades 9-12 during their assigned lunch wave and may be used by students during free periods. The cafeteria is a space for students to socialize, eat lunch, and spend non-scheduled time at school; all students are required to act in a manner that creates a safe, supportive, respectful, and inclusive school environment.

Rules for students using the cafeteria are as follows:

1. Students are expected to act appropriately and respectfully in the cafeteria by keeping the cafeteria clean, being kind to all community members, and avoiding disruptive behavior.
2. Students are not to sit on the tables nor put their feet on tables or chairs.
3. Students will cooperate respectfully with any requests from all faculty and staff members to keep the cafeteria clean and orderly.
4. There shall be no food throwing in the cafeteria.
5. Waste material from lunch is to be placed in trash cans, which are located throughout the cafeteria.
6. **FOR SENIORS ONLY:** Per our new Cell Phone Policy, seniors may access their phone during the school day only in the Senior Section of the cafeteria during time slots 1, 2, and 4 **(NOT during the lunch period)**.

## *WELLNESS CENTER*

The DHS Wellness Center, staffed by the Wellness Center Coordinator, offers a relaxing and restorative space to students and faculty throughout the school day. Visitors have access to mindfulness activities and resources, board games, and art activities such as coloring. Additionally, the Wellness Center will offer programming. Students who need additional mental health support will be connected with a school counselor, school psychologist, school social worker, Connections Counselor, or Teen Talk counselor. The Wellness Center encourages students to take a break from technology while in that space. Students have access to the Wellness Center during their free periods, during lunch waves, and with permission of their teacher.

## *ELEVATORS*

Elevators in the building are to assist students with documented medical needs or injuries and to move heavy objects. Students who need to use an elevator must obtain a pass from the school nurse or permission from administration. Elevator use is restricted at all times, including before and after school. As we need to maintain elevator use for those who need it, students using an elevator in an unauthorized manner will be subject to school disciplinary consequences.

## *LOCKERS*

Lockers located in the F Wing of DHS are available by request at the beginning of the school year. Students are not to change locker numbers without the permission of administration. The school cannot assume responsibility for articles taken from lockers, so **students should keep them locked when not in use.** Students are advised not to share their locker combination with any other student.

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The school does not have insurance covering lost or stolen articles. If your locker is broken, please see an administrator or a secretary in the main office. If you leave personal belongings in any locker without locking it, you leave yourself open to risk of having it taken. **The school cannot take responsibility for carelessness in protecting one's property.** Students are responsible for emptying out their lockers at the end of each year for custodial cleaning during the summer. Any items left in lockers over the summer months will be discarded. With reason, the administration may open any student lockers, under the guidelines established by the Supreme Court ruling. **(See also:** BOE Policy 5255 Search and Seizure**)**

## *LEARNING CONNECTIONS/DEPARTMENTAL OFFICES*

Among the options open to students when not attending formal classes are the Learning Connections rooms. These spaces are available to all students, and present an opportunity to work independently or with help from an "on-duty" teacher. Students are encouraged to use the connections rooms such as the foreign language labs, computer labs, or writing center during their open periods.

### *Academic Success Center (B221)*

The Academic Success Center is located in B221; students are scheduled for support in the ASC through the student intervention team. Through this intervention, students have the opportunity to increase their understanding of subject content, improve organization and planning, develop stronger reading and writing skills, and work toward becoming independent learners in a quiet, relaxed, and productive environment. The ASC team fosters collaborative partnerships with families and teachers to ensure student success. ASC is typically scheduled in lieu of a study hall or free period. It is not credit bearing. Please reach out to your school counselor for more information.

### *English/Social Studies Learning Connections Room (A206)*

The Learning Connections Center is located on the 2nd floor of "A" building and is open every period of the day. The Learning Connections room is a place to work on academic projects, have small group student conferences, use laptops for school-related assignments, meet with teachers, work on interdisciplinary projects, etc. This center is designed to provide a facility for students and teachers to have flexible workspace outside the regular classroom. Teachers are available to help on an individual basis. Students may make appointments or drop in if the teacher is available.

### *Mathematics/Science Learning Connections Room (B115)*

Teachers are available in the Math/Science Learning Connections room to provide extra help. Students may make appointments or drop in if the teacher is available.

### *World Language Learning Connections Room (B317)*

Students are urged to supplement their foreign language classroom work by making use of the World Language Resource Center. Carrels provide a quiet place to study or to listen to tapes. At times, the classroom teachers will require students to go to the Learning Connections room to listen to a tape, practice speaking, or get extra help.

### *Test Center (B304)*

The Test Center can be accessed by students during regular school hours and after school to make up missed assessments and to access accommodations such as extended time or alternative test setting. If the Testing Center is at capacity, students will need to find a different time to make up their assessment. The hours of operation can be found below and the Testing Center Rules are found HERE.

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**TESTING CENTER HOURS (room B304)**

Tuesday and Thursday: 7:40 am - 3:20 pm (open 1 hr after school)*

Monday and Wednesday: 7:40 am - 2:50 pm (open 30 min after school)*

Friday: 7:40 am - 2:20 pm*

*Closed when full and closed for lunch each day from 10:50 am - 11:20 am

***LIBRARY LEARNING COMMONS (A106)***

The DHS Library Learning Commons (LLC) is committed to serving and supporting the educational needs of the students and the staff. The LLC has a specialized collection of materials and resources designed to meet students' needs as they complete short and long term assignments. These resources include an excellent reference and general book collection, audio books, Nooks, DVDs, and magazines, as well as access to online databases and eBooks. Remote access to our online databases and eBooks is available here. Access to all materials in the LLC is through the computerized public access catalog (Destiny) where all materials are indexed. The staff of the LLC is especially trained to help students find materials in the LLC and other area resources. All materials in the LLC may be checked out for various lengths of time. Encyclopedias and other reference works, magazines, and reserved books can all be borrowed overnight. These materials must be returned before the start of classes the next day of school. Cameras and other equipment may be borrowed if the student has parent's/guardian's permission and the required form assuming responsibility is completed.

Computers are available in the LLC for students working on school-related activities on a first-come, first-served basis during regular hours. Individual use of the computer may be limited when required by classes utilizing the LLC. Computers must be used in accordance with the school's Computer Use Agreement. Any improper use of any of the computers may result in loss of computer privileges. The playing of computer games may result in the loss of computer privileges.

The LLC is not to be used as a place to socialize. In the open areas, students may work quietly together. The Reading Room is designated a silent study area for students who wish to study alone and study rooms are available for group work. During times of heaviest use (lunch periods and multiple classes) LLC entrance may be limited to the first five minutes of the period and students who leave will not be readmitted. The general rule for LLC behavior is consideration of others and the promotion of an environment conducive to learning. Water is allowed in the LLC but not at the computers. No other drinks or food are allowed in the LLC. Failure to follow any of the policies may result in loss of LLC privileges for a period of time.

# HEALTH SERVICES DEPARTMENT

## *HEALTH SERVICES*

The mission of the Health Services Department is to promote and support the physical, mental, and social well-being of all Darien students, enabling them to fully engage in their educational experience. The Darien High School Health Office is staffed by three registered nurses and is open during the school year from 7:25 a.m. to 2:30 p.m. The nursing team provides a range of services, including

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assessment and management of acute illnesses and injuries, support for chronic health conditions, and emergency nursing care when needed.

Please note that school nurses are not available to provide health services outside of regular school hours. If your child has a significant health condition that may require emergency medication during extracurricular or athletic activities held before or after school, please notify the school nurse in advance. This allows time to develop an appropriate plan and ensure necessary accommodations are in place.

Except in cases of medical emergencies, students must first report to their classroom teacher and request a pass before visiting the health office.

## EMERGENCY FORMS

Please see **Aspen Family Portal** for electronic submission of the Emergency Form.

### *HEALTH STATUS/ILLNESS*

Darien High School is committed to supporting students with special health care needs to ensure their safety and full access to education. These needs may arise from chronic medical conditions (such as asthma, diabetes, life-threatening allergies, cardiac conditions, Crohn's disease, or epilepsy) or from significant acute illnesses or injuries that require treatment and recovery. School nurses work in partnership with families and health care providers to assess individual needs and develop appropriate, individualized plans of care. These plans may include accommodations for daily health support, emergency response, transportation and/or evacuation procedures. If your child has a health condition that may require specialized care or planning, or if there has been a recent change in their health status due to illness, injury, hospitalization, or a change in treatment or medication, please notify the school nurses as soon as possible. Early communication allows us to coordinate the necessary supports to keep your child safe and healthy at school.

To help protect the health and well-being of all students, we ask that parents/guardians closely monitor their child for signs of illness or possible communicable disease and keep them home when they are sick. If your child is absent due to illness or injury, please notify the school by calling the school attendance office (203)-655-3981, option 3, or ext. 2361) OR emailing dhsattendance@darienps.org. If you anticipate that your child will be absent for more than three days due to medical reasons, please contact the school nurse directly. The nurse will work with you to gather the necessary medical information and coordinate with appropriate school staff to support your child's ongoing educational needs and plan for their safe return to school

Students who require the use of mobility aides such as crutches or a wheelchair during the school day must provide a note from their health care provider indicating the medical necessity for their use. Upon returning to school, students should report to the Health Office to review safe use and proper

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technique within the school setting. The school nurse will also assist with elevator access and any other necessary accommodations.

*Please note that students are responsible for supplying their own mobility aides.*

## MEDICATION ADMINISTRATION

For students who are prescribed medication during school hours, including medication for short-term use, a parent/guardian must provide the school nurse with a written medication order signed by an authorized health care prescriber Medication Authorization Form. A new form is required annually.

Medications must be delivered to the school nurse by a responsible adult. Do not send any medication into school with a student. The medication must be in its original container, clearly labeled with the student's name, authorized prescriber's name, prescription number, the date it was ordered, the name of the medication, its strength, and directions for administering the prescription. The parent/guardian or a responsible adult must pick up unused medication within one week of its completion or by the last day of school. Medications that are not picked up will be disposed of by the school nurse.

Students are not permitted to carry any medication in school, (including over-the-counter medications), UNLESS they have written authorization signed by the student's health care provider, parent/guardian and school nurse to self-administer. Students who have a self-administration plan to carry their own rescue medications must keep them on or with their person at all times. It is not safe or appropriate to leave them in a locker or car. Students found with any medication, over-the-counter or prescription, without a self-administration plan in place may be subject to disciplinary action.

State regulations and school policies regarding medication apply during field trips, just as they do during the regular school day. Students who have an approved self-administration plan are required to carry their own medication while on a field trip. To ensure your child has access to the appropriate medication and any necessary support, please contact the school nurse well in advance of the trip. This allows adequate time to review plans and make necessary arrangements to support your child's health and safety during the outing.

Public Act 140176 (An Act Concerning the Storage and Administration of Epinephrine at Public Schools) requires the administration of epinephrine as emergency first aid to students experiencing an allergic reaction, even if the student does not have parental authorization or the order of a qualified medication professional.

Public Act 22-80 (An Act Concerning the Childhood Mental and Physical Health Services in Schools) requires the administration of an opioid antagonist on an emergency basis and without prior written authorization to students experiencing opioid-related drug overdoses, provided certain requirements are met. By law, an opioid antagonist means naloxone hydrochloride (e.g. Narcan) or any other similarly acting equally safe drug that the FDA has approved for the treatment of drug overdose.

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Parents or Guardians must notify the school nurse in writing annually if they refuse to have Epinephrine and or an Opioid Antagonist administered to their child as an emergency first aid by the school nurse or in absence of the school nurse, a qualified personnel.

## *PHYSICAL EDUCATION*

In the event that a student is unable to participate in physical education classes due to illness or injury for more than 3 classes per quarter, the student must submit written documentation from their health care provider on the Physical Activity Restriction form. (form is available in the DHS health office or on the DPS website through this link.) The health care provider must then provide written documentation stating the date a student is medically cleared to resume all athletic activities. Students who are unable to participate in Physical Education classes will also be restricted from participating in high school athletic activities. Students must meet with their P.E. teachers to arrange for appropriate use of class time in the event of an extended absence from P.E.

In the event the student's physical activity restrictions extend into a new school quarter the Physical Activity Restriction form must be completed again each quarter that the student is restricted. **(See also: Physical Education Standards)**

## *PHYSICAL EXAMINATIONS*

In accordance with Section 10-204a and the State of CT Department of Public Health and Immunization Requirements, physical exams with up-to-date state mandated immunizations are required **prior to entry into 10th grade** (exam on or after June 30th, 2025) or **when transferring into the district** (exam within the calendar year prior to students transfer).

The physical exam must be on the State of Connecticut Health Assessment Record HAR form. No student will be allowed to attend Darien High School until a school nurse has reviewed and verified the 10th grade and/or new entrant's completed health assessment and immunization records.

Due to recent changes in Connecticut State laws pertaining to immunizations, there have been many questions about the public health requirements to attend school. For complete information on state mandated immunizations and exemptions to school immunization requirements, click here DPS Immunization FAQs.

Students who participate in DHS interscholastic athletics must submit a valid physical exam per CIAC guidelines when registering under FamilyID for participation in high school interscholastic athletics Athletics Online Registration The Physical Examination / Health Assessment must be current, within 13 months from the beginning of tryouts, practice, and competitive play, and kept in the document repository on FamilyID. At no time shall an athlete be allowed to practice or compete if the date of the Physical Examination/Health Assessment exceeds 13 months.

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## *SPORTS INJURIES*

DHS sports injuries should be reported to the athletic trainers and health office as soon as possible (no later than 90 days after the injury). Sports related injuries *may* be eligible for supplemental coverage.

## *TRANSPORTATION OF ILL/INJURED STUDENTS*

EMERGENCY: The school nurse will notify the parent and contact EMS for transportation to the medical facility indicated on the student's Emergency form.

NON-EMERGENCY: Transportation from school to home or to a medical provider is the responsibility of the parent or guardian. The school nurse will notify the parent, or if the parent is unavailable, the individual listed as the student's emergency contact in Aspen to assume responsibility for the student.

With parental or guardian permission, and if the school nurse determines that the student is well enough to travel safely, students may drive themselves home. However, students are not permitted to walk home from school if they are ill. Additionally, ride-sharing services such as Uber or Lyft may only be used if both parent/guardian consent is provided and a school administrator approves the arrangement.

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# SCHOOL DAY SCHEDULES

**Schedules for the 2025-2026 school year:**

*Click on text to open links*

Bell Schedule (with and without mini periods)

2025-26 Two-Hour Delay Learning Schedule

2025-26 Early Dismissal Learning Schedule

Fitch Academy Learning Schedule

## WEATHER OR EMERGENCY EARLY DISMISSAL:

Should the Superintendent of Schools deem it necessary to close school early due to inclement weather or an emergency situation, Darien High School will usually close at 10:30 a.m. Buses will leave school at 10:35.

## LIBRARY HOURS

Regular School Day: 7:00 am - 3:00 pm

Early Dismissal Day: 7:00 am - 12:18 pm

## TESTING CENTER HOURS (room B304)

Tuesday and Thursday: 7:40 am - 3:20 pm (open 1 hr after school)*

Monday and Wednesday: 7:40 am - 2:50 pm (open 30 min after school)*

Friday: 7:40 am - 2:20 pm*

*Closed when full and closed for lunch each day from 10:50 am - 11:20 am

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# DHS Class Schedule

| Regular Day | | | A Day | B Day | C Day | D Day | E Day | F Day | G Day | H Day | Advisory Day | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Full Class | | *Mini* | | | | | | | | | Full Class | *Mini* |
| First Class 7:40 - 9:06 | 1 | *7:40 - 8:20* | 2 A | 1 A | 4 C | 3 C | 2 E | 1 E | 4 G | 3 G | First Class 7:40 - 9:00 | *7:40 - 8:17* |
| | | | | | | | | | | | | *8:23 - 9:00* |
| | 2 | *8:26 - 9:06* | 2 B | 1 B | 4 D | 3 D | 2 F | 1 F | 4 H | 3 H | Advisory 9:08 - 9:28 | |
| Second Class 9:14 - 10:40 | 3 | *9:14 - 9:54* | 4 A | 3 A | 2 C | 1 C | 8 E | 7 E | 6 G | 5 G | | |
| | 4 | *10:00 -10:40* | 4 B | 3 B | 2 D | 1 D | 8 F | 7 F | 6 H | 5 H | Second Class 9:36 - 10:56 | *9:36 - 10:13* |
| | | | | | | | | | | | | *10:19 - 10:56* |
| Lunch: 10:48 - 11:18 Third Class: 11:20 - 12:46 | 5 | *Mini Class 10:48-11:28* | 6 A | 5 A | 8 C | 7 C | 4 E | 3 E | 2 G | 1 G | Lunch: 11:04 - 11:32 Third Class: 11:32 - 12:52 | *Mini Class 11:04-11:41* |
| Third Class: 10:48 - 11:18 Lunch: 11:19 - 11:49 Third Class: 11:50 - 12:46 | 6 | *Mini Class 11:36-12:16* | 6 B | 5 B | 8 D | 7 D | 4 F | 3 F | 2 H | 1 H | Third Class: 11:04 - 11:34 Lunch: 11:34 - 12:02 Third Class: 12:02 - 12:52 | *Mini Class 11:47-12:24* |
| Third Class: 10:48 - 11:44 Lunch: | | | | | | | | | | | Third Class: 11:04 - 11:54 Lunch: | |

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| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 11:45 - 12:15<br>Third Class: 12:16 - 12:46 | | | | | | | | | | | 11:54 - 12:22<br>Third Class:<br>12:22 - 12:52 | |
| Third Class: 10:48 - 12:14<br>Lunch:<br>12:16 - 12:46 | | *Mini Lunch* | | | | | | | | | Third Class: 11:04 - 12:24<br>Lunch:<br>12:24 - 12:52 | *Mini Lunch* |
| Fourth Class<br>12:54 - 2:20 | 7 | *12:54 - 1:34* | 8 A | 7 A | 6 C | 5 C | 6 E | 5 E | 8 G | 7 G | Fourth Class<br>1:00 - 2:20 | *1:00 - 1:37* |
| | 8 | *1:40 - 2:20* | 8 B | 7 B | 6 D | 5 D | 6 F | 5 F | 8 H | 7 H | | *1:43 - 2:20* |

School Calendar for the 25-26 school year

# ACADEMICS

## Graduation Requirements

| HUMANITIES | | | |
|---|---|---|---|
| English | English 9, 10, American Literature, Senior Literature, Capstone | 4 | 9 |
| Social Studies | Western Civilization, World Studies, US | 3.5 | |

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| | | | |
|---|---|---|---|
| | History, Law and Government | | |
| Fine/Practical Arts | | 1 | |
| Humanities Elective | | .5 | |
| **STEM (Science, Technology, Engineering, Mathematics)** | | | |
| Mathematics | | 3 | **9** |
| Science | Biology, Earth Science or Chemistry | 3 | |
| STEM Electives | | 3 | |
| **WORLD LANGUAGE** | | | **1** |
| **HEALTH/SAFETY** | | | **1** |
| **PE/WELLNESS** | | | **1** |
| **MBDA: Mastery-Based Diploma Assessment*** | | | **1** |
| **PERSONAL FINANCIAL MANAGEMENT and FINANCIAL LITERACY**<br>**(Beginning with the class of 2027)**<br>*(Within STEM, Humanities, or Open Electives, all students must earn 0.5 elective credit in personal financial management and financial literacy.*<br>*The following courses meet this requirement: Investing and Personal Finance, Economics, AP Macroeconomics, or AP Microeconomics)* | | | |
| **OPEN ELECTIVES (3 credits)** | | | **3** |
| **TOTAL CREDITS** | | | **25** |

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## *MASTERY BASED DIPLOMA ASSESSMENT

To fulfill the Mastery Based Diploma Assessment requirement at Darien High School, students are required to

- Complete and pass their Capstone Essay
- Complete and Pass their Law and Gov Research Essay
- Compose two written reflections on our Vision of the Graduate
- Successfully complete a Senior Internship or Project.

This is a Graduation Requirement, and students are awarded 1.0 credits for this requirement in the Spring semester of Senior year.

## BASIC SKILLS PROFICIENCY REQUIREMENT

In addition to meeting the coursework and credit graduation requirements to graduate high school, the State of Connecticut requires that each student in all graduating classes must demonstrate proficiency in the basic skills in reading, writing and mathematics:

- ***Evidence-Based Reading & Writing***

  *Proficiency is measured by meeting the "college readiness benchmark" score (480) on the School Day SAT Assessment in Reading and Writing.*

- ***Mathematics***

  *Proficiency is measured by reaching the "college readiness benchmark" score on the School Day SAT (530) Assessment in mathematics.*

**Basic Skills Equivalent Tasks**

Students who do not meet this standard on the School Day SAT Assessment may also demonstrate proficiency in the basic skills described above by achieving satisfactory results on the following:

- Earning a passing grade in the grade 11 English course, American Literature.
- Earning a passing grade in Algebra 2 or College Math Topics.

## CLASS OF 2026 AND BEYOND

**Students graduating in 2025 and beyond are required to have satisfied one of the following prior to graduation:**

(1) completed a Free Application for Federal Student Aid ("FAFSA");

(2) for students without legal immigration status, completed and submitted to a public institution of higher education an application for institutional financial aid; or

(3) completed a waiver of completion of the FAFSA and/or financial aid application, as applicable, on a form prescribed by the Commissioner of Education, signed by the student's parent or guardian or signed by the student if the student is eighteen or older. DARIEN PUBLIC SCHOOLS Darien, CT On and

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after March 15 of each school year, a principal, school counselor, teacher, or other certified educator may complete the waiver on behalf of any student who has not satisfied the above requirements if such principal, school counselor, teacher, or other certified educator affirms that they have made a good faith effort to contact the parent/guardian or student about completion of such applications.

## CLASS OF 2027 AND BEYOND

PERSONAL FINANCIAL MANAGEMENT and FINANCIAL LITERACY

Within STEM, Humanities, or Open Electives, all students must earn 0.5 elective credit in personal financial management and financial literacy; the following courses meet this requirement:

Investing and Personal Finance, Economics, AP Macroeconomics, or AP Microeconomics

# COURSES AND REGISTRATION

### *CREDITS*

The following are the policies on awarding credits toward graduation:

1. One full credit is equivalent to one Carnegie Unit.

   One credit is awarded for the successful completion of a course which meets full time for a year. Half credit is given for a one-semester course which meets full time. Courses which meet part time for a semester are given a quarter credit.

   High school credit begins to accrue with the successful completion of high school level courses taken in high school. High school level or college level courses taken prior to enrollment in high school, if pertinent and district approved, may be used to satisfy prerequisites to courses offered at DHS, but they will not be used in computing credit toward a DHS diploma.

2. Courses are offered on a one or two-semester basis, and credits are earned on a semester basis. Even in cumulative subjects such as foreign languages and mathematics, “final” grades are awarded at the end of each semester. These are determined by the average of the two quarter grades and the exam grade.

3. The passing grade in all courses is D- (60) or P (Pass). A grade of “F” represents academic failure.

4. Students who lose credit due to absences will have 0.0 credit listed next to their earned letter grade. **(See also: DHS Attendance Policy).**

### *COURSE LOAD*

All students are required to carry a minimum of six full time subjects in addition to Physical Education and Health, each semester except for seniors who are taking three or more 400 level courses, who may take a minimum of five courses, plus PE/Health, per semester. The majority of students have

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historically carried six or more subjects each semester. Independent Study courses do not count toward the six credit requirements though they are credit bearing (P/NC grading).

## *COURSE REGISTRATION*

At the beginning of the second semester, students meet with their teachers to discuss appropriate levels for courses. Students are required to meet with their school counselor to review all recommendations and course selections. Parents are asked to review the course selections and take the opportunity to provide feedback for the proposed courses. In some situations, students have an opportunity to qualify for courses through the spring semester and during the summer, with consultation from their teacher and school counselor. Final course selections are posted as a report in Aspen in late June and parents are notified of the posting.

## *COURSE WITHDRAWAL POLICY (Add/Drop Policy)*

**Enrollment requirements:** Students must be enrolled in a minimum of six classes, plus PE and Health. Seniors enrolled in 3+ 400 level classes in a semester may choose to take five courses plus PE/Health.

**If a student wishes to drop their 7th course (or 6th course for Seniors taking 3+ 400s),** they must do so within the first 20 days of a semester. It is the department's right to decline a student request to drop a scheduled course. The following protocols should be followed:

- Request a drop form from the Counseling Office.
- Complete the drop form, which requires in person conversations with the teacher, counselor, department chair, and parent.
- Obtain all signatures in the order they appear on the other side of this form and return the form to your school counselor.

**Students wishing to change a course** must do so within the first 20 days of the semester (semester courses) or the first 20 days of school (year long course). This is contingent on departmental approval for both the course being dropped and the course being added. Since we build the master schedule based on what students request, it is our expectation that students will take the courses they selected. As such, it is the department's right to decline a student's request for a change in course. It is also contingent on there being a course that can be added in its place, with seat availability. Students will not be permitted to drop below the minimum required number of classes. The following protocols should be followed:

- Request a drop form from the Counseling Office.
- Complete the drop form, which requires in person conversations with the teacher, counselor, department chair, and parent.
- If all approve, obtain all signatures in the order they appear on the other side of this form and return the form to your school counselor.

**Students wishing to change course levels in year-long courses** will have several opportunities to do so: (1) Within the first 20 days of school; (2) During the first week of the second quarter, (3) At the start of the new semester.

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Students who do not request the level change during the first 20 days, will need to complete the first quarter in the original class.

Students who do not request the level change during the first week of Q2, will need to complete the first semester of the original course.

Students who do not make the change during the first week of the second semester of a year-long course are expected to complete the course.

Dates for changing levels in full year courses and courses only meeting in S1:

**August 27 - September 25, 2025**

**October 29 - November 5, 2025**

**January 23 - 29, 2026 (last opportunity to level down in a full year class: PENDING SNOW DAYS)**

Students wishing to change course levels in S2 courses must do so between **Jan 23 - Feb 27, 2026 or April 1 - April 8, 2026 (Quarter date PENDING snow days).**

## *ELECTIVES*

An elective is any subject which you may choose to take to satisfy the elective requirements for graduation or in addition to the minimum number required in a particular department. You are encouraged to take elective courses based on personal interests and talents, and to take advantage of opportunities to explore new areas. School counselors offer guidance on the appropriateness of each student's course load and four year planning during the registration process, and parents will have the opportunity to review their student's course verification prior to the next school year.

## *PREREQUISITES*

Following each course description in the Course Catalog is a statement of prerequisites, if any, which must be met before taking the course. The Course Catalog can be viewed on the DHS Counseling website.

# GRADING AND REPORTING

The following system is used for grade and GPA calculations at DHS:

| Letter Grade | Numerical Equivalent Grade | Grade Point Equivalent by Course Level | |
|---|---|---|---|
| | | 300 | 400 |
| A | 93 through 100 | 4.0 | 4.5 |
| A- | 90 through 92 | 3.7 | 4.2 |

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| | | | |
|---|---|---|---|
| B+ | 87 through 89 | 3.3 | 3.8 |
| B | 83 through 86 | 3.0 | 3.5 |
| B- | 80 through 82 | 2.7 | 3.2 |
| C+ | 77 through 79 | 2.3 | 2.8 |
| C | 73 through 76 | 2.0 | 2.5 |
| C- | 70 through 72 | 1.7 | 2.2 |
| D+ | 67 through 69 | 1.3 | 1.8 |
| D | 63 through 66 | 1.0 | 1.5 |
| D- | 60 through 62 | .7 | 1.2 |
| F<br>*Academic Failure* | Below 60 | .0 | .0 |
| P<br>*Pass* | 60 through 100 | Not Applicable | Not Applicable |
| NC<br>*No Credit* | Below 60 | Not Applicable | Not Applicable |
| I<br>*Incomplete* | Incomplete | A Temporary Grade | A Temporary Grade |
| W<br>*Withdrew from Course* | Not Applicable | Not Applicable | Not Applicable |

## *GRADE POINT AVERAGE*

The Grade Point Average (GPA) is computed at the end of each semester and is cumulative. Physical Education courses are not included in the GPA. Summer enrichment, transfer credits and after school enrichment courses are not included in the GPA.

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NOTE: DHS does not report class rank.

All final grades, whether they are received during the regular school year or from Darien Public Schools Summer School, are recorded on the student's permanent record and included in the GPA. Note: When repeating a course, both grades appear on the transcript and are used in computing the GPA, though credit is only awarded once. All grades, except PE/Health and those listed above, are used in computing the GPA.

## *PASS/NO CREDIT*

For students interested in a class but may not have room in their schedule given their core classes, they may choose to take a 7th class as a P/F. The purpose of this option is to encourage students to explore other areas of knowledge without anxiety over the grade. A student may want to take a course beyond the required credits per term, but fears that if he does not get the marks he is accustomed to, he will be penalized. In these instances, the pass / no credit option may be appropriate. A student may take any course, with the exception of Honors and AP Courses, which is not being taken to meet graduation requirements for pass/no credit.

Students must declare to the teacher their interest in taking a course for pass/no credit and seek the teacher's and school counselor's advice on the matter. The student will receive full credit toward graduation for a grade of "Pass" in a Pass / No credit course, but it will not be used in computing the Grade Point Average. The student, their parents, their counselor and subject department coordinator must all approve the student taking a course with this option.

Under a letter system any grade of D- or better is given credit. Under the PASS/NC system, only a PASS (P) is given credit.

## *VALEDICTORIAN / SALUTATORIAN*

The determination of Valedictorian (highest GPA in the graduating class) and Salutatorian (second highest GPA in the graduating class) is determined after the seventh semester—first semester of the senior year. Every course except P.E./Health, transfer, and pass/fail classes are considered in the computation. Valedictorian and Salutatorian must be continuously enrolled at Darien High School for the final four semesters.

## *MID-YEAR GRADUATION*

Students who anticipate completing all of their graduation requirements by the end of the first semester of the senior year have the option of graduating at the end of that term. This is done with parent, counselor and administration approval.

Mid-year graduates may participate in the year-end graduation ceremony and senior activities as well.

## *EXAMINATIONS*

The last week of each semester is set aside for final examinations. Two exams of two hours each are scheduled each day of the week. Also scheduled on the last day of exam week are make-up exam periods, during which any student who was ill for an earlier exam, and who made arrangements with the given teacher, can take a make-up exam. A student missing an exam will be given a zero for the exam grade; the zero is averaged into the semester academic grade.

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***STUDENTS WHO MUST LEAVE SCHOOL PRIOR TO EXAMS***

- Must bring to their school counselor a letter from the program sponsor which supports the need for attendance before school ends.
- Complete an extended absence form if the absence will be three or more school days.
- Decisions will be made by the administration on a case-by-case basis.
- Teachers will be advised of the decision, and alternate arrangements will be made.

## *HOMEWORK*

An outline of the homework requirements for every course is included in each teacher's course syllabus. In academic courses, students should expect 2 1/2 - 5 hours/week for each course.

Parents and students are advised that they may request homework assignments when students are ill or miss class by contacting their classroom teachers.

## *MAKE-UP WORK*

If a student, because of illness or other excused reasons is absent, they are allowed to make up the work within a reasonable time as designated by the teacher as listed in their syllabus and/or course expectations. It is the responsibility of the student to take the initiative in contacting the teacher prior to, during, or immediately following the absence, in order to make up missed work. If the absences are unexcused due to cutting, truancy, etc., the teacher is under no obligation to offer make-up work, tests, or quizzes.

## *INCOMPLETE*

Students may be given a mark of I (Incomplete) at the end of a marking period by approval of the teacher and with the endorsement of the assistant principal. Incomplete work at the end of a marking period that is not completed within 10 school days results in an F. In extreme cases, the administrator may authorize an extended make-up deadline.

## *TEACHER/COURSE EVALUATION*

At the end of each semester, but not during the exam period, students will be provided with an opportunity to answer the teacher-initiated course evaluation. The purpose of this evaluation is to allow teachers to use student input as a means of improving their instruction and course content. Students should use this opportunity constructively. We respect the students' rights to anonymity in submitting their evaluations.

## WAIVER OF RECOMMENDED COURSE

Course recommendations are based on measures of student performance along with teachers' knowledge of the skills needed to be successful in advanced courses. After course recommendations are made, a student must complete a waiver to register for a higher level course. The Waiver of Recommended Course form can be picked up from the Counseling Office during the course selection window in the Spring. Students are encouraged to carefully consider not just the difficulty of the course, but the volume of work for their entire course load and other extracurricular obligations (clubs, athletics, jobs).The student, parent, and department chair must sign the form, which needs to be submitted to the school counselor before the close of the course selection window (typically the end of March). Please note that a prerequisite for a course cannot be waived, and you can only override up one level.

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By signing the Waiver of Recommended Course form a student/parent acknowledges:

- grades may be lower than typically earned
- the pace, content, or workload of the course is rigorous; if more extra help than is typical for the course is needed, the student is responsible for seeking support
- returning to the originally recommended course will have to adhere to the add/drop policy
- a schedule change will depend upon availability, if there is such a move, the grade from the course will transfer to the new course

**(see also: Course Withdrawal Policy)**

## CREDIT RECOVERY SUMMER SCHOOL

Darien High School gives students an opportunity to make up a core course in the summer if the student did not earn a passing grade in a semester during the school year OR did not earn credit in the course due to attendance. Families may sign up for a summer credit recovery course. All courses taken for credit must be taken for 2 hours a day for 5 days a week for 5 weeks and will allow students to earn back credit for one semester (.5 credit). Therefore, a student who fails both semesters of a yearlong course and wishes to make up the entire year in summer school must participate in two summer school sessions (4 hours, rather than 2).

- In order to qualify for credit recovery, students must have earned a grade of at least 45% in the course.
- Must have been present for a majority of the course time with approval from the Attendance Committee..

Summer school grades do not “replace” the previous grade earned during the regular school year. Both grades will be displayed on the student’s transcript and both grades contribute to the overall Grade Point Average calculation. Credit Recovery grades will be P/F.

Enrolling in DHS Credit Recovery is a family decision. If a family does not choose to enroll in Credit Recovery for a course that is a graduation requirement will have their student enrolled in the course in a subsequent school year.

Students who elect to attend summer school through an accredited off-campus program must obtain the ***advanced*** approval of the DHS department chair in the course area and the Director of School Counseling if they wish to obtain credit for the course. The department chair will need to see the course prospectus and/or a telephone number where course information may be reliably obtained.

See BOE Policy 6845

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# ENROLLMENT

*The Darien Public Schools provide a free public school education to all resident students in accordance with state law. (**See also: BOE Policy 5150 Admission of Resident, Non-Resident, and Exchange Students**).*

## *CHANGE OF ADDRESS*

Any student whose permanent address changes during the course of the year for any reason should notify the Main Office, Health Office, and the Counseling Office as soon as the new address is known. The Aspen account should be updated as well. Individual Aspen accounts can be accessed through the DHS website. Proof of residency is needed to make an address change.

## *SELECTIVE SERVICE*

The Darien Public School System, in cooperation with the Selective Service System, reminds all male students of their legal obligation to register with the Selective Service when they reach 18 years of age. Failure to register is a federal criminal offense carrying penalties of up to $250,000 and five years in jail. New federal laws will prevent male students from obtaining student aid and/or federal employment until they register. Since we do not want any young man to suffer any adverse consequences, we urge full compliance with this registration requirement.

## ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION

Each year, Darien Public Schools is obligated to share student directory information of seniors with the Armed Services. Parents or students over 18 may opt out of sharing their information by completing this form by September 5, 2025.

## *WITHDRAWAL FROM DHS*

Students who must withdraw from school during the year are required to complete a withdrawal form and obtain all necessary signatures. This form is available in the Counseling Office. All books, materials, athletic and other equipment lent by the school must be returned or paid for. No transcripts or any other records will be sent to another school or employer until all financial obligations have been met.

# DHS ACADEMIC PROGRAMS

## *ADVISORY*

Students will be assigned to the same advisory group for their four years at Darien High School. Students are required to attend all advisory periods. The schedule for advisory sessions can be found **HERE.** The advisory program will strive to uphold the mission of Darien High School: an environment that is safe, supportive, respectful, and intellectually challenging for all students, one that promotes personal excellence through active, collaborative, and creative thinking; individual growth; and development of the skills and integrity necessary to become productive members of society.

## *AUTHENTIC SCIENCE RESEARCH (ASR)*

ASR is a three year program beginning in the sophomore year through which students pursue independent research projects with the support of a mentor; students meet regularly in a seminar

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throughout the three years. Over the three years, they complete a literature review, data collection, and project presentation. They have the opportunity to earn credit through the University of Albany's High School Program and must continue the traditional DHS science program for graduation requirements. For more information, see the Course Catalog on the Counseling page on the DHS website.

## *FRESHMAN STUDY HALL*

All freshmen who are not scheduled into classes during the second, third, and fourth time-slots are assigned to a supervised study hall for the entirety of their 9G year. Freshman study halls will be held in classrooms. When a classroom teacher wishes to see a student during a study hall period, the teacher will send an email to the student that must be presented to the study hall supervisor, who will record the request after taking attendance; the student may then be excused from the study hall period. Students may, with a pass or email from their classroom teacher, go to other areas such as the Library Learning Commons or Learning Connections. Freshmen in good academic (no Ds/Fs) and behavioral standing ***may*** earn the right to have free time during semester 2 rather than be assigned to a study hall.

## *GLOBAL EDUCATION AND INTERNATIONAL TRAVEL*

Educational opportunities at Darien High School extend well beyond our campus. Each year, students take advantage of opportunities to learn in the world beyond our community. DHS runs a variety of faculty-led programs that help students in grades 10, 11, and 12 learn in ways that are not possible here at home. We have partnered with Education First, the global leader in student travel, to bring rich language and culture experiences to our students. Since 2022, students have traveled to Spain, Germany, Switzerland, Ecuador, the Galápagos Islands, and Italy. For more information, email the World Languages Department Coordinator, Scott Webster (swebster@darienps.org) or the English Department Chair, Kristin Colonies (kcolonies@darienps.org) or the Social Studies Department Chair, Dennis Cabrera (dcabrera@darienps.org).

## *INDEPENDENT STUDY*

Independent Study, open to 10th graders during the second semester and to 11th and 12th graders either semester, gives students an opportunity to select and study a topic that interests them at a self-directed pace and receive academic credit for their work. Every Independent Study student must have a faculty advisor, who supports and evaluates the student's process.

Students interested in this program should contact their school counselor for additional information. A completed application is reviewed by the student, teacher, school counselor, parent, and subject area department coordinator. Independent Study courses do not count toward the requirement that students enroll in a minimum of six credits. Independent Study courses count as elective credit; each project earns credit, and earns a grade of "P". Graduation requirements cannot be completed through Independent Study.

## *SENIOR INTERNSHIP PROGRAM*

The Senior Internship Program is designed to provide students with workplace experience, opportunity for career exploration, and transition from high school.

- The Senior Internship Program will begin in mid-May and run the last 4-6 weeks of the academic year (after AP exams).

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- All seniors are welcome to participate, but their academic, attendance, and disciplinary record must be reviewed for good standing in order to be approved by the SIP committee to participate.
- All classes that are required for graduation must be met with a passing grade before a student begins internship. Students who do not meet this requirement will attend their DHS classes.
- The Internship is an unpaid working experience consisting of at least thirty (30) hours per week at a pre-approved work site with a site supervisor (the site supervisor cannot be a family member - parent, aunt, uncle, grandparent, cousin, sibling, etc.)
- All internship sites must be local within the Metro North area, and all sites must be approved by the SIP committee.
- Students are responsible for finding a DHS faculty member, who will serve as an in-school mentor in addition to the site supervisor.
- Student interns can participate in sports or other after-school extracurricular activities since internships will generally occur during school hours.
- Students who are selected for the Senior Internship Program will make individual arrangements with teachers to complete required work before beginning the internship.
- Interns will record their hours on the Senior Internship Program website on a weekly basis and their site supervisor will sign off on these hours through the SIP website.
- Interns will keep a weekly journal and share it with their faculty mentor for review.
- Interns must attend all required informational and orientation meetings. Additionally, to be successful in the program, interns must adhere to all program dates and deadlines.
- Interns will participate in the Senior Internship Symposium where they will present their internship experience in 5-10 minute presentations to small audiences. The format will be similar to an academic conference or "Ted Talk."
- Students who successfully complete their internship experience and all required work will be noted on their transcript as Pass with Distinction or Pass. Students who do not successfully complete the internship experience will receive a failing mark on their transcript and may be required to return to the regular school setting for the duration of the school year.
- Students participating in the Senior Internship program should not be on school grounds during the school day unless given permission by the administration.
- Students may delay their start of internship and attend all academic classes if they are eligible to make up work and improve their grades. Once a senior begins internship, their semester grade is final and the teacher is under no obligation to accept work or alter grades.
- Students who, for extenuating circumstances, need to stay at Darien High School will be required to propose for approval to their assistant principal Senior Project in order to meet the requirements of the Mastery Based Diploma Assessment.

# STUDENT RESOURCES

## FINANCIAL RESOURCES

### *FREE AND REDUCED SCHOOL MEALS*

The guidelines for free and reduced lunch are HERE. THIS FORM MUST BE FILLED OUT AND SUBMITTED TO COUNSELORS EACH YEAR IN ORDER TO QUALIFY.

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*2025-26 Family Application for Free and Reduced School Meals or Free Milk*

## *SCHOLARSHIPS FOR STUDENT ACTIVITIES*

Students who are interested in participating in a school-sponsored activity and are experiencing a financial hardship that would otherwise limit their participation should fill out a free or reduced lunch application and see their school counselor to obtain information about an activity scholarship when appropriate.

## *SCHOLARSHIPS*

Many local scholarships are awarded upon the basis of the desire to further one's education, financial need and / or service to the school and community. Scholarship information, which is available in the Counseling Office, explains each scholarship in greater detail and gives application deadlines. Available scholarships are posted in the Counseling Office, in the College/Career Center and in Naviance. Students must take the responsibility for completing forms, meeting deadlines, etc.

## *STUDENT EMPLOYMENT*

The Counseling Office posts employment opportunities on the DHS website (Student tab) and on a bulletin board next to room A105 (Wellness Center). We encourage students to browse the descriptions and speak with their counselor if they are interested, need help or have questions.

## *STUDENT INSURANCE*

Students may purchase insurance for a nominal fee at the beginning of each school year. If parents wish to have this insurance they should sign the insurance form and return it with the nominal fee. This form is available on the Darien Public Schools website under **Finance and Operations.**

## *WORKING PAPERS*

Students 15 years or older who wish to work in Connecticut must obtain working papers from the Counseling Office. Students must have a written promise to employ from the employer and proof of age is required. Please note, per State of Connecticut law, the restrictions to such employment.

# STUDENT SUPPORT SERVICES

## *SECTION 504*

It is the policy of the Darien Board of Education to identify, evaluate, and provide appropriate educational services for students with a disability within the definition of Section 504 of the Rehabilitation Act of 1973. Due process rights of students with disabilities and their parents under Section 504 will be enforced. Inquiries or complaints about Section 504 should be directed to one of the Assistant Principals. If issues are not resolved, the complaint should be directed to Shirley Klein, Assistant Superintendent of Special Education and Student Services at (203) 656-7474. **(See also:** BOE Policy 5125 Section 504 of the Rehabilitation Act of 1973)

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## *SPECIAL EDUCATION SERVICES*

Students bring many unique abilities, strengths, and learning styles to our school community. When a student is having difficulty, teachers, parents, or even the student are encouraged to share their concerns with school staff, so that supports and/or interventions are explored and, if needed, implemented. In some cases, a referral to a Planning and Placement Team (PPT) to begin the special education evaluation process may be appropriate.

Eligibility for special education is determined by the Planning and Placement Team (PPT), which consists of professional staff members, the student, and the student's parent(s) or guardian(s). Any parent, teacher, or student who believes that a student is having difficulty in school should notify an administrator, teacher, school counselor, or school psychologist, who will begin the referral process. In order to be eligible for services, a child must be identified by the PPT as a student with a disability, with an educational impact, who requires specialized instruction.

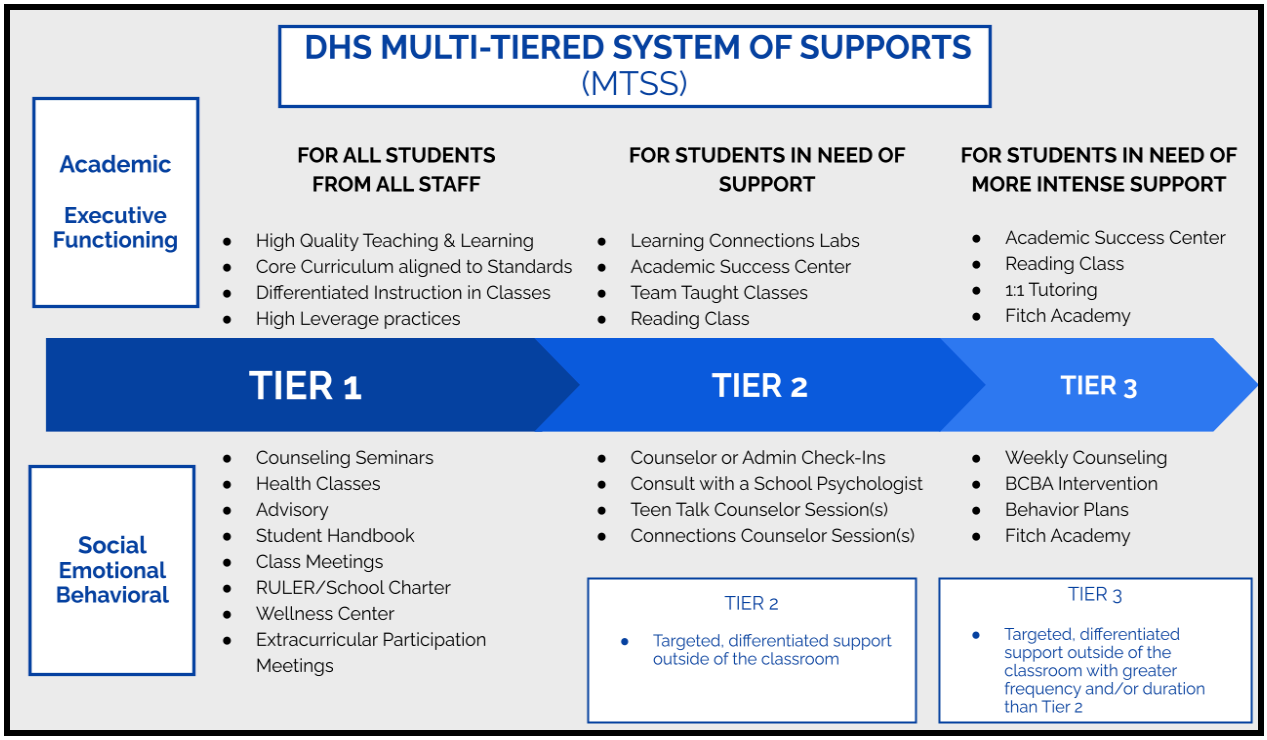
When a student is determined to be eligible for special education services, the PPT will develop an Individual Education Plan (IEP) that outlines the services the student needs. Common supports that a student may receive as part of their IEP include specially designed instruction through a Learning Center or co-taught classes, and counseling.

The Darien Public Schools Special Education Standard Operating Procedures Manual (SOPM) and the Parent's Guide to Special Education Services in the Darien Public School outline the special education process and related policies in greater detail. These resources may also be found on the Special Education Department website.

## *MULTI TIERED SYSTEM OF SUPPORTS (MTSS)*

MTSS is a framework used by DHS to provide academic and behavioral support to students in a proactive rather than reactive manner. Tier One is universal and includes a viable curriculum and high quality teaching and learning. In Tier One, teachers differentiate within their classes to provide support. If a student struggles to make progress even though they are receiving differentiated support from the classroom teacher, they may be referred for Tier Two support.

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## *STUDENT INTERVENTION TEAM*

*The Student Intervention Team meets weekly to review student academic concerns. Students are referred to the SIT by parents, faculty, or self-referral. The team, which consists of a school psychologist, school counselor, assistant principal, Director of Counseling, and a teacher, meets to discuss the reason for referral and to develop an action plan to assist the student with the academic issue. The team recommends specific MTSS interventions for that particular student. The SIT regularly reviews progress made and may suggest additional interventions as necessary. Referrals to the SIT can be made by contacting your child's school counselor.*

## *STUDENT ASSISTANCE TEAM (SAT)*

The objective of the Student Assistance Team (SAT) is to reach out to “at risk” students who are exhibiting “behaviors of concern” (attendance issues, eating disorder/health issues, substance use/abuse issues, psychological concerns, family concerns), and develop a plan of action for overcoming the difficulties that are interfering with their ability to achieve their academic potential. This team identifies, provides assessment, and recommends assistance to students whose problems are impacting on their school performance, attendance and/or behavior. The core team is made up of the following individuals:

| | |
|---|---|
| Principal | School Psychologist |
| Assistant Principals | School Social Worker |
| School Counselors | School Resource Officer |

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SAT Coordinator Connections Counselor

School Nurse

Referrals can be made to any faculty or staff member who will then contact the SAT Coordinator, the student's school counselor, or other member of the SAT team. This will initiate the process for review. All referrals and reviews are CONFIDENTIAL. For more information, please contact SAT Coordinator, Dr. Kaitlin Stanton.

## *TUTORING*

Students who need help with their coursework are always encouraged to first reach out to their classroom teacher. In addition, a variety of academic supports are available to students, including the Learning Connections Rooms, peer tutoring across academic subjects, and NEHS Writing Center. Students or parents who believe that a student would benefit from outside tutoring are asked to see their school counselor who can provide a list of available adult tutors or help set up tutoring with a National Honor Society student.

Note: To ensure there is no conflict of interest, a student's teacher may not be hired to tutor the student, although other members of the department may do so.

# COUNSELING DEPARTMENT AND SEMINAR

The Counseling Office is a great resource for students and families. When students enter DHS, they are assigned a School Counselor who will work with them for their time at DHS and in preparation for life after high school. School Counselors strive to provide academic, social emotional and career (post secondary) support for students. School Counselors understand and value collaboration, whether this is with students, teachers, families or all of the above. We believe that every student matters and deserves the support of trusted adults at school. Getting to know students individually is a very important part of this relationship. Students are encouraged to make appointments to see their counselor periodically. This enables School Counselors to help students understand themselves, create goals and make informed decisions.

In addition to meeting with students individually, the School Counselors are also using a *Seminar* model to meet with small groups of students by grade level. The department will focus on one grade level per quarter. These meetings are incorporated into student schedules, occurring once in the eight-day rotating cycle (five times a quarter) and cover a variety of topics in the Academic, Social-Emotional and Career (Post Secondary) domains. Seminar is not graded; however, attendance is mandatory. The *Seminar schedule i*s as follows:

**1st Quarter-Seniors**

- Lesson 1: Timeline for Senior Year and More! (review transcripts and graduation requirements, parts of the application, interviews, college representative visits)
- Lesson 2: Nuts and Bolts of the College Application Process; transcript request forms (30 days), requesting teacher recommendation letters through Naviance, matching Common Application to Naviance, completing FERPA

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- Lesson 3: Reviewing Resumes/Common App (activity section and college essays)
- Lesson 4: Managing Stress and Answering Questions
- Lesson 5: What to do when you get in/waitlisted/deferred; How to decide which school to attend; Senior Internship Program introduction

**2nd Quarter-Freshmen**

- Lesson 1 - Intro to Seminar/ Intro to Interest Inventory
- Lesson 2 - Career and Club Exploration
- Lesson 3 - Taking Care of Ourselves and Others
- Lesson 4 - "What I Wish I Knew as a Freshman": Study Skills/Midterms; Time Management; Courses/Registration; Balance
- Lesson 5 - Transcripts/Credits/4 Year Planning/Course Registration Process

**3rd Quarter-Juniors**

- Lesson 1 - Post-High School Options/Timeline for Junior Year
- Lesson 2 - Self Reflection/Review of Resources (i.e. Naviance)
- Lesson 3 - Resumes, Recommendations, Registration and Requirements
- Lesson 4 - Interviews, College Fairs, College Visits and Common Application
- Lesson 5 - Overview of College Essays, Summer Goals and Post-Secondary Planning

**4th Quarter-Sophomores**

- Lesson 1 - Seminar Overview/Completion of Personality Inventory
- Lesson 2 - Naviance/Volunteering/Resumes
- Lesson 3 - Digital Footprint & Social Media/Email Etiquette
- Lesson 4 - Updating 4 Year Plan / College search
- Lesson 5 - "What is Junior year REALLY like?"/SAT vs ACT/Post-High School Options / College Search Basics

# PHYSICAL EDUCATION STANDARDS

## *Dress Requirements*

Students are expected to wear clothes and shoes appropriate to the activity. Sneakers are required for all indoor/outdoor PE activities.

## *Physical Education Attendance Policy*

Students in grades 9-12 cannot graduate from high school unless they have earned 1.0 credits of Physical Education and Wellness and 1.0 credits of Health and Safety are required to attend classes in accordance with the Attendance Policy.

## *Medical Excuses*

A student with an illness or injury requiring exclusion from physical education classes for more than 3 classes must:

- Present to the school nurse for her approval the written documentation from their health care provider documenting the reason for exclusion from physical activity, the physical activities

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the student is restricted from participating in and the start date of the physical activity restriction.

- The school nurse will then issue the student a pass to be excluded from physical education as directed by the student's health care provider. The school nurse will notify the physical education teacher of the activity restrictions as directed by the student's health care provider.
- The student will report to the assigned physical education class with the physical education exclusion pass received from the school nurse.

The assigned physical education teacher will:

- Keep the student for modified participation in the physical education class if authorized per direction of the health care provider.

OR

- Student will meet with their physical education teacher to develop an alternative to class participation (such as an independent study project) for which they can be graded and receive credit.

**It is the student's responsibility** to meet with the physical education teacher to develop an alternative to class. Parent and student must confirm this is their understanding of the student's responsibility on the Physical Activity restriction form if illness/injury restriction exceeds 3 classes.

In the event the student's physical activity restrictions extend into a new school quarter, the Physical Activity restriction form must be completed again each quarter that the student is restricted. The student must request the school nurse for a continuation of Physical education exclusion pass for the new quarter as directed by his/her health care provider. The student must give the Physical Education Exclusion Pass from the school nurse to the new quarter's physical education teacher. The student must meet with the new quarter's physical education teacher as directed above in order to receive physical education credit.

**Unsatisfactory Progress:** Teachers will notify parents via phone if student progress falls below standard expectations.

## SUPPLEMENTAL INSTRUCTIONAL RESOURCES

***ACADEMIC RESOURCES****- Here is a list of additional academic resources available to students at DHS. Students are encourages to speak with their school counselor if they have questions about accessing these* ***Academic Resources.***

### *DARIEN SUMMER SCHOOL*

In addition to the Credit Recovery options in Darien Summer School, the course catalog for enrichment purposes will be posted on Darien Summer School's website by January and classes that are able to be taken for credit will have an indication in the course description. Students should discuss any summer school plans with their school counselor. Summer courses taken for enrichment purposes are not graded and will NOT culminate in a grade on the transcript.

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## *SAT/ACT PREPARATION*

Both Mathematics and English faculty offer special preparation courses for the ACT and the SAT which are open to all interested students. There is a fee for the courses, which meet in the evenings. See the Counseling page on the DHS website for more information.

# SCHOOL RULES AND REGULATIONS

## ACADEMIC INTEGRITY

The Darien Public Schools commits to Integrity in its Vision of the Graduate. Members of the Darien High School community act with integrity when they conduct themselves honestly and adhere to principles in the face of adversity and social pressures. They assume responsibility for their work and their learning. Academic integrity demands that all ideas in our learning environment be original or credited to another and that established norms for the production of academic work be followed.

DHS expects students to develop their moral compass and demonstrate the courage to honor it; DHS opposes and discourages any form of cheating or academic dishonesty.

### *Examples of Academic Dishonesty*

- **Aiding** another student's academic dishonesty
- **Cheating** by
    - using unauthorized materials
    - giving or receiving information
    - copying from another student
    - using electronic devices or apps in unauthorized way
    - being dishonest in any way
- **Collaborating** by working with another (student, parent, tutor, etc.) when independent work is required
- **Utilizing AI** in any portion of the work process or submission when not explicitly sanctioned by teacher
- **Destroying or altering** another student's work in an attempt to discredit it
- **Falsifying** citations, sources, and/or results
- **Plagiarizing** as defined by Webster's Dictionary: "the unauthorized use of language and thoughts of another author and the representation of them as one's own."
- **Submitting** the same work for different assignments
- **Using unauthorized** examinations, tests, or quizzes
- **Avoiding or prolonging completing** a test or quiz that leads to an untimely completion of the assignment
- **Falsifying an excused absence** to avoid taking a test or quiz or submitting an assignment

### *Procedure*

When a teacher suspects a violation of the Academic Integrity Code, the following steps will be taken:

1. The teacher will review the incident with the student.

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2. The teacher will inform the department chair and the assistant principal to review the incident.

3. The teacher will notify the student of the determination from the meeting in Step 2.

4. If they conclude that academic dishonesty has occurred, the student will be given the opportunity to discuss the incident with their parents and then the teacher will notify the parents.

5. For an initial violation, the department chair and teacher will meet with the student to explain the consequence. For subsequent violations, the department chair, assistant principal, and teacher will meet with the student to explain the consequences. Parents are not required to attend this meeting but will be invited and may choose to attend.

6. An Academic Integrity Code Violation form will be completed, and copies placed in the student's disciplinary file. The form will be retained in the file until the student's graduation.

## *Consequences for Academic Dishonesty*

1. Once it has been determined by the assistant principal, department chair, and teacher that academic dishonesty has occurred, a penalty of a failing grade will be imposed. Individual departments may impose additional penalties with the written notification of such penalties being distributed to each student during the first week of classes.

2. Subsequent to an initial violation of the Academic Integrity Code, if a student is found guilty of academic dishonesty in the same or any other course during his enrollment at Darien High School, the student may receive either an F or loss of credit for the semester in which the incident occurred.

3. Academic integrity violations may result in detention, suspension, loss of privileges, and also jeopardize future eligibility for honors societies, leadership opportunities, ability to participate in athletic or extracurricular activities.

## *Providing or Receiving Academic Help*

Students are encouraged to seek assistance in understanding academic work and ideas from teachers, fellow students, tutors, parents, and other family members. However, students and those giving assistance must ensure that work submitted for credit in the name of the student represents the student's *ideas and expression*. If in the judgment of the teacher, this is not the case, the above procedures will be followed.

## ARTIFICIAL INTELLIGENCE (From the DPS District Website)

Artificial Intelligence (AI) refers to digital systems designed to complete specific tasks. Your smartphone's facial recognition, virtual assistants like Alexa and Siri, and social media algorithms all use AI. Generative AI (GenAI) is a newer technology that creates original content, including text, images, video, and music, by learning from existing data. If used appropriately, AI supports digital literacy, learning, and productivity in school and beyond.

AI's purpose in our learning environment is to augment, not replace, the effort put into learning. AI in the classroom can provide personalized support, rapid feedback, and engaging learning experiences

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tailored to individual needs and progress. With teacher permission, AI may be used to facilitate tasks, but not to complete them, ensuring students develop necessary skills.

Use of approved AI tools is at the teacher's discretion and in alignment with curriculum standards and learning goals. If unsure, students should ask the teacher if using AI is acceptable for any given learning task. It is likely that approved usage may require further documentation from older students. Those students should explain how AI was used when they submit an assignment. Librarians can assist with citation formatting for AI prompts.

| Typical Appropriate AI Usage | Inappropriate AI Usage |
|---|---|
| **Research Assistance:**<br>Gather knowledge and information for a topic, assignment, or assessment. | **Submitting AI-Generated Work:**<br>Turning in assignments entirely created by AI without disclosure. |
| **Brainstorming:**<br>Collect ideas to help start new | **Plagiarism:**<br>Using AI to rephrase existing content without proper citation. |
| **Practice and Revision:**<br>Utilizing AI for practice exercises, grammar checks, and feedback. | **Misinformation:**<br>Relying on unchecked AI-generated information. |
| **Personalize Learning:**<br>AI may help you learn at your own pace. | **Not Asking Permission:**<br>Submitting work without confirming that GenAI is permitted to be used. |

## ATTENDANCE

Regular school attendance is a strong predictor of academic success, and all DHS students are expected to be in school and ready to learn every day.

The school day at Darien High School begins at 7:40 a.m. and ends at 2:20 p.m. Upon arriving at school, students are to report to their first class. All students are welcome to arrive at 7:40 and use free time appropriately and constructively (see Student Use of Non-Scheduled Time). Students who have the

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first time slot free will not be penalized if they come to school on time for their first scheduled class of the day.

## *ATTENDANCE POLICY*

Students are required to attend all scheduled classes, and course credit will be withheld due to excessive absences, as defined below. All absences are likely to impact continuity of student learning, and in any absence, students are responsible for communicating with their teachers and making up missed work as appropriate.

Credit will be withheld when a student accrues **three unexcused absences*** OR when the student's **total absences**** in a semester **reaches** the limits below:

Courses meeting 4 times in the 8 day rotation. . . . . 6 absences

Science courses with labs (meeting 6 times per rotation). . . . . 9 absences

***Separate disciplinary consequences will also be issued for any class cut (see Unexcused Absences)**

****Both excused and unexcused absences count towards this limit**. The only absences that do not count towards the withholding of credit are School Absences (see Types of Absences).

When a student loses credit in a course, they will still earn a grade for that course, which will appear on their transcript and count toward their GPA. The loss of credit is indicated on the student's transcript by a 0.0 credit listed next to that grade. Credits for graduation requirements must be recovered even if the student has earned a passing grade in the course.

Students with extenuating circumstances will be eligible to appeal the loss of credit (see Attendance Appeals) if they have earned a passing grade and met all academic requirements for the course. In order to be eligible to appeal the loss of credit, students are expected to continue attending class and completing coursework if they have met the threshold for loss of credit.

Attendance requirements will be prorated as appropriate when students transfer into the school or into a new course. Students changing courses mid-semester (level changes or schedule changes in the same course) will continue their attendance record from the previous course into the new course.

For seniors participating in internship, credit will be withheld when a student's total absences in second semester **reaches** the limits below:

Courses meeting 4 times in the 8 day rotation. . . . . 5 absences

Science courses with labs (meeting 6 times per rotation). . . . . 8 absences

Seniors who are not consistently attending all scheduled courses, including Advisory, may have their Senior Privilege and/or Parking Pass suspended or revoked.

## *TYPES OF ABSENCES*

**Excused Absences (AE)** are absences due to personal illness and doctor's visits, religious holidays, court appearances, and/or funerals/death in the family. Prior to the student's tenth cumulative

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absence in the school year, absences for special activities or emergencies will be excused with parental consent.

**School Absences (DHS)** are excused absences that are required by the school, such as field trips, exams, discipline, planned early dismissal for athletic events, school required events, or other administrator-approved school activities. School absences are the only absences that do not count towards the withholding of credit.

**Unexcused Absences (A)** include any absences that do not fall under the categories above. Unexcused absences that are class cuts can result in detention or other disciplinary consequences, and students will not be able to make up work or credit lost during cuts.

**Tardy-Absences (A-T)** occur when a student misses 20 or more consecutive minutes of a class period without permission or for an excused reason as described above. Tardy-Absences count toward a student's total number of absences in the Attendance Policy.

**Assessment Absence (AA or AA-E)** are entered by teachers when a student is absent for a class when there is an assessment being administered. This will remind students and parents that the student must check in with their teacher and make a plan for taking the assessment, often in the Testing Center (room B304). This will also help the school notice a pattern of absences during assessments so we can work with the student and family to support.

## TESTING CENTER HOURS (room B304)

Tuesday and Thursday: 7:40 am - 3:20 pm (open 1 hr after school)*

Monday and Wednesday: 7:40 am - 2:50 pm (open 30 min after school)*

Friday: 7:40 am - 2:20 pm*

*Closed when full and closed for lunch each day from 10:50 am - 11:20 am

Doctor and/or dental appointments should be scheduled for after-school hours or periods when a student is not scheduled for classes. If such arrangements are impossible, such absences will be excused only if an appropriate appointment notice or doctor's letter is brought to the attendance secretary. Ongoing medical appointments during the school day require prior administrative approval.

## *REPORTING ABSENCES*

If a student is going to be absent for all or part of the day, it is the responsibility of the parent to notify the attendance secretary by calling 203-655-3981, option 3, or ext. 2361) OR emailing dhsattendance@darienps.org to report the absence. The parent must include the student's I.D. number, the date, and the reason for the absence. We do not accept absence-reporting calls from students. **All absences must be reported during the same school day of the absence.**

If students are absent for a partial day because of a medical appointment, they must bring an appointment notice or doctor's letter to the Attendance Secretary; students must sign out and sign in

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at the Attendance Desk. If a student is planning to miss two or more consecutive school days for any reason, a **Notification of Extended Absence Form** must be submitted in advance.

Students who are marked absent by teachers for two or more class periods in a day will automatically be marked absent in their daily record and not be eligible to participate in after school athletic or extracurricular activities that day. Students who have planned, excused partial day absences, such as for a doctor's appointment, should speak with their assistant principal to request permission to participate prior to that day.

## *TARDINESS & LATE ARRIVAL TO SCHOOL*

Students who arrive late to school must sign in with the attendance secretary before proceeding to class. Teachers will not allow late students into class without a late pass.

A warning bell is sounded at 7:35 each morning. Any student who arrives after their first scheduled class has started, or who returns to school after an excused dismissal and returns after the bell, must sign in with the attendance secretary and will be marked tardy to school. Excessive tardiness will result in detention or other disciplinary consequences, including a meeting with the student's assistant principal; a student's record of tardiness will be considered in any Attendance Appeals process.

NOTE: Only the Main Entrance Door will be accessible to students with IDs between 7:40 AM and 8:20 AM. Students must enter through the main entrance if they arrive after 7:40 AM for any reason.

## *EARLY DISMISSAL*

Any student who needs to be dismissed during the day must bring proper notification from their parents to the attendance secretary by 9:00 AM on the day for which it is requested. Parents can also call (203-655-3981, option 3, or ext. 2361) or email (dhsattendance@darienps.org) to report the dismissal. Students may not go home for illness or injury during the school day without being dismissed from the Health Office. All students must sign out at the Attendance Desk prior to leaving unless dismissed by the Health Office. Students must sign out at the Attendance Desk if they are leaving before the end of the day (where they can unlock their phone bags), even when they are leaving during a period they are free (see also **Senior Privilege - Grade 12**)

## *ATTENDANCE APPEALS*

Course credit will be withheld when a student's total absences in a semester exceed the absence limits (see **Attendance Policy**). The only absences that do not count towards the withholding of credit are school absences (see **Types of Absences**). Through the attendance appeal process, course credit may be reinstated for students who demonstrate extenuating circumstances that prevented them from full course attendance. To be eligible for appeal, students must have attended the class faithfully, earned a passing grade, and have fulfilled all academic requirements in the course.

The fall 2025 attendance appeals form will be available at the end of the semester. Forms will be sent by DHS email to students who have lost credit due to absences; parents/guardians will be copied on this correspondence.

Committee members will include, but are not limited to, an administrator, a teacher, and a member of the support staff. To request an appeal, students must follow the procedures below:

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1. An appeals application must be submitted by the deadline stated in the invitation to appeal. The application will require a written explanation for the absences and appeal and may include teacher feedback and/or documentation of the absences as appropriate.

2. The Committee will meet to review the appeal application, which will result in one of three possible outcomes: credit reinstated; credit lost; or a hearing request.

    a. The Committee will consider the written application and provided documentation, teacher feedback, attendance history (including cuts, tardy-absences, and excessive tardiness), and other factors as appropriate.

    b. The Committee may request a hearing to provide the student an opportunity to further advocate for their appeal. If a hearing is requested, the student is required to attend and should be prepared to discuss the absences and answer questions from the committee. Parents are also invited to the hearing. Students may also request a hearing if their written appeal is denied by the Committee.

    c. The Committee may withhold credit, restore credit, or they may offer credit recovery options, such as online programs, summer school, or alternative coursework in coordination with the classroom teacher and administration.

    d. If credit is withheld in a graduation requirement course and the student chooses not to make up the course in the summer at DHS, the course will be added to their schedule in a subsequent year at DHS.

    e. The Committee's work and deliberation is confidential.

As an educational institution, DHS values a student's ability to demonstrate improved personal responsibility and decision-making, and to advocate for themselves and their learning throughout the appeals process.

When credit is withheld, the student's transcript will report the earned grade with no credit for the semester; the earned grade will count towards a student's GPA. To discuss changes in course scheduling or credit recovery based on a loss of credit, students should contact their school counselors.

## *MONITORING STUDENT ATTENDANCE*

DHS administration, together with teachers, counselors, and other faculty members, will work to monitor and communicate feedback about student attendance as appropriate. Teachers will record class attendance each school day and will address and communicate concerns about classroom attendance or tardiness. Teachers may also notify parents when attendance issues are impacting a student's academic progress or jeopardizing credit. Additionally, the school administration will address and communicate concerns about the loss of credit due to absences and about late school arrival.

Student attendance will be communicated regularly through phone and email. An automated phone call and email are generated daily for each unexcused absence. Automated letters are emailed to parents weekly on Fridays throughout the semester summarizing a student's class absences for the

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week. Students and parents are encouraged to check attendance records **weekly** for accuracy and to contact the teacher directly whenever there are questions or concerns about attendance.

The Aspen Student and Family portal provides immediate, 24/7 access to attendance and grades. Each student can log into Aspen (https://aspen.darienps.org/aspen/logon.do) using their network username and password. Parents can sign up for an Aspen Family portal account by visiting this link. Questions for the student and family portals can be emailed to aspen@darienps.org.

### *ABSENCES AND PARTICIPATION IN SCHOOL-SPONSORED ACTIVITIES*

Any student who is absent from school or not in school by 10:00 a.m. will NOT be permitted to participate in an extracurricular activity (athletic practice, game, rehearsal, meeting, or performance) that day. Students who arrive by 10:00 a.m. must remain in school and attend all classes for the rest of the day in order to participate in extracurricular activities.

Also, students who are marked absent by teachers for two or more class periods in a day will automatically be marked absent in their daily record and not be eligible to participate in, or attend as a spectator, after school athletic or extracurricular activities that afternoon/night. Students who have planned, excused partial day absences, such as for a doctor's appointment, should speak with their assistant principal to request permission to participate prior to that day.

Students who leave school early due to illness or for appointments are not allowed to participate in, or attend as a spectator, any extracurricular activities that day. Any exceptions to this policy require administrative approval. Students who are serving a suspension may not participate in or attend extracurricular or other school activities.

### *NOTIFICATION OF EXTENDED ABSENCES*

When students are planning an extended absence of **more than two school days,** they are required to complete a **Notification of Extended Absence Form.** This form can be obtained from the Attendance Secretary or online. This form requires students to communicate with teachers in order to plan to meet their academic requirements despite missing school. The form should be turned in to the student's Assistant Principal at least one week before the absence.

Family vacations and other extended absences should be scheduled in accordance with school vacations. Class time and learning experiences lost for whatever reason have a direct and negative effect on the student's education. Teachers are not required to provide special work for students who will be absent for reasons such as a family vacation or college visits and are not obligated to provide extra help or tutoring upon the student's return. Absences accrued due to extended vacations and non-DHS college visits will count towards a loss of credit due to absences.

**See also: BOE Policy 5130 Student Attendance, Truancy and Chronic Absenteeism**

## BEHAVIOR EXPECTATIONS AND STUDENT DISCIPLINE

The policies of the Board of Education are meant to foster a respectful and appropriate school environment such that all students can participate meaningfully in their learning through classroom, social, and extracurricular and athletic experiences.

In instances when student behavior is unacceptable, the Darien High School administration will approach discipline through a balance of restorative practices, counseling support, learning

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opportunities, service opportunities, and consequences commensurate with the behavior. Consequences range from loss of privileges, detention, suspension, and in rare cases, expulsion.

**Any school suspension during the sophomore, junior, or senior year will result in a student being ineligible to apply for captaincy, leadership roles in honor societies, or other student leadership positions; if a student is suspended while holding a leadership position, the suspension will result in that leadership position being revoked.**

**See also:** **BOE Policy 5220 Student Discipline** and **BOE 5175 Safe School Climate Plan**

## *CODE OF CONDUCT*

- Students are expected to show courtesy and consideration for all members of the school community.
- Students are expected to behave in a manner that is not disruptive to the educational process.
- Students are expected to comply with classroom procedures and requirements as designed for their individual needs.
- Students are expected to dress in a manner that does not interfere with the work of the school nor create a safety hazard to themselves or others.
- Students are required to comply with state, local and school health, safety, and attendance regulations.
- Students are required to comply with State statutes and local laws and regulations regarding possession, sale, or use of drugs, alcohol, and tobacco.
- Students are not permitted to smoke, or use tobacco products, in the school buildings. Students are not permitted to vape/smoke or use tobacco products on school property or at school-sponsored student activities.
- Phone policy and procedures

## *ALCOHOL AND DRUGS*

Any student using, consuming, possessing, being under the influence of, manufacturing, distributing, selling, or aiding in the procurement of **controlled drugs, controlled substances, drug paraphernalia, or alcohol** either on or off school property, or at a school-sponsored activity, except as such use or possession is in accordance with Connecticut General Statutes § 21a-408a through 408q, is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy. (**See also:** **BOE Policy 5225 Drug and Alcohol Use By Students**).

Typical penalties for consumption, possession, or distribution of any substances (including THC oil; alcohol; or other controlled substances) are as follows. The administration reserves the right to propose more severe disciplinary action including expulsion depending on the circumstances of the case:

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| First Offense | Second Offense |
|---|---|
| 1. Notification of parents<br>2. Notification of police and/or appropriate agencies<br>3. Suspension of up to 5 school days<br>4. Suspension from school activities per Darien High School Athletic and Extracurricular Participation Agreement<br>5. At least 2 meetings with the Connections Counselor<br>6. Referral to Student Assistance Team | 1. Notification of parents<br>2. Notification of police and/or appropriate agencies<br>3. Suspension for 5 school days<br>4. Suspension from school activities per Darien High School Athletic and Extracurricular Participation Agreement<br>5. At least 2 meetings with the Connections Counselor<br>6. Referral to Student Assistance Team<br>7. Student must seek and complete assessment by a physician and/or a community agency, after which (s)he must demonstrate compliance with the treatment programs as recommended by the medical professional. |

Typical penalties for consumption or possession of any form of **tobacco/nicotine** products, including vaping and e-cigarettes, or paraphernalia are as follows. The administration reserves the right to propose more severe disciplinary action including expulsion depending on the circumstances of the case:

| First Offense | Second Offense |
|---|---|
| 1. Notification of parents<br>2. Notification of police and/or appropriate agencies<br>3. Saturday detention<br>4. Loss of privileges, including free periods, and lunch detention daily for one eight-day rotation.<br>5. Suspension from school activities per Darien High School Athletic and Extracurricular Participation Agreement<br>6. Referral to the Connections Counselor<br>7. Referral to Student Assistance Team | 1. Notification of parents<br>2. Notification of police and/or appropriate agencies<br>3. Suspension for 2 days<br>4. Suspension from school activities per Darien High School Athletic and Extracurricular Participation Agreement<br>5. Referral to the Connections Counselor<br>6. Referral to Student Assistance Team<br>7. Student must seek and complete assessment by a physician and/or a community agency, after which (s)he must demonstrate compliance with the treatment programs as recommended by the medical professional. |

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## *BREATHALYZER GUIDELINES*

### School Sponsored Dances

**All** students and their guests attending school sponsored dances will be required to use the Breathalyzer prior to entrance into the dance with the following possible outcomes:

1. The Breathalyzer **does not** detect the presence of alcohol, and students are allowed immediate entrance into the dance.
2. The Breathalyzer **does** detect the presence of alcohol, the student is not admitted into the dance, and consequences are administered as outlined in the student handbook. A parent or guardian will be contacted to come and get their child.
3. The student arrives at a school sponsored dance and refuses to take the Breathalyzer test, the student will not be admitted to the dance and will be asked to leave. If, however, in an administrator's judgment, that student has been drinking, then the procedure for **Breathalyzer: Other School Sponsored Activities** (below) will be followed.

If, in an administrator's judgment, a student has been drinking while at a school sponsored dance, then the procedure for **Breathalyzer: Other School Sponsored Activities** (below) will be followed.

### School Day and Other School Sponsored Activities

If, in an administrator's judgment, a student may have been drinking before or while at school or at a school sponsored activity, then one of three decisions is made concerning the possible use of the Breathalyzer.

1. Student confirms the administrator's judgment. Then:
    a. No Breathalyzer is used.
    b. Consequences are administered as outlined in the student handbook and the Darien High School Athletic and Extracurricular Participation Agreement
2. Student denies having consumed any alcohol and **opts** to use the breathalyzer to establish innocence. Then:
    a. A reading of the breathalyzer is done.
    b. The result of this reading is accepted by both parties. If the reading establishes the presence of alcohol, then consequences are administered; otherwise no consequences are administered.
3. Student denies having consumed any alcohol and **opts not** to use the breathalyzer. Then:
    a. Administrator's judgment is upheld.
    b. Consequences are administered as if the student had been drinking
4. If a student or group of students refuses to cooperate with the administrator in charge who is investigating possible violation of these rules, the individual or group of individuals will automatically be subject to disciplinary action for such failure to cooperate and we will proceed as they had been drinking.

## *ASSEMBLIES*

Assemblies take several forms. Mandatory assemblies are those at which attendance of the entire school is expected. Invitational assemblies are offered that may be of interest to certain students and teachers. If they elect to attend, in courtesy to the participants, they must remain for the duration of the assembly. Invitational assemblies are announced well in advance so that students may plan to

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attend or teachers who intend to bring their classes may plan accordingly. No student may miss another class to attend an invitational assembly without prior permission from the teacher.

## *CONDUCT IN HALLS*

Students are expected to maintain an appropriate and safe academic environment at Darien High School. Standards for behavior in hallways include no food, no profanity, and no loitering. In keeping with the phone free environment, cell phone use in the halls is prohibited, including Seniors. To promote safe and efficient movement in hallways, students are not to sit in the corridors. Displays of affection beyond handholding are not appropriate for school.

## *CONTRIBUTING TO SAFE SCHOOL CLIMATE*

The Darien Board of Education is committed to creating and maintaining a safe educational environment free from bullying, harassment, and discrimination. The Board has developed a Safe School Climate Plan that represents a comprehensive approach to addressing bullying and cyberbullying and sets forth the Board's expectations for preventing, intervening, and responding to incidents of bullying. Students, parents, and staff members may file written reports of challenging behavior and bullying with any building administrator and/or the Safe School Climate Specialist. All reports will be forwarded to the Safe School Climate Specialist for review and actions consistent with the Plan. The Principal is the Safe School Climate Specialist. **(See also: BOE Policy 5175: Safe School Climate, BOE Policy 5275 Sex Discrimination and Sexual Harassment, and BOE Policy 5710 Non-Discrimination of Students)**

## *LEAVING SCHOOL WITHOUT PERMISSION*

Any student who leaves school without permission will be subject to the following consequences:

> First offense: Saturday detention, Loss of Senior Privilege for two weeks, and/or loss of parking privileges for two weeks.
>
> Subsequent offense: Suspension, loss of Senior Privilege, and/or loss of parking privileges for a period to be determined by the administration.

Athletes should not expect permission to go home during the school day for equipment or uniforms. If athletes have forgotten necessary items, they will have to miss the activity or call parents to bring their uniforms or equipment.

See also: Senior Privilege - Grade 12

## *MISCONDUCT RELATED TO VOLUNTARY SCHOOL ORGANIZATIONS AND ACTIVITIES*

Student membership on athletic teams, membership in extracurricular organizations, and participation in school activities is a privilege that carries with it the obligation for students to act responsibly. Therefore, all student participants in voluntary extracurricular and athletic opportunities shall abide by a code of conduct that will earn them the learning, the honor, and the respect that participation in school-sponsored programs affords. Specifically, the Board of Education, acting through the Superintendent, reserves the right to limit or revoke this privilege of participation, including the opportunity for leadership positions, if the student engages in misconduct as determined by the Superintendent or designee. Misconduct shall mean any violation of publicized rules for the activity,

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school rules, Board of Education Policies, or local, state, and federal laws. These requirements apply to conduct on- or off-campus, and also extend to participation in any affiliated local, regional, or national organizations or the honors related to the school activity. Students who choose to participate on teams, in organizations, or in activities voluntarily accept these requirements, and shall signify such acceptance by acknowledging in writing their receipt of this policy.

Click HERE for the link to the Parent Sign-off.

Click HERE for the link to the Student Sign-off.

In appropriate cases, any such misconduct may also result in separate disciplinary action taken by the principal in consultation with those having supervisory responsibility for activities, including suspension or expulsion from school. (**See also:** **BOE Policy 5250 Misconduct Related to Voluntary School Organizations and Activities** **and** **Standards of Behavior Governing Participation in Extracurricular and Athletic Activities**)

## *FIELD TRIPS*

Field trips are an extension of the school classroom and school rules to another location. In those cases where the student's absence will jeopardize their success in the missed class, the teacher of the class to be missed may deny permission to participate in the field trip. Before deciding to participate, the student should balance the educational value of the trip with other academic responsibilities and attendance requirements. Parents are required to sign permission slips for each off-campus trip. Students are allowed and encouraged to bring cellular phones on field trips to communicate with parents in case of an emergency or delay.

## *PARKING/AUTOMOBILES*

### *DRIVING HOME SAFELY – DHS*

In cooperation with the Darien Police Department and the school community, and in the interest of student safety, we have adopted the policy Driving Home Safely. Students who are found to have a moving violation (ticket) within a one mile radius of Darien High School during morning arrival, while school is in session, or during afternoon dismissal, will lose their parking privileges for a period of two weeks for the first offense and for a full academic quarter for any additional violations.

### *RULES REGARDING STUDENT DRIVING AND USE OF PARKING FACILITIES*

1. Parking permits are available to seniors for a fee of $200. All Destiny fines must be paid and students must be in good academic standing to qualify for a permit. Only students with valid parking permits are allowed to park on school grounds. A permit is valid for one academic year, and the sticker must be attached to the windshield. Only one permit will be issued to each student.
2. Suspension of parking privileges, towing of vehicles, and/or suspension from school may occur when violations of parking/driving regulations occur. (1st offense - loss of parking privilege for two weeks / 2nd offense - may result in loss of parking privilege for a month.)
3. Any students other than seniors who drive to school during the regular school day may be ticketed and face disciplinary consequences; they will have their driving privileges delayed when they become seniors or if they apply for early parking in the spring of their junior year.
4. Obey all traffic and parking signs. The speed limit in the parking lot is 5 mph and 15 mph on High School Lane. Do not park in handicapped spaces.

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5. Students may park ONLY in designated student parking spots during regular school hours and during after school activities/sports. Illegally parked cars will be ticketed by parking lot monitors. Fines are payable to the Darien Police Department. If fines are not paid in the allotted time, the DPD doubles the fines and may "boot" or tow the car.
6. Students are not to leave campus during the school day unless signed out at the Attendance Desk. This includes Seniors approved for Senior Privilege.
7. Students are expected to attend all classes, including Advisory; accumulation of unexcused absences may result in parking privileges being suspended or revoked.
8. There is to be no loitering, vaping, or smoking in the parking lots. Students are not allowed to go to their cars during the school day without prior permission from the administration or campus monitors.
9. Cars must be locked at all times. The school is not responsible for any automobile or its contents.
10. Students' vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in that vehicle or if a vehicle is illegally parked.
11. Students are not to loan their cars to others.
12. If driving a car other than the registered car with a sticker, students must report to the Main Office before 8 a.m. to receive a temporary pass. Otherwise students will be ticketed.
13. Students are to respond to parking lot monitors in a respectful and cooperative manner.

**Any violation of the above rules may result in loss of driving privileges and/or detention or school suspension.**

## *E-BIKES AND SCOOTERS ON CAMPUS*

New CT laws will be released in October, 2025 and the school will abide by CT law. E-bikes and scooters must obey all pedestrian and traffic laws and speed limits. No E-bikes and scooters will be allowed inside the building under any circumstance. If these rules are not followed, the ability to have an E-bike or scooter will be revoked.

## *DANCES*

DHS dances are only for Darien students and their approved guests. Each DHS student may only invite one guest per dance and must complete a guest form found in the main office. Once admitted to the dance, students are not permitted to return to their cars unless they plan to leave the campus. Students who leave a dance are no longer the school's responsibility. Parents and/or guardians of Darien High School students and their guests are solely responsible for the safety and welfare of such students and guests after they depart from the dance, including, but not limited to, their safe transportation to and from the dance. Consumption or possession of alcohol or drugs is absolutely forbidden at any DHS dance; a breathalyzer will be used to test all students at dances and will be used in accordance with the **DHS Breathalyzer Guidelines**. Students violating this school rule will be subject to school penalties, which include suspension and loss of extracurricular participation privileges. **(See also: DHS Athletic and Extracurricular Participation Agreement)**

No student will be admitted after the announced cut-off time. Students may be required to remain at a school dance until a certain time. This time will be publicized to students and parents prior to the event. Both faculty and parent volunteers chaperone school dances to promote student safety and to

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participate in positive DHS community experiences. Mutual respect and courtesy is expected so that students and chaperones can enjoy a social evening together.

***NOTE**: The regulations apply to all Darien High School's activities, regardless of their location. The administration cooperates with police personnel, who are provided at these activities to ensure participants' safety and enjoyment.*

## *SPECTATOR BEHAVIOR AT DHS ATHLETIC EVENTS*

Good sportsmanship is expected of all spectators at any athletic contest involving a Darien High School athletic team. Good sportsmanship at a high school athletic contest means supporting our teams in a positive manner, respecting our opponents and not making negative comments about them or their performance. Being a good sport means not being confrontational with the fans of the other team. Being a good sport means accepting the decisions of the officials. The FCIAC has also instituted the "No Names No Numbers" Initiative for spectators attending FCIAC events. Your teammates and classmates along with athletes, athletic directors and coaches in the FCIAC created this policy together as we are all determined to promote the mental health of all athletes and fans.

Attendance at athletic contests is a privilege that can be revoked by school administrators or the athletic director. Spectators who do not demonstrate positive sportsmanship will be removed from the facility by supervisors or police and **will** lose their privilege to attend future athletic events for the remainder of the season. Spectators whose behavior is particularly offensive may be subject to arrest and prosecution.

Attendance at extracurricular events for spectators is also dependent on attendance to school that day. If a student arrives to school after 10 AM and/or is marked absent for two classes during the school day, they will not be able to attend a DHS event that day.

**This regulation applies to all contests both home and away involving Darien High School athletic teams.**

## *STUDENT USE OF NON-SCHEDULED TIME*

Schedules for freshmen provide for a fully scheduled day. Sophomores, juniors, and seniors will be given the opportunity to make acceptable choices regarding use of their non-scheduled time. Students may spend their non-scheduled time in the cafeteria, Wellness Center, Library Learning Commons, Learning Connections areas, or Courtyard (weather permitting), provided they make appropriate, productive choices in those spaces.

For example, students may:

1. Study or use resources for research or recreational reading in the library.
2. Utilize the staff and tools in the Wellness Center.
3. Work or seek additional help in the Learning Connections rooms.
4. Work on ongoing projects in the Art and Technology & Engineering classrooms (with teacher's permission).
5. Practice in the music practice rooms (with teacher's permission).
6. Work on projects in the photography lab (with teacher's permission).
7. Confer with teachers who have an open period at the same time. (Conferences can be initiated by teachers or students.)

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8. Become involved in activities such as the yearbook, newspaper, and student government.
9. Serve as a student volunteer within the school (when projects are available which require extra assistance).
10. Seek extra help in the Academic Support Center.
11. Make up a test or quiz in the Test Center.

## ***SENIOR PRIVILEGE*** *- GRADE 12 (SENIOR PRIVILEGE)*

During the 2025-26 school year, Darien High School will allow seniors who have parent/guardian permission to apply for the privilege to leave campus when they have a free period. These privileges are in addition to the ability for all DHS students to arrive in the mornings at the start of their first class.

The Administration will determine in its sole discretion whether students will be approved for the Senior Privilege. The Administration may remove the Privilege from any student at any time. This decision is not subject to review. It is the parent's/guardian's responsibility to arrange safe transportation for their student. All students are expected to make safe and productive use of their time outside the classroom by utilizing resources found at home or outside the school.

### Logistics:

Parents must designate permission for their student to participate in Senior Privilege and complete the written informed consent form by turning in the Senior Privilege permission form to the Main Office. Students must also sign off on the form to indicate that they will adhere to all expectations set forth herein governing participation in Senior Privilege. Following submission of this form, DHS will review applications and will issue each approved student Senior Privilege sticker to affix to their student ID, which the student must show in order to sign out of the building under the Senior Privilege.

The permission form should be submitted to the attendance desk on the day of your senior portrait or at least by August 26 in order to receive a Senior Privilege sticker and begin participating in the Senior Privilege on the first day of school. Students must have their ID Card in order to receive their sticker. Delayed submission of the permission form or failure to bring student ID will result in delayed start to the Senior Privilege.

Seniors who are arriving at school on time for their first scheduled class may enter the building at the Main Entrance, the Athletic Entrance, or the Cafeteria Entrance with their ID. Students who are late to their first scheduled class must enter through the Welcome Center and sign in at the attendance desk for a pass.

Seniors who are approved for Senior Privilege **must show their Senior Privilege ID Sticker to any campus monitor, administrator, or other staff member upon request**. Students who do not show a valid ID and Senior Privilege Sticker will be declined permission to exit campus until the end of the school day, even if they are approved for the Senior Privilege. Staff members can detain a student until receiving confirmation that they are permitted to leave campus early. If seniors are tardy to their scheduled class when returning to school, they should enter through the Welcome Center and sign in

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at the attendance desk for a pass. If this occurs in excess, privileges will be revoked. Students must follow all school rules while leaving and entering the building.

Any student who leaves campus is expected to return on time for scheduled classes, academic activities, assemblies, and other scheduled co-curricular activities but may *not* return for extracurricular activities until after the end of the school day (2:20 pm).

In order to ensure the safety of students in our building, the administration, and campus monitors will be checking IDs and Senior Privilege permission for students leaving campus. The following abuses of the privilege will result in disciplinary consequences, including loss of Senior Privilege and/or Parking Privileges:

- Leaving campus if a student is not approved for the Senior Privilege
- Leaving campus during a period for which a student is scheduled for a class or scheduled to meet with a staff member
- Driving a student who is not approved for Senior Privilege at that time period
- Transporting an underclassman off campus
- Arriving late to class when returning to campus
- Driving in an unsafe manner on campus
- Using unauthorized parking
- Other actions that in the judgment of the administration may hinder the academic environment or hinder our ability to keep students safe

The administration may revoke the Senior Privilege individually or en masse at any time. The decision of the administration is not subject to review. A parent may revoke permission for Senior Privilege at any time; notification that a parent has revoked this permission must be made in writing/via email to their student's assistant principal.

See also: Leaving School without Permission

See also: BOE Policy 5130 Student Attendance, Truancy and Chronic Absenteeism

## *DETENTION*

Administrative Detention is held in an administrator's office or in Room G105 from 2:25 p.m. to 3:25 p.m. 24-hour notice will be given to the student. Work, athletic practice or games, or extracurricular

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activities are not acceptable excuses for not meeting the detention assignment. The 24-hour notice is given to assist students in arranging their schedules to meet the obligation at school.

Teachers and administrators may assign after school Administrative Detention.

## SATURDAY DETENTION

Administrators may assign Saturday Detentions for more serious offenses or repeated less serious offenses:

**Expectations for Saturday Detention:**

- Saturday detention is held at DHS. It will begin at 8:00 a.m. and end at 11:00 am.
- Students must serve the entire three hours to receive credit for having served Saturday detention.
- Students are responsible for transportation to and from Saturday detention.
- Students arriving more than 10 minutes late for Saturday detention will be considered unexcused and will be assigned an in-school suspension.
- Absences from Saturday detention due to illness should be reported by a parent to the appropriate assistant principal via email before 8:00am on the day of the assigned detention. Students will be assigned the next available Saturday detention.
- Students who leave detention due to illness or any other unexpected reason will be re-assigned to the next available Saturday detention.
- Students who cut or refuse to attend Saturday detention will receive a one day in-school suspension.
- Uncooperative or noncompliant behavior in Saturday detention will result in the student being dismissed from detention and assigned a suspension.
- Students are expected to engage in academic work or silent reading. Students are expected to bring their own books and materials.
- Phones are not allowed and may be collected upon entry. Other electronic devices will be allowed only if used for class purposes and approved by the teacher/administrator.
- Students may not sleep.
- Lack of transportation, oversleeping, working, extracurricular & athletic competition, community service or recreational activities are NOT legitimate excuses for missing Saturday detention.

## SUSPENSION

Students may be suspended for conduct on school grounds, on school transportation, or at any school-sponsored activity that violates a publicized policy of the Board or is seriously disruptive of the educational process or endangers persons or property. (BOE Policy 5220)

Removal is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.

Suspension means the exclusion of a student from school and/or transportation services. In-School Suspension means an exclusion from regular classroom/school activity but not exclusion from school.

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Students who are suspended are not allowed to participate in extracurricular activities during the period of suspension.

Expulsion means students are banned from school grounds and activities. Students may be expelled for conduct on school grounds, on school transportation, or at any school-sponsored activity that either (1) violates a publicized policy of the Board and is seriously disruptive of the educational process, or (2) endangers persons or property.

# COMMUNICATIONS and TECHNOLOGY

(See also: District Communication Chain)

## TECHNOLOGY

**Cell Phone Policy:**

**Philosophy**

The imposition of technology in our lives is felt by all and its pervasiveness is negatively impacting development and learning. Cell phones do not contribute to a healthy, academically vibrant and connected school environment. Responsible use of technology requires that we make an effort to manage it rather than be controlled by its demands on us. A cell phone free learning environment demonstrates a shared commitment to the prioritization of our connection to one another.

**School Policy**

Cell phones are prohibited for students in grades 9-11 and will be housed in locked cell phone bags for the duration of the school day. Seniors, as leaders in our school community and as students who are preparing to graduate, will be expected to demonstrate the trust and independence they have earned by self-monitoring devices, keeping them away in all settings in the building with the one exception of the senior area of the cafe during **non-lunch** periods. In limited academic settings, and with the express permission of a staff member, students may be directed to access cell phones for educational purposes.

**Guiding principles of the work of the Cell Phone Advisory Council:**

- Technology is a significant part of a student's experience in and out of school and is an important tool for learning. As a community, we have a shared responsibility to educate and promote responsible use.
- The positive outcomes of the MMS cell phone protocols should be maintained as incoming ninth grade students transition to DHS.
- Many students have difficulty self-regulating cell phone use.

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- Daily interaction between teachers and students about cell phones impacts instructional time and impacts relationships that are so important to our school climate.
- Reducing cell phone use during the school day can significantly enhance attention and engagement in class and supports in-person communication, stronger peer connections and well-being.
- High school students are transitioning to adulthood. Our practices recognize their growth in maturity, self-regulation, responsibility and independence.
- Supporting our students around the negative impacts of social media, exposure to content that is inappropriate, lack of socialization, addictive behaviors such as gambling, etc. are challenges we share with our community that extend beyond school hours and we welcome a partnership in combating the negative consequences with our families.

**Procedures for Grades 9-11**

**Entering the Building**: When entering the building before school, students will be able to use three possible entrances from 7:00 - 7:40: the Main Entrance, the Athletic Loop Entrance, and the Cafeteria Entrance. (See DHS Traffic Flow and Drop Off Map). Students who bring cell phones to school should turn their cell phones off, or place them on silent/airplane mode, before placing them in their Yondr Bag. When students enter the building, they will show their locked Yondr bag to the administrator at the entrance. If a student arrives at school after 7:40 AM, they **must** enter through the Main Entrance and show their locked case to the campus monitor at the Welcome Center. If a student cannot produce their Yondr Bag, they must turn their phone into the main office for the day, where it will be stored securely.

**During the School Day** - Phones must remain silent and in bags. If a student needs to make contact with home, they may speak with their teacher or any office staff to use a landline. We have a designated student phone located at the Attendance Desk and the Main Office is always staffed with adults who can help students call home, if necessary.

**Exiting the Building** - Before leaving for the day, students need to open their bags at one of the Unlock Stations placed around the school which will be open at dismissal time. Unlock Stations can be found at these locations: Main Entrance, Library Exit 3, A/B Exit 4, B/C Exit 5, Athletic Exit 6, Locker Room Area, Athletic Tunnel Exit 16, Cafeteria Exit 18, and the Auditorium Exit 28 (see Campus Door Map). Other unlocking mechanisms will be housed at the Attendance Desk, in the Art Department, and in the Counseling Suite. If a student forgets to unlock their bag, there will be one unlock station outside the main entrance that will be available outside of school hours.

**Signing Out of School Early:** The only Unlock Station that will be available during the school day, prior to dismissal, will be at the Attendance Desk. If a student is excused to leave school early, the student

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will need to sign out at the Attendance Desk and use the Unlock Station to gain access to their phone before exiting the building.

**Seniors** - Aligned with other senior privileges, students in grade 12 will be expected to self-monitor cell phones. Seniors need to secure their phones out of sight, turned off, and away for the duration of the day. Seniors can access their phones **only** in the Senior Section of the cafe during the 1st, 2nd, and 4th blocks. They may not use their phones during the lunch block (the consequences for failure to adhere to this privilege can be seen below).

Senior IDs will be **blue** and must be shown to administration when entering the building in lieu of a phone bag. Senior IDs must be produced during the school day in the cafeteria if requested by an administrator or staff member.

Seniors may request a pouch to help them manage their phone for the day. Repeated violations by seniors will result in assignment of a pouch for use every day.

**Other Important Information**

**Important Dates**: To ensure students understand the procedures and policy outlined here, the administrative team will be meeting with each grade level on Thursday, August 28th to present the school policy and expectations. Cell phone bags will be distributed in Advisory on Friday, August 29th. Because many students previously stored their school IDs in their phone cases, we will be distributing new ID carriers on the 29th. The phone-free policy will go into effect on **Tuesday, September 2nd.**

**Student Responsibility**: Yondr Bags will be signed out to students in the same manner as textbooks and recorded in their Destiny account. Students should plan to care for the bag and report any issues with it during the year. Students will return the Yondr bag at the end of the year and will be responsible for loss or damage.

**In Case of an Emergency**: During any school drill or emergency, under guidance from the Darien Police Department, students must remain off phones and be attentive to safety and emergency response directions from the adults in the building. In the event of an emergency, information will be communicated out to families through the District Central Office and the DPD.

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**School Consequences if a student is seen accessing a phone without permission during the school day:**

**In a Classroom:** If a phone is seen by a faculty member in a classroom, the teacher will ask the student to put the phone into the phone sleeve available in all classrooms. At the end of class, the teacher will alert administration and the student will take their phone to the Main Office. Teachers will not sacrifice instructional time to engage in discussions about why a phone was out during class or issue warnings. Students must immediately comply with the teacher's request and will meet with a school administrator. If they choose not to follow a teacher's directive, it will be treated as a violation of our conduct policy and will result in a one-day In-School Suspension.

**Outside of a Classroom:** If a staff member observes a student with a phone outside of the classroom, they will ask for their Student ID, alert administration, and direct the student to the Main Office for a meeting with a school administrator. Students must immediately comply with the teacher's request. If they do not, it will be treated as a violation of our conduct policy and will result in a one-day In-School Suspension.

**School consequences for accessing phones during the day without permission:**

***First Offense***: the phone will be turned in to the Main Office and the student may pick it up at the end of the day.

***Second Offense***: the phone will be turned in to the Main Office and a parent may pick up the phone between 2:30 and 3:00pm.

***Third Offense***: the phone will be turned in to the main office, a parent may pick up the phone at the end of the day, and the student will be assigned a Saturday Detention. Parents will be invited in for a meeting with the AP, counselor, and their child to discuss interventions. The student will have to turn their phone in to the Main Office each morning and pick it up at the end of the day for a two week period.

***Future infractions will result in an In-School Suspension.***

## *ANNOUNCEMENTS AND INTERCOM GUIDELINES*

Student use of the intercom and plasma screens are limited to those students who have been authorized by the administration to read the daily morning announcements or to those who have special announcements to make to promote school activities. Student organizations may submit announcements for administrative approval to Administrative Assistant Maria Farren in the main office (mfarren@darienps.org) It is the students' responsibility to listen to announcements and to get in the habit of checking the DHS website and reading the posted bulletins as well.

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## *BULLETIN BOARDS/POSTERS*

Bulletin Boards may be used by school clubs, teachers, and students for school-related announcements; **all posters and announcements must be approved and stamped beforehand by an Assistant Principal or the Athletic Director**. No personal posters (birthdays, band gigs, etc.) or posters for outside agencies are allowed.

- Club posters may be hung in the **main entrance lobby, the cafeteria, the athletic loop lobby, and the F-wing area outside of the auditorium balcony**. Having these sites as the **only approved sites** for posters keeps the hallways neat and lets people know where to look for information.
- Announcements, posters, signs, etc. may only be hung on walls using blue painters tape. At no time are postings to be placed on doors or exterior building windows as this could damage and scratch the surface when removed.

- Any sport, club, activity, or individual that hangs a poster must take responsibility for removing it once the activity is completed. Failure to do so may result in losing the opportunity to post future materials.

- Sexual innuendos, obscene and/or inappropriate language, references to drugs/alcohol, or statements or images which glorify their use will result in removal of the material and disciplinary action.

## *COMPUTER AND TECHNOLOGY RESPONSIBILITY*

**All students in grades 9-12 are required to bring a charged device to school every day.** Any student with financial need should reach out to their school counselor and email assistant principal Mark mazzone at mmazzone@darienps.org. More information on the district's Bring Your Own Device plan can be found on the DHS website here. Students are encouraged to also bring their charger and headphones.

Students who need help with DPS applications should put in a helpdesk ticket here.

Students are expected to use the computers and technology resources at the high school in a responsible manner. Copying software and sabotaging equipment or information is illegal and may be reported to the proper law enforcement agency. Misuse of passwords or unauthorized entry into any system will be considered theft and subject to the school rules regarding theft and vandalism. For privacy purposes students are not allowed to record discussions or lessons without prior permission. Students may lose their access to school computer systems and/or receive disciplinary consequences for not adhering to these standards. (**See also: BOE Policy 5300 Computer Responsibility**)

## *COPY MACHINE*

Copiers are available in the Library Learning Commons and throughout the building for student use. All students need their Student IDs to access the copy machines.

## *DESTINY*

Students are responsible for all books, locks, library materials, and other school property assigned to them during the school year. A fine is entered in Destiny when the student has not met an obligation to return or replace school property.

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All students can check their obligations by accessing their Destiny account. This account will show all materials the student is responsible for including library books, textbooks, fines, athletic equipment, etc. Instructions on accessing Destiny are available on the DHS website. If you are unable to access your account or have any questions, please contact the DHS Library staff.

## *NO SCHOOL (Storm Days or Emergency Situations)*

When it is necessary to close schools due to inclement weather, please check the DHS website: https://www.darienps.org/ or check for announcements which will be made on TV, cable, and local radio stations as early in the morning as possible, usually after 6:00 a.m.

Darien Public Schools subscribes to an emergency notification service that allows parents and staff to receive emails and text messages about urgent information from the Office of the Darien Superintendent of Schools, School Messenger. This service relies on information stored in Aspen, our student information system, for contact information. Parents and guardians have the ability to update all of their personal information within Aspen, including phone number, cell phone number, and email address. (Use Aspen link to logon.)

The school district itself, except in unusual circumstances, will remain open until the usual closing time.

## *REPORTING TO PARENTS*

Darien High School reports students' progress in a variety of ways, including all of the following:

### *Aspen Student/Family Portal*

The Aspen Student and Family portals provide immediate access to attendance and grades. Each student can log into **Aspen** using their network username and password. Parents can sign up for an Aspen Family portal account **here**. Questions for the student and family portals can be emailed to aspen@darienps.org.

### *Attendance*

Teachers record absences electronically each day, and an automated phone call is generated for each unexcused absence. In addition, emails are sent to students and parents when a student is in danger of losing credit in a class due to absences. It is recommended that students and parents contact the teacher as soon as concerns are raised about a student's attendance in class. **(See also: DHS Attendance Policy)**

### *Report Cards*

Teachers record a letter grade at the end of each quarter. Report cards will be made available quarterly via Aspen family portal. An email notification will alert parent contacts to availability. Parents requiring a paper copy should contact their child's school counselor. Parents are urged to communicate with the teacher if they have questions regarding grades or absences, or with the school counselor concerning the implications of their student's caliber of work or attendance.

### *School Messenger*

SchoolMessenger is a service which provides e-mail, voice, and text communication to the community.

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You will be contacted by SchoolMessenger by email and phone using the information provided by you in your Aspen account; you can **log onto Aspen and update your information with the "contact and medical emergency information" workflow.**

To receive text messaging from SchoolMessenger, **you must opt in for this service** and indicate your willingness to receive text messages. The process is simple and only takes a few seconds to complete: Simply text any one of the following words to the number 68453: “subscribe,” “opt in,” or “yes.” You will receive a confirmation text message.

**You will need to repeat the opt-in process for ALL wireless numbers that you wish to include.*

**To opt out of all text messages from SchoolMessenger, reply with STOP to the opt-in message or visit https://home.schoolmessenger.com/.*

### *Telephone Calls and Email*

Teachers, counselors, or administrators may choose this option to alert parents of student progress. Parents are also encouraged to initiate calls to teachers and counselors; the faculty directory can be viewed on the **DHS website**. Please direct questions first to the classroom teacher, who is best able to provide an informed response about a student’s progress in a course; if your concerns are not addressed, please then contact the department chair or building administrator. (**See also: Darien Public Schools Chain of Communication**). Do not begin with an administrator - your answer may be delayed because the administrator must check with teachers to get the answers required.

## *WHEN A TEACHER IS LATE TO CLASS*

Teachers are expected to be in their classrooms ready for class when the bell rings. If an emergency should occur and the teacher is late, the following procedures are to be followed:

1. All students are to remain in class.
2. The class should select one student to go to the departmental office to inquire as to the teacher’s whereabouts.
3. The department chair/coordinator, in cooperation with the administration, will then make a determination about holding the class.

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# ATHLETICS

Athletics at DHS are considered an integral part of the school's educational program. Whether on the intramural, interscholastic, or class level, participants have an opportunity to acquire qualities of fitness, self-discipline, and cooperation. Athletics prepare one to meet challenges, make decisions, and accept criticism. DHS is committed to providing opportunities for organized athletic participation at all levels of ability and interest. Please refer to the **Student Athletic Handbook** for more information.

### ATTENDANCE AND INTERSCHOLASTIC PARTICIPATION

Students who are marked absent by teachers for two or more class periods in a day will automatically be marked absent in their daily record and not be eligible to participate in after school athletic or extracurricular activities. Students who have planned, excused partial day absences, such as for a doctor's appointment, should speak with their assistant principal to request permission to participate prior to that day.

Any student athlete who has not reported to school by 10:00 a.m. or is dismissed early, will also not be permitted to practice or play that afternoon or evening. Exceptions to this rule will be considered *only if the player's parent calls an administrator*, prior to 10:00 a.m., to explain the unusual circumstance.

Athletes should not request permission to go home for equipment or uniforms. If they have forgotten them, they will have to miss the activity or call parents to bring uniforms or equipment.

## ELIGIBILITY FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

1. A student must receive passing grades in at least four major subjects for which the student has not received previous credit.
2. Marking period grades (quarter, not semester grades) are used to determine academic eligibility.
3. Scholastic deficiencies cannot be made up until the next report period.
4. No student shall participate in athletics for more than eight semesters.
5. Students may not have turned twenty years of age during his or her sports season.
6. A student shall not participate in, or represent their school in, more than one sport during any one season.
7. A student who is a member of the school team after the first scheduled practice shall not participate with any outside team in that sport.

## REGULATIONS CONCERNING MANDATORY YEARLY PHYSICALS FOR INTERSCHOLASTIC SPORTS

### *STATE OF CT HEALTH ASSESSMENT RECORD*

Student athletes participating in an interscholastic sport must, in accordance with CIAC rules and the Darien Board of Education, have an annual Physical Examination / Health Assessment which certifies the athlete may participate in athletic activities and competitive sports. This Physical Examination / Health Assessment must be current within 13 months of the beginning of tryouts, practice and

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competitive play, and be kept updated and on file with the school nurse. At no time shall an athlete be allowed to practice or compete if the date since the Physical Examination / Health Assessment exceeds 13 months. Even if the Physical Examination / Health Assessment was accepted at the beginning of the season, if during the season it becomes more than 13 months old, the athlete will not be allowed to continue to practice or play until a new Physical Examination / Health Assessment is on file with the school nurse. The physical examination/health assessment should be documented on the State form.

Further information is available at the Darien Public Schools website at: http://www.darienps.org as well as at the High School from the main office, health office, and coaches.

### *ONLINE REGISTRATION FOR ATHLETIC TEAMS*

Darien Athletics now uses Family ID for all sport registrations. Please log onto your Family ID account to begin the registration process. Directions on how to sign your student up for a sport can be found here. Up to date physicals with school nurses are still required within 13 months to participate.

### *ADDITIONAL CIAC REQUIRED DOCUMENTS*

Through Family ID, both parents and students must sign off on the CIAC mandated Concussion Awareness form as well as the Sudden Cardiac Arrest Awareness form. Once parent and student have initiated this through Family ID, they do not need to initial again for that school year.

## POLICY REGARDING "CUTS" FROM TEAMS

In order to offer a competitive interscholastic athletic program, it will sometimes be necessary to cut students in some sports. The decision to limit squad size may be caused by one or more of the following factors:

1. Safety - considering the space available and the player/coach ratio.
2. Time Limitations - considering the schedule and time restrictions and whether there is a reasonable opportunity for active participation in practice or games.
3. Budget Limitations - considering the costs of transportation and equipment.
4. Coaches will explain the selection criteria and tryout format and will establish a “recall” procedure for players cut in the event an opening becomes available during the season.

## HAZING

**Darien High School does not condone hazing**. All DHS students have a right to participate in our programs without having to endure hazing. Any action or activity resembling hazing is generally defined as forcing or intimidating a student or group of students (in the form of initiation) to do ridiculous, unwanted, inappropriate or humiliating things. Activities resembling hazing should be reported immediately to the Principal (655-3981 ext. 2252) or the Athletic Director (655-3981, ext. 2263). **(See also: BOE Policy 5175 Regarding a Safe School Climate)**

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# ATHLETICS BY SEASON (Consult Athletic Website for Practice Dates)

## *FALL SPORTS*

**Cheerleading:** Darien fields Varsity Cheerleading. Practices are held at Darien High School. .

**Cross Country**: Darien fields separate girls and boys Varsity and J.V. level teams.

**Field Hockey**: Darien fields girls Varsity, J.V. and freshman squads. Some players attend summer camps, but this is not a requirement for participation.

**Football**: This team is open to both girls and boys. Strongly encouraged conditioning practices are held through summer school beginning in June. DHS will field teams at the Varsity, J.V. and freshman levels if there are sufficient numbers of interested players.

**Soccer**: Darien offers separate girls and boys Varsity and J.V. level teams. Players are placed on a level commensurate with their ability. Freshman teams will be established if there are sufficient numbers of interested candidates.

**Swim and Dive**: This team is for girls. Swimmers train at the Darien YMCA and divers train at the New Canaan YMCA. Practices may include “before school” sessions, as well as after practice weight training sessions back at DHS. (Note: Swimming for boys is a winter sport.)

**Volleyball**: This team is open to girls. Freshman teams will be established if there are sufficient numbers of interested candidates. (Note: Volleyball for boys is a spring sport.)

**Boys Golf**: Darien will field separate boys and girls (spring offering) teams which will practice and play home matches at Wee Burn Country Club, the Country Club of Darien and Woodway Country Club. Team membership is limited.

## *WINTER SPORTS*

**Basketball**: Darien offers separate teams for girls and boys at the Varsity, J.V. and freshman level. Practices and games may be scheduled during school vacation periods.

**Cheerleading:** Darien offers Varsity Cheerleading. Practices are held at Darien HS.

**Gymnastics**: This team is open to girls. Practices will be held at the Darien YMCA gymnastic facility. Practices and meets may be scheduled during school vacation periods.

**Ice Hockey**: Darien offers separate teams for both girls and boys. Girls Ice Hockey fields a varsity team. Boys Ice Hockey fields both a varsity and JV team. Team practices are held at one of the local ice rinks. Practices may include "before school" sessions in order to acquire sufficient ice time. Students can expect to incur a fee to offset the cost of ice time rental. Practices and games may be scheduled during school vacation periods.

**Indoor Track**: Darien fields separate girls and boys Varsity level teams that compete on weekends at the Wilton or Staples Field Houses. Practices may include indoor or outdoor workouts as well as running on local streets. Practices and meets may be scheduled during school vacation periods.

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**Ski Team**: Darien offers separate teams for girls and boys. DHS Ski Teams are partially funded by the Board of Education. Students can expect to incur a fee to offset expenses associated with this sport. Practices and races are held at Powder Ridge and Mount Southington.

**Squash**: Separate teams for boys & girls. . Squash has both a Varsity and a JV team. Students can expect to incur a fee to offset court rental expenses associated with this sport.

**Swimming**: This team is open to boys and any girl who did not compete in fall swimming at DHS. Practices may include "before school" sessions and may be scheduled during vacation periods.

**Wrestling**: This team is open to both girls and boys in grades 9 through 12. Weight classes are 103, 112, 119, 125, 130, 135, 140, 145, 152, 160, 171, 189, 215 and 275. Practices and meets may be scheduled during school vacation periods.

## *SPRING SPORTS*

**Baseball**: This team is open to both girls and boys. Varsity, J.V., and Freshman squads are chosen after a tryout period.

**G. Golf**: Darien will field separate boys and girls teams which will practice and play home matches at Wee Burn Country Club, the Country Club of Darien and Woodway Country Club. Team membership is limited.

**Lacrosse**: Darien offers separate girls and boys teams. DHS will field Varsity, J.V. and freshman teams if there are sufficient numbers of interested players.

**Boys Rugby:** This team is open to students in grades 9-12

**Girls Rugby:** This team is open to students in grades 9-12

**Sailing:** The DHS Sailing Team is open to boys and girls. Practices are held at the Noroton Yacht Club. Regattas are held on weekends at sites throughout New England. Students can expect to incur a fee to offset costs associated with the program.

**Softball**: This team is open to girls. Darien High School will field Varsity and J.V. Softball teams.

**Tennis**: Darien offers separate girls and boys teams and field separate V & JV teams.

**Track**: Darien offers separate girls and boys teams. Practices may include running on local streets.

**Volleyball**: This team is open to boys in grades 9-12. Assuming there is enough interest, a JV team is also offered.

# TITLE IX

*The regulations for Title IX of the Education Amendments of 1972, and specifically 34 C.F.R. Section 106.41, prohibit discrimination on the basis of sex in athletic programs. Under Title IX, school districts may establish separate teams for boys and girls which reflect selections based on competitive skills or where the activity is a contact sport such as football. However, the Title IX regulations also recognize*

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*that school districts must allow all persons to try-out for teams otherwise restricted to members of one sex where the other sex has previously historically had limited athletic opportunities.*

*In addition, the CIAC regulations prohibit boys from participating on historically girls' teams due to previously limited opportunities for girls. Also, under CIAC regulations, girls may participate on any boys' team including contact sports.*

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# CLUBS & STUDENT ACTIVITIES

Clubs & activities are an integral part of Student Life at Darien High School. These organizations provide opportunities to meet new friends, to find hidden talents and interests, and to serve others. We encourage all DHS students to seek at least one extracurricular activity. Many activities meet before or after school, while others meet in the evenings when necessary. The DHS Clubs & Activities Directory is updated annually and can be found on the Clubs & Activities section of the DHS website.

## BALANCE

While we encourage students to become active in our extracurricular program, we also encourage them to exercise caution regarding the extent of their involvement so that their academic program can receive the priority it merits. When deciding upon the activities in which they wish to participate, careful thought should be given to the following:

1. Club/Activity Advisors in consultation with the principal have discretionary powers in determining whether or not a student who holds a major office or duty in one activity should also have a leadership position in a second. (We do not encourage a student holding major offices in two activities, such as an editorship or presidency of a large activity and a position as Class or Student Government officer at the same time).
2. Student leaders who are placed on academic probation will have their activity program reviewed to determine whether or not the leadership responsibility is a factor in the student's academic performance. If it is, the student may be asked to withdraw from his / her leadership position either permanently or for a specific period.

## CLUBS & STUDENT ORGANIZATIONS

The Darien High School Community has a wide range of clubs and activities. In order to get approved as a DHS Student Organization and to maintain active status:

- Develop a mission for their club, which cannot overlap with another club or activity and must involve more than fundraising. While new clubs may take their inspiration or review guidance from outside organizations, new proposals must be for independent Student Organizations unique to DHS

- Have an advisor who is a Darien Public Schools employee and willing to volunteer their time to supervise and attend all club meetings and events

- Hold meetings and activities on the DHS campus, with the exception of approved off site, school-sponsored events

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- Maintain a roster of at least 10 involved students with meetings at least twice monthly
- Regularly report on club attendance and activities; a template will be shared with club leaders
- Abide by all **Responsibilities of Student Organizations** as listed below

Clubs register each year, and new clubs that meet the above criteria will be considered for proposal during the registration period.

- Existing Clubs will submit the annual **Club Registration Form** at the beginning of the new school year to Assistant Principal Alison Mullane. Club Student Leaders and the Club Faculty Advisor will be invited to meet with Ms. Mullane to review their registration, as well as school rules such as making announcements, reserving rooms, hanging up posters, taking attendance, and planning events, and to address specific issues related to the club.

- Students interested in proposing a new club should schedule an appointment with Ms. Mullane to discuss their idea and the club proposal process. The deadline for new club proposals is Sept. 19, 2025.

*The DHS Student Government can provide preliminary funding for new clubs. Contact Student Government to obtain a funding request form.*

## *HONOR SOCIETIES*

DHS Honor Societies are invitation based clubs that recognize academic excellence, leadership, and good character. Academic integrity is a cornerstone of the DHS honor societies, reflecting our commitment to honesty, trust, respect, and responsibility in the academic community. Upholding these values is essential for maintaining the societies' reputations and the credibility of its members.

The following Honor Societies are active at DHS:

| | |
|---|---|
| National Honor Society | Science National Honor Society |
| Mu Alpha Theta (Math) | National English Honor Society |
| Tri-M Music Honor Society | National Technical Honor Society |
| World Language Honor Societies | National Art Honor Society |

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It is important to know that a school suspension or academic integrity violation during the sophomore, junior, or senior year will result in a student being ineligible to apply for admission to an honor society or be ineligible for leadership positions in the Honor Society*

For suspensions or academic integrity violations that occur during the freshmen or sophomore year, the administration may consider reinstating eligibility for an honor society if the student makes amends. This process involves the student completing an agreed upon service and leadership within the school community. The service required to earn back the privilege will be determined through a discussion with the student and their assistant principal.

If a student is suspended or has an academic integrity violation while a member of an honor society, the suspension or violation will result in that membership being suspended or revoked.

**A student who feels their violation does not relate to integrity may appeal to the honor society board for the right to be considered for membership.*

### *PARTICIPATION*

All students participating in extracurricular activities must attend an **Extracurricular Participation Workshop** and uphold the **Standards of Behavior Governing Participation in Extracurricular and Athletic Activities**. **See also: Behavior Expectations and Student Discipline**.

### *STUDENT LEADERSHIP*

Each organization may determine the leadership structure which best meets the needs of its mission and membership. Students who are elected to or assigned leadership positions within student organizations, clubs, and activities are expected to adhere to the highest standards of community participation. Any school suspension during the sophomore, junior, or senior year will result in a student being ineligible to apply for captaincy or honor society leadership positions; if a student is suspended while holding a leadership position, the suspension will result in that leadership position being revoked.

## INTRAMURALS

The DHS athletic department recognizes the role sport and activities play in a student's development and overall high school experience. Intramurals can oftentimes serve as an outlet for many of our students, without the day to day commitment our athletic teams expect. Intramurals can provide students opportunities to meet new friends, while participating in a physical activity they enjoy.

### *INTRAMURAL APPROVAL PROCESS*

In order to get approved as an intramural and to maintain active status, groups must:

- Have an advisor who is a Darien Public Schools employee and willing to volunteer their time to supervise and attend all club meetings and events. The advisor must be a certified coach in the state of CT.
- Hold meetings and activities on the DHS campus, with the exception of approved off site, school-sponsored events
- Maintain a roster of at least 10 involved students

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- Regularly report on attendance; a template will be shared with intramural club leaders

Intramurals register each year, and new sports that meet the above criteria will be considered for proposal during the registration period.

- Students interested in proposing a new intramural should schedule an appointment with Mr. Manfredonia to discuss their idea and the proposal process.
- New organizations will be considered only if there is not an existing DHS team in the sport *and* based on the building's availability to schedule the activity.

### *PARTICIPATION*

All students participating in extracurricular activities must attend an Extracurricular Participation Workshop and uphold the **Standards of Behavior Governing Participation in Extracurricular and Athletic Activities**. **See also:** **Behavior Expectations and Student Discipline**.

## RESPONSIBILITIES OF STUDENT ORGANIZATIONS

### *COMMUNICATIONS*

Organizations must follow all existing school policies and practices in communicating about their club through posters and announcements at DHS. Find more information in the **Communications** section.

### *CLUB & ACTIVITY EVENTS*

Classes, student government, and school organizations are required to consult with Assistant Principal Alison Mullane (amullane@darienps.org) about all activities that are proposed as "school sponsored" before they can be officially considered school sponsored and advertised throughout the school.

After having discussed the proposed activity with advisors and completing the **Event Proposal Form**, student representatives must request a meeting with Ms. Mullane at least two weeks before the proposed event date. Student groups are welcome to request a meeting with Ms. Mullane and their faculty advisor during the event planning stages, particularly if the advisors feel that the activity "has possibilities but needs talking over with the Principal first."

Note: Any events or activities proposed to take place off campus require the completion of the F1 field trip form and health forms, and must follow district policies regarding transportation.

All proposals for activities and programs must be approved by advisors and administration before:

- the building can be reserved
- money can be expended (advisors must sign money dispersal forms)
- announcements concerning the activity may be made (advisors and administration must approve all announcements)
- posters can be approved and hung

### *FINANCES & COLLECTING MONEY*

All fundraising must be approved by administration and must be related directly to an approved club or activity. Student Organizations must submit **the Fundraising and Goods Collection Request for**

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Approval form; Part 1 of 2 is due two weeks before the proposed start date; part 2 of 2 is due one week after the fundraiser or collection has concluded. Failure to submit required paperwork will prevent organizations from proceeding with accessing or utilizing funds until documentation is complete.

Any student responsible for collecting or distributing money for a school organization must do this through the Bursar. No money may be deposited in a non-school account or through online apps. Funds must be deposited to the bursar on a daily basis. (**See also:** BOE Policy 3150 School Activities Funds)

## *GUEST SPEAKERS*

Any time a club or DHS organization wishes to bring in an outside speaker or adult volunteer, the group must complete the Guest Speaker proposal form and submit it to the principal for approval. The form can be obtained in the Main Office.

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# STUDENT GOVERNMENT CONSTITUTION

*Darien High School*
*Student Government Constitution*

***Article I: Mission***
**The Darien High School Student Government** (hereinafter Student Government) is an organization that consists of representatives from the student body, faculty, staff, and administration (hereafter referred to as the **entire school community**). Its mission is to represent all members of the entire school community and foster a positive school climate and culture by addressing community needs as identified by the Student Government.

***Article II: Organization***
**The Darien High School Student Government is comprised of:**

A. **Membership (All voting)**
   a. Executive Officers
      i. One Student Body President
      ii. One Student Body Vice President
      iii. One Communications Director
      iv. One Executive Secretary
   b. Student Representatives
      i. Four Representatives from each class
   c. Faculty Membership
      i. Two Student Government Advisors
      ii. Eight Class Advisors (two for each class)
   d. One Representative of the Administration of Darien High School
   e. One Member of the Darien High School Parents Association

B. **Ex-Officio Membership (Non-voting)**
   a. Board of Education Student Representatives
   b. The Darien High School Administrative Assistant
   c. School Resource Officer

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d. Custodian

*Article III: Faculty Advisors*

The Faculty Advisors on Student Government will advise and assist the student members. Advisors and students will work together to coordinate events and assist with fundraising throughout the year.

A. **Student Government Advisors** - Student Government Advisors will advise the entire Student Government. The Student Government Advisors will attend Student Government meetings, sponsored events and participate as needed. They will also serve as the liaison between the Student Government and the Administration and Faculty. Any faculty member at Darien High School can serve as a Student Government Advisor. There is no term limit on the role as Student Government Advisor.

B. **Class Advisors** - Any faculty member at Darien High School can serve as a Class Advisor. The Class Advisors will attend Student Government meetings, sponsored events and participate as needed. Class Advisors will advise the same class throughout their years (until graduation) as advisors. However, there is no limit on the number of years Advisors can serve in this role.

*Article IV: Executive Officers*

A. **President**- Serves as the voice of the entire school community and serves as the liaison between the student body and administration. Actively promotes school community and inclusion of the entire student body.

   a. The President will preside over Full Student Government and Executive Board meetings.

   b. When appropriate, the President will speak at gatherings during the academic year.

   c. The President will support classes in their endeavors.

   d. The President will help plan, organize, and attend all Student Government sponsored events.

   e. Other duties as assigned by the Student Government Advisors

B. **Vice President** - The Vice President will assume all duties of the President in his or her absence and serve as the liaison between the clubs and Student Government.

   a. The Vice President will assume all duties of the president in his or her absence.

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b. The Vice President will coordinate and attend all Student Government events, volunteer opportunities and fundraising

c. The Vice President will also work with the President and serve as a liaison to the classes in assisting in their endeavors

d. The Vice President will assist in the orientation of incoming students

e. Other duties as assigned by the Student Government Advisors

C. **Communications Director** - Serve as a direct contact for all communication between the Student Government and the entire school community.

a. The Communications Director will handle the delivery of information between the Council and the Community

b. The Communications Director will be in charge of overseeing the Student Government social media accounts

c. The Communications Director will help plan, organize, and attend all Student Government sponsored events

d. Other duties as assigned by the Student Government Advisors

D. **Executive Secretary** - The Executive Secretary will record minutes and votes of each Student Government and Executive meetings.

a. The Executive Secretary will take attendance at all Student Government events and make attendance records public to all Student Government members

b. The Executive Secretary will ...

i. Be responsible for delivery of all internal communication

ii. Take detailed meeting notes at all meetings

iii. Keep organized records of attendance

iv. Provide minutes of the meetings

v. Record votes on legislations and proposals

c. The Executive Secretary will help plan, organize, and attend all Student Government sponsored events

d. The Executive Secretary will be in charge of collecting grade level surveys, vetting them with advisors and helping promote them

e. Other duties as assigned by the Student Government Advisors

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*Article V: Student Representatives (Class officers)*

A. **Student Representatives** - Each class shall have four Student Representatives, filled by members of that class, elected by that class only.
    a. Meet as a class with your Faculty Advisors on a regular schedule; Record minutes to be submitted to the Executive Secretary
    b. Attend all Student Government meetings and events.
    c. Work with the executive board to plan, organize, and carry out all Student Government sponsored events
    d. Participate in Committees
    e. Plan one fundraiser per year; All proceeds will go to the class. Raised money can be used for prom, class activities or Student Government planned trips within Darien
    f. Plan one volunteer or community outreach event per year
    g. Facilitate class gatherings and record minutes to be submitted to the Executive Secretary
    h. If you are not able to make a meeting or event, each member must speak to or email the Executive secretary at least 24 hours in advance of the event
    i. Create grade specific surveys to collect student feedback at least once per quarter
    j. Other duties as assigned by the Student Government Advisors or Class Advisors
    k. **Junior and Senior Representatives** will work with the School Administration and Faculty Advisors to plan prom

B. **Board of Education Student Representatives** - Chosen by application according to Darien Board of Education Policy 9280
    a. Attend all Student Government meetings and events
    b. Work with the Executive Board to plan, organize, and carry out all Student Government sponsored events
    c. Convey information to the Board of Education, particularly as identified by Student Government action
    d. Apprise Student Government of Board of Education action and discussions, particularly for impact at the high school level
    e. If you are not able to make a meeting or event, each member must speak to or email the Executive secretary at least 24 hours in advance of the event
    f. Other duties as assigned by the Student Government Advisors

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***Article VI: Meetings***
The Student Government will meet on a regular schedule to be determined at the start of the academic year. Types of meetings will include the following:

A. **Full Student Government Meetings -** Full meetings will be held at least once a month. The President will preside over these meetings. Full meetings will be called by the Student Government Advisors with at least 48 hours notice.
B. **Class Representative Meetings -** Class representative meetings will be held by each class on a regular basis and in response to additional need.
C. **Class Gathering** - A class gathering will be held on a regular basis set by the Student Government. A class gathering is an opportunity for Class Representatives to meet with their fellow class members to discuss ideas, concerns, and events happening in the school community.
D. **Committee Meetings -** Committee meetings will be held as needed.
E. **Faculty Advisor Meetings -** Faculty Advisor meetings will be held as needed with at least 48 hours notice.

***Article VII: Executive Board***
The Student Government Executive Board will consist of the following:

A. Student Government Advisors
B. The President, the Vice President, Communications Director, and the Executive Secretary.

Duties of the Executive board include the following:

A. The Executive Board prepares the agenda for Student Government meetings.
B. The Executive Board will receive and review proposed legislation.
C. The Executive Board is also responsible for formulating a response to any community issue that may arise.

***Article VIII: Committees***
Ad-Hoc Committees may be formed throughout the year in response to community needs or Student Government plans. Ad-Hoc committees will be chaired by an Executive Board member. Committees will be composed of Executive Officers, Student Representatives, and members of the entire school community.

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***Article IX: Legislative Process***

Any member of the school community may submit a proposal for consideration by the Student Government.

The proposal steps are as follows:

A. The proposal must first be given to the Student Government Advisors who will then distribute it to the Executive Board.
B. Proposals must pass the Executive Board with a majority before being passed on to discussion by the entire Student Government.
C. The President will place the proposal on the agenda for discussion at the next Student Government meeting.
D. Student Government must have a majority of students and a majority of Faculty Advisors present in order to vote on a proposal.
E. After discussion of the proposal, the Student Government members will vote to support or reject it.
F. The proposal must receive a majority of votes in the affirmative from members present to pass.
G. Approved legislation will then be sent to the Principal for review.
H. The legislation proposed will be enacted the week following the vote unless an alternate date is agreed upon by the Student Government.

***Article X: Elections***

The elections are to occur annually and as needed for vacancies. Elections will be coordinated by the Student Government Advisors with election policies and guidelines. All terms on the Student Government will begin on the graduation date of the school year in which they are elected and will end on the graduation date the following school year.

A. **President** – To be filled by a senior elected by the entire school community. In order to run for president the candidate must have served on Student Government for at least one year.
B. **Vice President -** To be filled by a junior or senior elected by the entire school community.
C. **Communications Director** - To be filled by a junior or senior elected by the entire school community.
D. **Executive Secretary** - To be filled by a junior or senior elected by the entire school community.
E. **Student Representative -** Four positions per class to be filled by a member of that class, elected by that class only.

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***Article XI: Disciplinary Action***

If a member of the Student Government is not fulfilling obligations or upholding the standards of the office as outlined in this document, any member of the Student Government may present to the Student Government Advisors a formal complaint stating the reasons for removal.

The Student Government Advisors in conjunction with the Class Advisors will meet, discuss, vote on what actions should be taken

If such a proposal is presented:

A. Based on the majority vote, the member may or may not be removed from the Council.
B. If a voting member is removed, a special election will take place.
C. If the member of concern is the Board of Education Student Representative and found to not be in fulfillment of their obligations on Student Government, the decision will be shared with the Principal and Superintendent.

***Article XII: Finances***

A. Finances will be monitored by Faculty Advisors in the following instances:
    a. Student Government Advisors will work closely with Administration to control and monitor funds in and out of the main Student Government account.
    b. Faculty Advisors will work closely with Administration to control money in and out of individual class accounts.
B. **Guidelines and Application for Requesting Funds from Student Government**. Student Government can help fund other clubs and organizations, but an application needs to be submitted using the below guidelines:
    a. Funds may only be requested by recognized Darien High School Clubs or Organizations.
    b. The funds must be used in a way that would benefit the school community.
    c. Funds must be used by the end of the school year in which the funds were requested.
    d. Criteria for requesting loans from the Student Government:
        i. Groups may request loans for the purposes of fundraising.
        ii. Total loan amount cannot be greater than $500.
        iii. The loan must be paid back before the end of the school year in which it was made.
        iv. Loans not paid will result in the group being excluded from fund requests until it is paid off.
    e. Application Process for funds or loans:
        i. Write a proposal and explanation for the money needed. Complete the application form.
        ii. Turn the request into the Student Government Executive Secretary. The request will be voted on at the next full Student Government meeting.
        iii. A student from the applying organization must present the request at a Student Government Meeting.
    f. Approval Process for funds or loans:

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i. The motion for funds or loans must pass by a two-thirds vote of the Student Government at a Student Government Meeting.

***Article XIII: Ratification and Amendment of this Constitution***

A. A two-thirds vote by those in Student Government shall be deemed sufficient for the establishment of this Constitution for the Darien High School Student Government.
B. Amendments to this Constitution may be proposed by any member of the entire school community by submitting a proposal at any Student Government Meeting. A vote on the proposed amendment will occur at the following Student Government meeting and must attain a two-thirds vote by those in the Student Government in the affirmative to take effect.

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## *Application for Requesting Funding from DHS Student Government*

**Club Name:** _____

**Advisor Name/ Email:** _____

**Amount Requested:** _____

**Please attach an additional sheet that explains your proposal.**

**Results of the vote:** yeas _____ nays _____

**Signature of the Student Government President:** _____

**Date:** _____

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# NON-DISCRIMINATION STATEMENTS

## *EQUAL OPPORTUNITY IN SCHOOL PROGRAMS AND PRACTICES*

Darien Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons. Darien Public Schools does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability, or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal non-discrimination laws. The Darien Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.

Specific complaints about the conduct of the school may originate with school personnel, students, parents, or other citizens. Such complaints should be made in writing to the building administrator in charge. It will be investigated and resolved expeditiously. Should this process not resolve a complaint that concerns practices in the school system that may be discriminatory, the complaint should be directed as follows:

Marjorie Cion, Director of Human Resources, mcion@darienps.org, 203-655-7400.

## *SEX DISCRIMINATION AND SEXUAL HARASSMENT*

It is the policy of the Darien Board of Education that any form of sex discrimination or sexual harassment is prohibited, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action. Victims of sex discrimination or sexual harassment should promptly report such claims to the principal unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools. In addition, a copy of any complaint filed under this policy shall be forwarded to the Title IX Coordinators listed above. **(See also: BOE Policy 5275 Sex Discrimination and Sexual Harassment (Students))**

## SELECTED DARIEN PUBLIC SCHOOL POLICIES

Many District policies relevant to Darien High School and its students are found here. The complete listing of Darien Public Schools policies can be accessed on the Darien Public School Website under the heading Board of Ed and clicking Policies on the drop-down menu (Board of Education Policies).

Policy 5175: School Climate

Policy 6840: Graduation Requirements

Policy 5220: Student Discipline

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Policy 5050: Administration of Student Medications in the Schools

Policy 4430: Sudden Cardiac Arrest Awareness for Athletics

Policy 5275: Policy Regarding Title IX of the Education Amendments of 1972- Prohibition of Sex Discrimination and Sexual Harassment (Students)

Policy 5300: Student Use of the District's Computer Systems and Internet Safety

Policy 4175: Prohibition on Recommendations for Psychotropic Drugs

Policy 4400: Social Media

Policy 6210: Program of Instruction, Curriculum, Textbooks and other Instructional Materials

Policy 6220: Challenges to Instructional Materials; and Advertising Policy

Policy 5225: Drug and Alcohol Use by Students

Policy 5250: Misconduct Related to Voluntary School Organizations and Activities

Policy 5130: Student Attendance and Truancy

Policy 5255: Search and Seizure

Policy 5265: Confidentiality and Access to Student Records

Policy 5620: Fundraising Activities

Policy 5380: Student Wellness

Policy 5280: Dress Code

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## *Darien Public Schools NOTIFICATION*
## *CONCERNING ASBESTOS MANAGEMENT PLANS*

The Board of Education, in compliance with federal law, has developed an asbestos management plan, concerning the presence or suspected presence of asbestos-type materials within district school buildings, and required inspections and preventive measures related thereto. In accordance with federal law, members of the public, including parents, teachers and other employees, shall be permitted access to the asbestos management plan of the Darien Board of Education.

Upon request, the district shall permit members of the public, including parents, teachers and other employees, to inspect any asbestos management plan. The district shall grant access to such management plans within a reasonable period of time after a request from a member of the public is received.

Legal Reference:

Federal Law:

40 CFR 763.93

## *Darien Public Schools POLICY*
## *CIVILITY AND DECORUM*

**JD1**

Standard of Civility

All schools should be places where mutual respect is practiced and reinforced. It is the policy of the Darien Public Schools to promote an environment in which all members of the school community treat each other civilly, that is, with courtesy and respect in all contacts, whether direct or indirect.

The District does not intend this policy to deprive any person of his or her First Amendment right to freedom of speech or expression. Rather, it seeks to maintain an environment in which people can feel safe, secure, and mutually respected.

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Expected Behavior

The Board of Education expects a standard of civility in words and actions whereby all administrative, professional and classified staff, all students, parents, board members, visitors and other members of the school community interact in a courteous, respectful manner. The Board recognizes that disagreements may occur, and members of the school community remain free to express their views. Rather, this expectation relates to the manner in which people communicate and interact with each other. Disrespectful, rude, abusive, or intolerant behavior or language erodes education, is unacceptable, and such behavior shall be addressed when it occurs.

Unacceptable Behavior

Unacceptable behavior includes, but is not limited to, disruptive, demeaning, or antagonistic behavior at school, at school-related meetings, or at a school-sponsored event that interferes with school events or the participation at such events by others, including administrative, professional and classified staff, students, parents, Board members, visitors, and other members of the school community. Such behavior includes but is not limited to:

- Using loud, and/or offensive language, displays of temper, or speaking in an insulting or demeaning manner, either through personal actions, spoken words, graphic representations, or in writing.
- Threatening or intimidating administrative, professional and classified staff, students, parents, Board members, visitors, and other members of the school community.
- Behaving in a physically or verbally intimidating manner.
- Damaging or destroying school property.
- Sending abusive, threatening, or obscene letters, e-mails or voice mail messages.

## *CIVILITY AND DECORUM - ADMINISTRATIVE REGULATIONS*

Role of School Personnel to Respond to Inappropriate Behavior and Communications

If any student, parent or other member of the public uses offensive language, displays temper and/or speaks in a loud, insulting, or demeaning manner at school or at a school-sponsored event, the employee(s) to whom the remarks are directed or who hear such speech or witness such conduct shall calmly and politely advise the speaker to communicate civilly. If the inappropriate conduct continues, such employee(s) may, after giving appropriate notice to the speaker, ask the speaker to leave the meeting or may terminate the meeting or telephone conversation or other interaction.

If any district employee receives a letter, e-mail, or voice mail message that is disrespectful, abusive, threatening, or obscene, the employee should save the letter, email, or voice message and contact the immediate administrative supervisor. The employee and the supervisor shall then decide whether and how to respond, and whether to report such a message to police authorities.

Any individual who exhibits behavior as described above may be directed to leave the school, school activity or school premises by administrators or their designees.

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Role of Students, Parents or the Public to Respond to Inappropriate Behavior and Communications

If any school employee uses offensive language, displays temper and/or speaks in a loud, insulting, or demeaning manner, the individual to whom the remarks are directed shall calmly and politely advise the speaker to communicate civilly. If the inappropriate conduct continues, the individual to whom the remarks are directed may, after giving appropriate notice to the speaker, ask the speaker to leave the meeting or may terminate the meeting or telephone conversation or other interaction.

If any student, parent, or member of the public receives an e-mail or voice mail message that is disrespectful, abusive, threatening, or obscene, the individual should save the message and contact the immediate administrative supervisor of the school employee who generated the email or phone call, so that the matter may be investigated and, where appropriate, disciplinary action may be taken.

Board of Education Approval: September 11, 2007

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